

## 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](http://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)  
no slashes

*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—interviews 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.