Career AGGIE is your exclusive online resource to:

- Apply for job postings including student employment (on- and off-campus), internships, and career positions
- Identify key employer contacts
- Sign-up for campus interviews and more!

Access Career AGGIE:

- Login at: www.usu.edu/career
- Click Career AGGIE
- Select the Students/Alumni Job Seekers login option
- Enter your username: A# (A00000000)
- Enter your password: birthdate (mmddyy)

The following headings reflect options on the toolbar and are identified in italics throughout the guide. Commands are identified in brackets—for example: [Edit] or [Save]. Make sure that pop-ups are allowed on your web browser.

1. Completing Your Profile
   a. Under My Account select My Profile to update the following sections of your profile: Personal Information, Demographic Information, Skills, and Additional Information. Required fields are marked with an asterisk (*).

2. Searching for Jobs
   a. Select Jobs/Internships on the toolbar then Jobs & Internships to view opportunities. If you have been approved for Work-Study, a Work-Study option will be available to you.
   b. Select Advanced Search to customize your job search.
   c. For a customized search, choose Position Type and Major(s), make your selections, and click [Search].
   d. Click on the Job ID number to view the job posting.

3. Applying for Jobs & Uploading Documents
   a. Click on the Job ID Number to view the job posting.
   b. To apply for a position, carefully review the Position Information, Contact Information (if available), and Posting Information.
   c. Pay particular attention in the Position Information section for How to Apply. Typical options include applying via Career AGGIE, directly to the employer’s website, or to a contact’s email with a specific subject line requested.
   d. Create the employment documents required for the position. Stop by Career Services during drop-in resume edits for assistance or visit our website.
   e. If instructed to apply via Career AGGIE, upload the required document(s) to your account via My Account and select My Documents. Career AGGIE lets you upload multiple documents—label your documents clearly to upload the correct documents for the correct job (ex: Marian Jones IBM Resume).
   f. If you are uploading more than one resume, make sure to identify one resume as your Default Resume. You may update or revise documents in this section at any time.
   g. Select the Submit Resume button and choose the appropriate document(s) as required.
   h. If a transcript is required, see Number 12, Uploading a Transcript.

4. To Receive Emails of Customized Jobs—Create Job Agent(s)
   a. Follow steps 2 a-c above. The Search results will appear.
   b. At the center of the screen select Email me New Jobs for this Search.
   c. Name and [Save] your Job Agent. You can create multiple job agents—name your Job Agent wisely (ex: Marketing Internships).
   d. To manage your Job Agents select My Account and My Activity.
   e. On the tab bar select Job Agent. You can View, Disable/Enable, or Remove Job Agent(s).
   f. You cannot edit Job Agent(s). Simply create a new one.

5. Viewing On-Campus Interview Schedules
Interview schedules are either Pre-Screen (candidates submit application materials and employers select interview candidates prior to a campus visit) OR Open (candidates sign-up for an interview and submit documents at that time).
   a. To View schedules of employers conducting on-campus interviews, select On-Campus Interviews on the toolbar.
   b. Select Sign-Up—you are qualified for.
   c. Select the Interview Schedule ID Number to view the interview schedule details. Select either Sign-Up (for Open Schedules) or Request Interview (for Pre-Screen Schedules).
   d. Select View ONLY—All future schedules to search future interview schedules. This may include schedules you are not qualified for due to your major, graduation date, etc. Please keep these fields current in your profile.
6. To Apply for Open Schedules
   a. Complete steps 5 a-c above.
   b. Sign-up for the time slot that works for your schedule. Please note the interview date and time on your calendar.
   c. After signing-up for the time slot, you will upload the required documents—see steps 3 e-h.
   d. To cancel or change an interview time slot, go back to the Interview Schedule ID Number, scroll down to the Sessions section and click on the Interview Date. Find yourself on the interview schedule and click on the appropriate Action to the far right of your name.
   e. Application deadlines are at 3:00 p.m. on the deadline date—if you have any problems contact 435-797-7777 as soon as possible.

7. To apply for Pre-Screen Schedules
   a. Complete steps 5 a-c above.
   b. Select the Request Interview button at the top of the screen.
   c. Select the resume (and other documents) you would like to submit.
   d. You will be notified via email if you have been selected/not selected for an interview.
   e. To sign up for an interview select My Account and My Activity.
   f. Click on Schedules and on Pre-Select to see all schedules you have been selected for.
   g. Click on the Job Title and then the Sign-Up button to view all available time slots.
   h. Click Sign-Up next to the interview time slot you would like. Note the interview date and time on your calendar.
   i. To decline an interview, select the Decline Interview button.
   j. Application deadlines are 3:00 p.m. on the deadline date—if you have any problems contact 435-797-7777 as soon as possible.

8. Researching Employers
   a. You may research employers to obtain information for contacts within the organization you have an interest in networking with for student employment, internships, or career employment.
   b. Select Employer Directory and enter an Organization Name (if known). Use various capitalizations and spacing to receive an organization match, as it must be an exact match based on how the employer entered it.
   c. Use Advanced Search to customize your employer search.
   d. For a customized search choose Employer Industry, make your selections, and click [Search]. You can choose City or State but this may eliminate some employers who have multiple corporate locations or whose offices are not in the Intermountain West.
   e. Click on the Employer to view Details, Openings, and Contact(s).

9. Searching Career Events
   a. Select Career Events and all events will automatically be displayed. Choose a Category to refine your search.
   b. To research employers attending Career Fairs, select the appropriate Fair and click View Employers.

10. Searching Career Resources
   a. Select Career Resources to access additional career search technologies including: CareerRookie.com, Internships.com, and Career Services’ Facebook and LinkedIn accounts.

11. Networking with Alumni Via Social Media
   a. Showcase your skills as they relate to employers’ needs, via USU Career Services Facebook and LinkedIn pages while building your network of Aggies. Follow step 10 a above.

12. Uploading a Transcript
   a. Access your transcripts through the Banner ACCESS system.
   b. Login using your User ID and PIN.
   c. Go to Students > Student Records > View Transcripts.
   d. Upload your Undergraduate and Graduate transcripts as separate documents.
   e. Highlight your transcript and right click [Edit] and [Copy].
   f. Open Microsoft Word (make sure your margins are set to 0.5” on all sides) and right click [Edit] and [Paste] your transcript into a blank document. Save the file as a Word document.
   g. Log into Career AGGIE and upload your transcript into the My Documents section just as you would for your resume.