

Career AGGIE is your online resource for searching job/internship postings, researching employers, networking with alumni, and signing up for campus interviews.

- Log onto website: www.usu.edu/career. Click *Career AGGIE*
- Click the Students/Alumni login
- Enter your "A Number" (A00000000) as your **username**. **NOTE:** *If your account was created prior to August 2008, your complete e-mail address is your username.*
- Enter your birthdate as your **password** (ex: mmddyy)

Make sure that pop-ups are allowed on the Career AGGIE site. Career AGGIE functions using pop-ups for uploading documents. If you are running any type of pop-up blocker, allow pop-ups for Career AGGIE.

Completing Your Profile

Select "My Profile" under "My Account" to complete the following components in your profile: Personal Information, Demographic Information, Skills, and Additional Information. Pay particular attention to the required fields marked with an asterisk (*).

Searching and Applying for Jobs/Internships

- Select "Jobs & Internships" under "Jobs" to identify search criteria for viewing opportunities.
- Select your search criteria; save your criteria by clicking on [Save Search] and naming your search. If you would like an e-mail sent to you when new jobs are posted that match your saved criteria, click on [Create Job Agent].
- Click on the "Job ID" to view employment information and application details.
- To apply for a position, review carefully the job description. If application materials other than your resume are required to apply for this job, it will be indicated in "Application Materials."
- When you're ready to apply, simply click on the "Submit Resume" link. Click "Select Documents" to choose which resume you'd like to submit along with any other requested application materials.
- In the "Student Message to Employer" field, provide a brief message to the employer outlining your interest in the position.

Viewing and Applying for On-Campus Interview Schedules

- To *view* schedules of employers conducting on-campus interviews, click "Interview Schedules" on the toolbar.
 - Select "**Sign Up—Schedules You Are Qualified For**" to view and submit your resume to be considered for an interview.
 - Select "**View Only—All Future Schedules**" to search future interview schedules.

To *apply* for on-campus interview schedules for which you meet the qualification requirements, click on the schedule ID to view the job description and application instructions. Interview schedules are either identified as **Pre-Screen** (applicants may submit application materials to be considered for an interview) OR **Open** (applicants sign-up for an interview and submit a resume at the same time).

To apply for Pre-Screen Schedules

- Click on the red "Request Interview" link located at the top left of the screen.
- Select the resume and any other requested application materials you would like submitted.
- You will be notified if you have been selected for an interview with this employer via e-mail or by checking "My Activity" under the "My Account" tab.
- To sign up for an interview, select "My Account" and "My Activity." Click on "Schedules" and then on "Preselect" to see all interviews you have been selected for. Click on the job title and then on the red "Sign Up" link on the top left of the screen (or scroll down to the "Sessions" box). In the "Sessions" box click on the interview date. You will see all available time slots. Click "Sign-up" next to the time you would like to interview.
- To decline an interview, click the red "Decline Interview" link located on the top left of the screen.
- Application deadlines are **3 p.m.** on the deadline date.

To apply for **Open Schedules**

- Scroll down to the “Sessions” box in the job description and click on the Interview Date.
- Click on the “Sign Up” link next to the available time slot you are interested in. The system will automatically fill in your name.
NOTE: *Once you sign up for a time slot, you may select the resume and any additional application materials you would like submitted.*
- To cancel an interview time slot you have reserved, click on the “Cancel” link.
- To switch to another available time slot, click on the “Switch Time” link. Another window will appear listing the available time slots.
- Application deadlines are **3 p.m.** on the deadline date.

Researching Employers

- You may research employers to obtain contact information for organizations you may have an interest in networking with for co-op/internships or career employment.
- To search employers, click on “Employers.” You may then search either by organization name (if known) or by industry (to obtain a list of all employers in the system in that industry type). Hold the Ctrl key down to select multiple industries.
- Click on “Organization Name” to obtain contact name(s). Click on the contact name to get full contact information for that individual.

Networking with Alumni Contacts

- Click on “Alumni Contacts.” You may either search by keyword, employer name (if known), industry, city, or state.
- Keyword searching is very effective in obtaining alumni contacts related to your career interests. Keywords will search the mentor's employment information and education history including majors studied. Employer name is not included in the keyword search as it is a separate search field. *You will want to limit your searches to one or two-words and make the search term as specific and basic as possible (ex: accounting, not accountant or account).*
- Once you have obtained a list of alumni contacts, click on the contact name to view employment information and education history.
- To begin networking with an alumni contact, click the red “Contact Mentor” link at the top left of the screen. You will be able to view the contact methods suitable for that specific contact.
- Students are able to contact 25 alumni per month. The system will notify you the number of contacts remaining each time you select “Contact Mentor.”

Uploading Documents

Students must have a resume uploaded in order to apply for jobs or interviews.

- Select “My Documents” under “My Account” and click “Upload File” to upload your employment documents (resumes, cover letters, references, transcripts, etc.) using Word or PDF files. You can upload more than one resume or cover letter. *If you are uploading more than one resume, make sure to identify a resume as your “Default Resume.”* You may update/revise your documents in this section.

Uploading a Transcript

- Access your transcripts through the Banner ACCESS system at the following web address:
www.usu.edu/registrar/records/unofficialtrans.cfm
- Login using your User ID and PIN.
- Click on “Student and Financial Aid,” “Student Records,” and “View Transcript.”
- Upload your Undergraduate and Graduate transcripts as separate documents.
- Highlight your transcript and click “Edit” and “Copy”.
- Open Microsoft Word (make sure your margins are set to 1” on all sides) and click “Edit” and “Paste” your transcript into a blank document. Save the file as a Word document.
- Finally, log into *Career AGGIE* and upload your transcript into the “My Documents” section just as you would your resume.

Searching Career Events

Search all Career Events and Information Sessions by clicking on the “Career Events” tab, then click “Search” to see all events, dates, and locations. To research employers attending Fairs and Expos, click on the “Search Employers” option in the “Action” column. For a complete list of all employers attending and links to their websites, click “Search” on the Employer Search screen.

Searching Career Resources

- Roll over “Career Resources” to access the following Career Services technologies:
- H1Base—an employer database for international students seeking employment in the U.S.
- Going Global—a research tool containing more than 35,000 resources for finding international employment in the U.S. and abroad.
- Facebook—Access Career Services’ Facebook page to network with other USU students and alumni.