



# E RECRUITING NETWORK: STUDENT OVERVIEW

**Username:** \_\_\_\_\_  
**Password:** \_\_\_\_\_

The Swarthmore College career services office is using the Experience eRecruiting Network to coordinate the on-campus job posting and interview process.

Log into your eRecruiting account from <http://careerservices.swarthmore.edu/>

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## Student Access, Profile, Password and Documents

Once you have your username and password from Career Services, “Full Access” will be given to you and you will be able to search and apply to jobs/internships on-line.

Your account profile contains your personal information, academics, future plans, and other background information. To display your account profile, simply click on the **Profile** tab on the main navigation bar. Your Account Profile page is then displayed. Be sure to fill in all the information requested as Career Services will conduct searches for students with certain criteria for various positions and then email students who meet the criteria.

If you apply to a job or choose to publish your resume in a resume book or in the Experience Network, employers have the ability to search your profile and resume. Some profile data - like ethnicity or gender - is available only to Career Services staff and is not viewable by employers.

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## Updating your Profile

| Action                     | Steps   |
|----------------------------|---|
| <b>Update Your Profile</b> | <ul style="list-style-type: none"><li>• Select <b>View/Edit Profile Data</b> under the <b>Profile</b> tab on the navigation bar</li><li>• Select the desired view: Personal Info, Academic Info, Career Preferences, Continued Academics or Administration</li><li>• Click the <b>Edit</b> link at the top of each section to edit your information</li><li>• Update your profile information</li><li>• Click <b>Save</b></li></ul> |

Note: It is **IMPORTANT** to keep your profile up to date, especially your **career preferences and expected graduation date**, because Career Services uses this information to do targeted emails to students about positions of interest. If you do not have the information filled out with your interests, you may not hear about positions.

## Updating your Password

| Action                      | Steps  |
|-----------------------------|--|
| <b>Update Your Password</b> | <ul style="list-style-type: none"><li>• Select <b>Change Your Password</b> under the <b>Profile</b> tab on the navigation bar</li><li>• Enter <b>Current Password</b>, <b>New Password</b> and <b>Confirm Password</b></li><li>• Click <b>Save</b></li></ul> |

## Uploading your Documents

| Action                       | Steps   |
|------------------------------|---|
| <b>Upload Your Documents</b> | <ul style="list-style-type: none"><li>• Select <b>Upload a Document</b> under the <b>Documents</b> tab on the navigation bar</li><li>• Choose the document type on the <b>Upload a Document</b> page and click <b>Next</b></li><li>• Click <b>Browse</b> to select your document</li><li>• Choose the correct document and click <b>Open</b></li><li>• Click <b>Upload</b></li><li>• Wait for the application to convert the document to <b>PDF</b> and <b>HTML</b></li><li>• Your resume will be successfully converted and ready to use when you see the status change from <b>Converting</b> to <b>Ready</b></li></ul> |

**Note:** Every student must have one resume designated as his or her **Primary Resume**. The original resume uploaded into the system will default to be the primary resume. You can upload various resumes, cover letters, writing samples and other documents depending on what is required from the employer. Each individual job listing will have its own required material.

## Uploading a Transcript

| Action                        | Steps   |
|-------------------------------|---|
| <b>Upload Your Transcript</b> | <ul style="list-style-type: none"> <li>• Visit your <i>mySwarthmore</i> to access your transcript</li> <li>• If you have time, use the link “<i>Transcript Request</i>”. This will email you a version of your unofficial transcript that can be used to upload. However, this takes <b>24 hours to be processed</b>.</li> <li>• If you don’t have 24 hours, then go to “<i>Grades at a Glance</i>” to access your transcript.</li> <li>• Copy your transcript and paste it into a Word document</li> <li>• Make necessary formatting adjustments as needed</li> <li>• Save your transcript as a <b>Word</b> document</li> <li>• After you are logged in, click on the <b>Documents</b> tab on the navigation bar</li> <li>• Choose the document type in Upload Documents; click on “Other”</li> <li>• Click <b>Browse</b> to select your transcript document from your local machine</li> <li>• Choose the document and click <b>Open</b></li> <li>• Click <b>Upload</b></li> <li>• Wait for the application to convert the document to PDF format before use</li> </ul> |

We require uploading a Microsoft Word document, so the document can convert properly into both PDF and HTML versions to allow viewing by all employers. Here are a few guidelines:

- Use Microsoft Word version 5.0 (or higher) or save to a Rich Text Format for best results.
- If a transcript is required for an application through eRecruiting, you may need to copy and paste your transcript into Notepad and then copy is back into a Word document to strip the document of any troublesome coding. Be sure to remove any web links that may be listed on your transcript. Save the document under a new name and save it into eRecruiting under “Other Documents”.
- Your resume should be one page unless you are a graduate student with a CV or an alumnus with accumulated work experience.
- Use a common font (Times New Roman or Arial are examples)
- 12 point font is preferred but you may need to decrease the size to 11 or 10 to see what works successfully when the resume is converted.
- Indents should be preset. Do NOT use the spacebar or multiple tabs for spacing.
- The upload will process bullets, bold face, underscore and italics. If you get dollar signs (\$) in place of bullets, copy and paste your document into Notepad and then back into a new Word Document and save again. This will strip the document of any coding that may be causing problems in uploading.
- Do NOT use password protected files, macros, frames, or tables. Be sure your document is not set to track changes under the Tools menu as this will cause problems when uploading.
- Do NOT use Insert text boxes.
- Do NOT use headers or footers.
- Do NOT use page numbers.
- Do NOT force your margins; a minimum margin of ½ - ¾ of an inch is recommended

## Searching

The job search section on the main page allows you to access the “Advanced” searches under the **More Searches** section. Here you will find an “**Advanced Job Search**” link and an “**Advanced Internship Search**” link. These more advanced search options allow you to have the option of saving your search and entering more search criteria. By saving your search, you are able to create a one click search that will be found under your “Saved Searches” on your home page.

In addition to searching for specific types of jobs through the Jobs section, eRecruiting also allows you to search for specific employers or find employers according to their industry. You can also save employer information to folders that you create and organize to help you manage your job search.

## Searching for Jobs and Internships

| Action  | Steps   |
|---|---|
| Searching   | <ul style="list-style-type: none"> <li>• Select either <b>Advanced Job Search</b> or <b>Advanced Internship Search</b> under the <b>More Searches</b> under the <b>Jobs &amp; Internships</b> section of the home page</li> <li>• It is best to use the Advanced searches so you can have more search criteria to chose to enhance your search results</li> <li>• <i>*Internship searching note:</i> eRecruiting is used to post internships to students through alumni or with companies that are looking at Swarthmore only. For a more extensive internship database visit our UCAN site linked off our main website:<br/><a href="http://www.swarthmore.edu/careerservices.xml">http://www.swarthmore.edu/careerservices.xml</a></li> <li>• After selecting your search criteria, click <b>Search</b></li> <li>• Use the toolbar along the leftside to further <b>Refine</b> your search results</li> <li>• Click on the <b>Job Title</b> to view the details of the job</li> </ul>   |
| <b>Opt In/Out of Experience Network Jobs</b><br><br>Note:<br>Jobs/Internships posted from Experience are NOT endorsed by Career Services. | During Registration, there is a prompt that asks, “Would you like to have access to additional targeted opportunities from Experience?” Make your selection and click <b>Save</b> .<br>The options are: <ul style="list-style-type: none"> <li>• Show me additional job and internship opportunities.</li> <li>• Don’t show any additional job and internship opportunities.</li> </ul> <p><i>Please use caution if you select to see additional jobs and internships as these are not employers who have gone through Swarthmore and are not endorsed by this office.</i></p> <ul style="list-style-type: none"> <li>• At a later date, you can access the ability opt in or out of seeing Experience Network jobs by conducting a search.</li> <li>• Once at the results page on the top left, you will see “More Search Options” and under that a link to “Change Search Settings.”</li> <li>• Click on “Change Search Settings”</li> <li>• If you originally opted OUT of Experience Network jobs: Have option to select “Show me additional job and internship opportunities” along with the ability to select job experience levels</li> <li>• If you originally opted IN to see Experience Network jobs: Have option to select “Don’t show any additional job and internship opportunities.”</li> <li>• Click on “Show jobs” to save the options and it will bring you back to the job search results page.</li> </ul> |

## Creating and Using SAVED SEARCHES

| Action                                    | Steps  |
|---|--|
| Creating Search Agents and Saved Searches | <ul style="list-style-type: none"> <li>• Select either <b>Advanced Job Search</b> or <b>Advanced Internship Search</b> under the <b>More Searches</b> under the <b>Jobs &amp; Internships</b> section of the home page</li> <li>• After inputting your job/internship search criteria, click <b>Search</b></li> <li>• Above the results, you will see a section called <b>More Search Options</b>. Under this section, select <b>Save Your Search</b></li> <li>• Name the search in the <b>Saved Search Name</b> field</li> <li>• Choose whether to receive email notifications of job matches – if yes, you will receive emails from the eRecruiting system when a match of your criteria is posted. This can be changed at any time.</li> <li>• Click <b>Save</b></li> </ul> |
| Using Saved Searches                      | If you choose not to receive Search Agent email updates with notifications of new job postings, you may wish to use your saved searches to easily conduct these searches when you log into eRecruiting. <ul style="list-style-type: none"> <li>• You may execute your Saved Search at any time</li> <li>• Log into your <b>eRecruiting</b> account</li> <li>• Select <b>Advanced Job Search</b> from the homepage under the <b>Jobs &amp; Internships</b> tab</li> </ul>   |

|  |  |
|--|--|
|  | <p>on the navigation bar or from the home page</p> <ul style="list-style-type: none"> <li>• In the <b>Your Saved Searches</b> box, click the name of the saved search to run the search</li> </ul> |
|--|--|

## Searching for Employers

| Action                  | Steps   |
|-------------------------|---|
| Searching for Employers | <ul style="list-style-type: none"> <li>• Log into your <b>eRecruiting</b> account and select <b>Employers Search</b> under the <b>Employers</b> tab on the navigation bar</li> <li>• Search alphabetically by selecting the first letter of the employer name</li> <li>• Search for a specific employer by typing the name in the <b>Employer Name</b> field</li> <li>• Search for an employer by industry by selecting one industry or multiple industries in the <b>Industry</b> field and Click <b>Search</b></li> <li>• Click on the <b>Employer</b> name to view the employer profile</li> </ul> |

## Searching for Alumni Employer Advocates

| Action                                  | Steps  |
|---|--|
| Searching for Alumni Employer Advocates | <ul style="list-style-type: none"> <li>• Log into your <b>eRecruiting</b> account</li> <li>• Select <b>Employers Search</b> under the <b>Employers</b> tab on the navigation bar. Select <b>Yes</b> under <b>Advocate for potential employment?</b></li> <li>• Alternatively, search by <b>employers</b> (see above). Employer advocates information can be viewed on the organization's <b>overview</b>, more detailed information can be viewed by selecting <b>contacts</b></li> <li>• Alternatively, search by <b>contact information (Name, Class Year, Title, Email)</b></li> <li>• Click <b>Search</b></li> </ul> |

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## Resume Books

Once you have uploaded a resume to eRecruiting, you can publish your resume to various resume books to allow employers to find you through the system. Resume books are categories of resumes selected by your career center to help match employers with the right students. **The only way your resume is searchable to employers in eRecruiting is if you publish your resume to a resume book.**

### Publishing a Resume to a Resume Book

| Action          | Steps  |
|-----------------|--|
| Publish Resumes | <ul style="list-style-type: none"> <li>• Select <b>Publish a Resume</b> under the <b>Documents</b> tab on the navigation bar</li> <li>• View the Resume Books in the <b>Additional Resume Books</b> section</li> <li>• Choose your Resume from the <b>Publish Resume</b> drop-down on the coordinating Resume Book entry</li> <li>• Click <b>Save</b></li> <li>• Once your resume is successfully published, it will appear under the <b>Published Resume Book</b> section, at the top of the <b>Publish Resumes</b> page</li> </ul> |

**Note:** Be sure to attach your resume to ALL resume books that apply to you so that employers looking in certain resume books will have access to your resume.

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## Jobs

The Jobs section is used to search and apply for jobs. There are various methods to search for jobs by industry, name, application deadlines, and much more. The Jobs section also provides you with quick links to predefined searches and folders of jobs that you can create.

At the side of the job description is the application procedure. If the job application procedure is on-line through eRecruiting.com follow the steps below. If the procedure is some other method, mail, email, or fax your application directly to the employer. Resume quality paper and envelopes are available at Career Services.

## Applying for a Job On-Line

| Action                                | Steps  |
|---------------------------------------|--|
| <b>Apply for Jobs and Internships</b> | <ul style="list-style-type: none"> <li>• Search for Jobs/Internships (<i>See Searching for Jobs/Internships section</i>)</li> <li>• Select a <b>Job Title</b> from <b>Search Results</b> page to open the Job Details</li> <li>• Locate <b>How to Apply</b> section at the bottom of the Job Details page and click <b>Apply</b></li> <li>• Select a <b>Resume, Cover Letter</b> or <b>Other Document</b> that meets the requirements</li> <li>• Click <b>Submit</b></li> <li>• At times, there may be no <b>Apply</b> button because the employer is accepting applications directly by email, fax or URL. In this case, you would see instructions on how to apply directly to the employer</li> <li>• There are occasions when employers place restrictions on job applications. If you do not meet the job requirements, as determined by the data in your profile, you will not see an apply button. Instead you will see the requirements listed for the job</li> <li>• Proof read carefully since you cannot retrieve documents once you submit them</li> </ul> |

**Note:** Your application material will be sent to the employer automatically. You will be notified through email when the employer makes a decision. The **Applications** section will also show the status of the employer's decision.

## Signing up for an Interview

| Action                          | Steps   |
|---------------------------------|---|
| <b>Sign Up for an Interview</b> | <ul style="list-style-type: none"> <li>• Select <b>Your Active Applications</b> under the <b>Applications</b> tab on the navigation bar</li> <li>• The status of your active applications is displayed in the <b>Employer Decision</b> column</li> <li>• Once an employer has <b>Accepted</b> your application and the interview sign-up date has arrived, you may sign up for an interview slot</li> <li>• Click on <b>Details...</b></li> <li>• On the Application Details page, under <b>Employer Decision</b>, click on <b>Sign up for Interview</b></li> <li>• On the Interview Sign Up Page, find the schedule date you would like to sign up for and select the <b>Time</b> radio button associated with the time slot you desire</li> <li>• Click <b>Save</b> and your slot will be reserved</li> </ul> |

**Note:** If the Application Sign Up date hasn't occurred, you must wait until that date to sign up for an interview slot.

## Declining an Interview

| Action                   | Steps  |
|--------------------------|--|
| <b>Decline Interview</b> | <ul style="list-style-type: none"> <li>• Select <b>Your Active Applications</b> under the <b>Applications</b> tab on the navigation bar</li> <li>• The status of your active applications is displayed in the <b>Employer Decision</b> column</li> <li>• Once an employer has <b>Accepted</b> your job application, you may sign up for an interview slot</li> <li>• Click on <b>Details...</b></li> <li>• On the Application Details page, under <b>Employer Decision</b>, click on <b>Decline invitation to interview</b></li> <li>• Click <b>Decline</b></li> <li>• If you have already signed up for an interview slot, and wish to decline the interview, you can go to <b>Details/Sign up...</b> and under <b>Employer Decision</b> click the link to <b>Withdraw from this interview</b></li> </ul> |

## Withdrawing an Application from a Job

| Action                      | Steps   |
|-----------------------------|---|
| <b>Withdraw Application</b> | <ul style="list-style-type: none"> <li>• Select <b>Your Active Applications</b> under the <b>Applications</b> tab on the navigation bar</li> <li>• Click on the <b>Details/ Sign up...</b> link of the desired application</li> <li>• Click <b>Withdraw</b></li> <li>• Click <b>Withdraw</b> on the confirmation page, or click <b>Back</b> to cancel Withdraw</li> </ul> |

**Note:** You can only Withdraw your application **BEFORE** an employer has made a decision on your application. If you withdraw before the apply end date, you are still eligible to re-apply to the position.

## Calendar

The Calendar provides a convenient way to view and sign up for events. The Calendar is fully integrated with employer profiles and career center events. That is, scheduled events from the employer profiles are automatically available in the Calendar.

### Viewing an Event

| Action               | Steps  |
|----------------------|--|
| <b>View an Event</b> | <ul style="list-style-type: none"> <li>To browse all events, select <b>Career Center Calendar</b> under the Calendar tab on the navigation bar</li> <li>To find events on a specific day, use the <b>Monthly Overview</b> and click on the desired numeric day link</li> <li>To search for a specific event by event type or employer name, select <b>Calendar Search</b> under the <b>Calendar</b> tab on the navigation bar</li> <li>Search using the <b>By Event Type</b> drop down box to search for a specific type of event</li> <li>Search by <b>Employer Name</b> to search for events hosted by a specific employer</li> <li>From any calendar search results, click on the <b>Event Name</b> for more event details</li> </ul> |

### Signing up for an Event

| Action                      | Steps   |
|-----------------------------|---|
| <b>Sign up for an Event</b> | <ul style="list-style-type: none"> <li>Search for an event by following the steps outlined in the previous section</li> <li>Click on the <b>Event Name</b></li> <li>Locate the <b>Sign Up Information</b> section</li> <li>Click on <b>Sign Up</b></li> <li>The event will be added to your personal <b>Events</b> calendar.</li> <li>Click on <b>Your Upcoming Events</b> under the Calendar tab in the navigation bar to view your upcoming Events</li> </ul> |

## Folders

eRecruiting allows you to group job listings into folders. Saving jobs in folders allows you to manage your job search and keep track of your applications more easily. For example, you can create folders with names like Jobs in California; Strong Prospects; Management Jobs; etc.

### Creating a Folder of Jobs

| Action                  | Steps   |
|-------------------------|---|
| <b>Creating Folders</b> | <ul style="list-style-type: none"> <li>Search for Jobs (<i>see <b>Searching for Jobs</b> section on previous page</i>)</li> <li>The <b>Search Results</b> page displays all relevant positions</li> <li>Select the checkbox to the left of the jobs names that you would like to save to a folder</li> <li>Locate the <b>Save Jobs As Favorites</b> drop down box in the lower left hand corner of the results page</li> <li>Choose <b>Create A New Folder</b> from the drop down box or select an existing folder</li> <li>Click <b>Go</b></li> <li>Enter a name for the new <b>Folder</b></li> <li>Click <b>Save</b></li> </ul> |

### Opening a Folder of Jobs

| Action                 | Steps   |
|------------------------|---|
| <b>Opening Folders</b> | <ul style="list-style-type: none"> <li>Select <b>Favorite Jobs</b> under the <b>Jobs &amp; Internships</b> tab on the navigation bar</li> <li>Click on the desired Folder Name or <b>View</b> to open the folder</li> </ul> |

## Deleting a Folder of Jobs

| Action           | Steps   |
|------------------|---|
| Deleting Folders | <ul style="list-style-type: none"><li>• Select <b>Favorite Jobs</b> under the <b>Jobs &amp; Internships</b> tab on the navigation bar</li><li>• Locate the <b>Delete</b> link to the right of the desired Folder Name</li><li>• Click <b>Delete</b></li><li>• Click on <b>OK</b> when prompted <b>Are you sure you want to Delete the selected folder(s)?</b></li></ul> |

## Communication

### Communication from Experience

| Action   | Steps   |
|--|---|
| <b>Opt In/Out of Experience Emails</b><br><br>Note:<br>Communication from Experience is NOT endorsed by Career Services. | <p>Setting up opt-in preferences can be done upon logging in for the first time and registration or at a later date when you are logged into eRecruiting.</p> <ul style="list-style-type: none"><li>• During registration, there is a prompt that asks you if you wish to receive emails from Experience or Experience partners. There is also a prompt asking if you would like to receive newsletters in various industries.</li><li>• If you check any of these boxes, you are opting in to receive communication from Experience.</li></ul> <p>At a later date, you do have the ability to change your mind after opting in or out from emails or newsletters.</p> <ul style="list-style-type: none"><li>• Go to the Experience navigation toolbar at the top of the page to the “Select a Network” drop down menu.</li><li>• Select Experience and it will bring them to the Experience network.</li><li>• On the left side, click on “Sign up for Newsletters”</li><li>• Once at this page, you can either check items to opt in or uncheck them to opt out and click save.</li><li>• You can navigate back to the school eRecruiting system by clicking on the “Select a Network” link in the top navigation toolbar and choosing your school.</li></ul> |

***Be sure to stop by Career Services if you have any questions.***

***We are located in Parrish 135.***

***Office hours are Monday – Friday 8:30-12:00; 1:00-4:30.***

Swarthmore College Career Services acts only as an intermediary between employers posting job opportunities and candidates searching for job opportunities. Career Services does not verify the authenticity or legitimacy of the jobs or internships that are posted. The ultimate responsibility for researching a potential employer lies with the applicant. Career Services has no control over the quality, safety or legality of the jobs or resumes posted, the truth or accuracy of the listings, the ability of employers to offer job opportunities to candidates or the ability of candidates to fill job openings.

Please learn more about fraudulent opportunities at [http://www.swarthmore.edu/cs\\_fraud\\_protection.xml](http://www.swarthmore.edu/cs_fraud_protection.xml).

Swarthmore College

**CAREER  
SERVICES**

610 328 8352