



BodJobs Student Guide

Access the following website: www.myinterfase.com/washburn/student or go to the WU Career Services home page at www.washburn.edu/career-services and use the BodJobs Student Login on the right side of the page.

New Users – Create an Account: If you are not a current user:

- Turn off popup blockers. Click on “Create a BodJobs Student Account.”
- Complete all sections and click on the “Register” button in the last section. Required fields are marked with an asterisk (*).
- Click on the “Submit Profile” button:

NOTE: Once you have submitted your profile, your account will be in pending status. An administrator will review your profile. If your registration is approved, you will receive an email notification. If you do not receive your email notification within two business days, please contact our office at (785) 670-1450.

Existing Users: Log into system using your Username and Password

Update your profile

- Put your cursor over “My Account” and select “My Profile” OR click on “Update Profile” link in right column under “Account Summary.”
- Each section has an “[Edit]” link. Click on this link to edit fields within the section OR select the “EDIT PROFILE” tab at the top of your profile.
- Carefully go through each section and complete all of the fields making sure to click on the “Save” button. Required fields are marked with an asterisk (*).
- Choose whether you wish employers to be able to see your profile and documents. You can change this at any time on your home page under “Account Summary.”

NOTE: The more detail you include in your profile, the better we will be able to assist you.

Upload your documents

- Put your cursor over “My Account” and select “My Documents” OR click on “Update Resume” link in right column under “Account Summary.”
- Click on “Add” for the type of document you wish to upload
- Give the document a name
- Click the “Browse” button to find and select your document
- Click the “Save” button

NOTE: When uploading more than one document, make sure your most generic resume is your default. Your default resume is the document that employers can view when accessing BodJobs (if you give permission).

Manage your connections

- Put your cursor over “My Account” and select “My Connections”
- Choose to link your BodJobs account to LinkedIn, Facebook, and/or Internships.com.
- Linking will provide you with job search results from Internships.com in separate tabs directly in your BodJobs search results page, along with results from Indeed Jobs.
- Linking with Facebook and LinkedIn will provide results on your connections within companies posting on BodJobs.

View the activity on your account

- Put your cursor over “My Account” and select “My Activity” OR click on “My Activity” in the left column of the page.
- There are 6 types of activity that you can view:
 - **Referrals** – A referral is recorded when you submit a document to a posted job through BodJobs, our office submits your resume at an employer’s request, or when an employer downloads your resume from BodJobs.
 - **Placements** – A “placement” is recorded when you Report A Hire or an employer completes Report A Hire and links it to you.
 - **Schedules** – Schedule Activity shows any interviews, information sessions, or waiting lists that you are signed up for. You can also see any Preselect Activity that is still pending for you under the Preselection Activity section. WU Career Services does not typically use Wait Lists for interview schedules.
 - **Event Registrations** – These are the career events that you are currently RSVP’d for. Attendance is expected if you have RSVP’d.
 - **Survey Responses** – Shows when you responded to BodJobs surveys.
 - **Job Agents** – A Job Agent is a search that emails you when postings occur that match the criteria of the search from which you created the agent.

Resource library

- The Resource Library holds user guides and documents to assist you with your job search, such as handouts from WU Career Services and the No-Show Policy to which you agreed in order to use BodJobs.

**WHILE YOUR ACCOUNT IS PENDING, THE OPTIONS BELOW ARE NOT AVAILABLE TO YOU.
YOU WILL BE NOTIFIED BY EMAIL ONCE YOUR ACCOUNT IS ACTIVATED.**

Search jobs, internships/co-ops, and employers

- Put your cursor over “Job/Internship Search” and select “Search All Jobs/Internships.” This “basic search” will return all active posted positions. Internships, full-time jobs, and part-time jobs can be separated out by selecting under “Position Type” in the “Search All Jobs” results.
- Enter keyword or choose Position Type and click “Search” to narrow results. Click on “Advanced Search” to enter criteria for even narrower searches. You may return to all results from the advanced search by clicking on “Basic Search.”
- You can save searches by clicking the “Save Search” button. Saved searches will appear in the left column of your BodJobs pages. You can also create an “agent” by clicking on “Email Me New Jobs for This Search”; when positions matching the search criteria are posted, you will receive an automatic email with a link.
- Click on the Job ID to see the specifics of the position and how to apply. If the employer accepts applications directly through BodJobs, you will see a “Submit Documents” button. After clicking this button, you will choose which documents to forward to the employer.
- You can compare profiles side-by-side. Right-click on the Job ID and select “Open in New Tab” or “Open in New Window” for each.
- Searching the Employer Directory is similar; click on “Employer Directory.”
- If you are looking for on-campus student jobs, click on “Resource Library” on the left side of the page and click on the link “On-Campus Student Jobs.”

Search on-campus interview schedules

- **Schedules I qualify for:**

In BodJobs you are only able to apply to schedules you are qualified for under the “Schedules I Qualify For” menu.

- Put your cursor over “Interview Schedules” and select “Schedules I Qualify For”
- Click on the Schedule ID to see the specifics of the position. If this is a Preselect schedule, click on the “Request Interview” button to submit your documents to be considered for an interview. If this is an Open schedule, click on the “Sign Up” button; you will then choose an open interview timeslot. “Next-Day” schedules are not on BodJobs; they are created by employers at their career fair tables.

- **All current schedules:**

In BodJobs you may look at all upcoming schedules in the system under the “All Current Schedules” menu, but you cannot request or sign up here. Go to “Qualified Schedules” to request an interview or sign up on a schedule.

- Put your cursor over “Interview Schedules” and select “All Current Schedules”
- All upcoming schedules will appear in the results. You can narrow the results by keyword or by clicking on “Advanced Search” just as with jobs. From advanced search results, click on “Basic Search” to return to complete results.
- Click on the Schedule ID to see the specifics of the position and the schedule.

Search career events

- Click on the “Career Events” menu
- All upcoming events are displayed; narrow search results by keyword or type of event
- To view details or RSVP, click on the event name. Attending employers may be accessed from the search results page or from the event details page. Search results can be narrowed as above for jobs and employers.
- Events may be information sessions conducted by employers, information tables in the Union, career fairs/interview days, or other events considered important for career development by WU Career Services. WU Career Services reserves the right to list or not list any event for any reason.

NOTE: Not all events accept RSVPs or allow students to search the list of employers registered for the event. Also, some events are student-only.

I want to...

- **Report a hire**

When you are hired into a part-time job, full-time job, or internship posted on BodJobs, let us know by Reporting a Hire. We ask employers to do the same, but few do. This helps WU Career Services by providing some success stories we can share with students.


- **Create resume using Resume Creator**

Click here to create a resume using the built-in CSO Resume Creator templates. Another resource for creating a resume from scratch is Resumes for America (free to WU students when using a washburn.edu email address); see the link on the right side of the WU Career Services home page: www.washburn.edu/career-services.

- **View my activity**

This link is the same as the “My Activity” link under “My Account.”

Accessing mobile site

- Go to www.myinterfase.com/washburn/student
- Click the “Share” icon in your mobile browser 
- Choose the “Add to Home Screen” option – this will create a shortcut to access this site on your smartphone home screen.
- Give this shortcut a name and click “Add”



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