

Career AGGIE is Career Services premier online system for posting jobs/internships, viewing student/alumni resumes, and scheduling on-campus recruiting.

Log into website: www.usu.edu/career

- Click *Career AGGIE*
- Click the employer login option
Enter your username: (your email address)
Enter your password: usu

The following headings reflect options on the toolbar

My Profile

- To update Employer Information, click on [Edit]. Make and SAVE changes.
- To update Contact Information, click on [Edit]. Make and SAVE changes.

Student Search

- To select students by major, click the ADD/REMOVE button below the major field for a menu of academic majors. Click the plus sign (+) until you get a detailed list of majors in the appropriate colleges. Once the major(s) are selected, click the "Close Window" button at the bottom of this screen.
- The more search criteria entered, the more candidates you eliminate.
- Once your search is completed, you may view, sort, or create a resume packet which you can receive via email.

My Jobs

- Click on MY JOBS and any jobs currently available with your company will be displayed.
- To view the job information, click on the Job ID No.
- Once you add a job or make changes to a current job, Career Services will activate the position within 24 hours.

To Create/Change a Job

- Click on NEW JOB or the Job ID No. to update an existing job. There are several sections [Position Information, Contact Information, and Posting Information] that you will want to complete/update. Click [Edit] and SAVE each section.
- Fill out as much information as possible to make the job posting complete. See box for information about receiving application materials.
- Click on SAVE to complete the posting.

Interview Schedules

- To schedule an on-campus recruiting visit, please contact Kim Latu, Recruiting Coordinator, at 435-797-1745 or at career.services@usu.edu.
- Select SCHEDULE LIST to view current interview schedules (click Schedule ID). Please use the "Report a Hire" option to notify Career Services of the USU students/alumni you have hired.

Career Fairs & Info. Sessions

This feature allows you to register for current Fairs/Expos and to schedule campus information sessions for students.

- To register for a career event, click REGISTER next to the appropriate event. Complete the requested Registration Information and applicable Profile Information. Note: If you select "yes" in the Show Contact Info box, students will be able to view your contact information with the event information. You may also upload a company logo to include with your profile. The graphic can be in BMP, GIF or JPG format and should not be larger than 300 x 300 pixels.
- To complete and process your registration, please select the appropriate option under Attendance Fees. Payment is handled separately after your registration is submitted. For your convenience, we accept checks (made payable to USU Career Services) or credit cards (VISA, MasterCard, or Discover). Please contact Maleah Christensen, Fair Coordinator, at 435-797-1746 to pay by credit card.

Information Sessions

- To schedule an information session, please contact Kim Latu, Recruiting Coordinator, at 435-797-1745 or at career.services@usu.edu

IMPORTANT NOTE: In the Position Information section, there is a place to select **Receive Application Materials Online**. By saying YES (preferred option) to this feature, students submit their application materials via the system (i.e., you will receive email notification of student applications). This preferred option allows us to track applicants and to do additional marketing of your position if needed. However, if you want students to apply some other way, provide specific instructions in the Application Materials block.