Eagle Recruiting

Instructions

To access Eagle Recruiting:

Go to the Eagle Recruiting website http://coppin.erecruiting.com and click on "Create account" located on the left hand side in the Student Box.

Create a username and password.

You must use your CSU email account to access the system, all others (hotmail, yahoo, gmail,...) will be blocked.

Getting Started: Your First Log-In

Complete your initial profile. You will be able to edit this information later if anything changes.

Decide if you would like to receive notices from Experience, the company that powers the Eagle Recruiting system. This is generally a good idea.

You will be invited to upload a resume at this time. This step can be skipped for now. Click "Home" at the top right of the screen to be taken to the Eagle Recruiting Home Page.

Your Eagle Recruiting Home Page

Search for upcoming career-related events as well as jobs and internships right from here.

Editing your Student Profile

Mouse-over **Profile** on the navigation bar and click "View/Edit Profile Data"

There are 5 components of your profile: Personal Info, Academic Info, Career Preferences, Continued Academics, and Administration.

Edit the information in each of these areas by clicking the appropriate link and then on "Edit Your_____Information". Click "Save" at the bottom of each page.

It is very important to complete and update this section frequently! The Center for Counseling and Student Development (CCSD) will use this information to tell you about events and opportunities of specific interest to you.

Uploading Documents & Getting Your Resume Critiqued

Mouse-over Documents and click "Upload a Document". Resumes, cover letters, writing samples, etc. must be in MS Word format. Be sure to give each document a unique name, *John Smith Resume for Marketing, John Smith Resume Part-Time Customer Service...*

Select the document type and click "Next". Browse for the file, select it, and click "Upload".

View the document by clicking on the file name. Be sure to choose the appropriate resume to be your "Primary resume". You can also rename or delete documents here. It is a good idea to delete old versions of your resume once you upload revised versions to avoid confusion.

All new documents will be critiqued by the CCSD. You will be notified via email when you resume is ready for pick up.

Do not publish your resume to any resume books until it has been critiqued and approved.

Publishing Resumes

Mouse-over **Documents** and select "Publish a resume". Scroll down to the list of resume books, find the one you need, select a resume from the drop-down menu, and click "Save".

Questions?

Email the Center for Counseling & Student Development at ccsd@coppin.edu, call (410) 951-3939, or stop by our office on the first floor of the Miles Connor Administration Building, across from Financial Aid.

Searching for Jobs, Internships, and Co-ops

- Log into your **eRecruiting** account
- Select **Job/Internship Search** under the **Jobs & Internships** tab on the navigation bar
- Use the **Basic Search** to search by **Keywords**, **Job Function** and/or **Location**, or select one of the other searches in the **More Searches** section
- After selecting your job search criteria, click **Search**
- Use the yellow toolbar to further **Refine** your search results
- Click on the **Job Titles** to view the details of the jobs
- For other quick, easy job searches, use the **1-Click Searches** on the **Job Search** page

Searching for Employers

- Log into your **eRecruiting** account
- Select **Employers Search** under the **Employers** tab on the navigation bar
- Search alphabetically by selecting the first letter of the employer name
- Search for a specific employer by typing the name of employer in the **Employer Name** field
- Search for an employer by industry by selecting one industry or multiple industries in the **Industry** field
- Click **Search**
- Click on the **Employer** name to view the employer profile

Creating and Using Search Agents

- Log into your **eRecruiting** account
- Select **Job/Internship Search** under the **Jobs & Internships** tab on the navigation bar
- Use the **Basic Search** to search by **Keyword**, **Job Function** and/or **Location**, or use one of the other searches in the **More Searches** section.
- After selecting your job search criteria, click **Search**
- Under **More Search Options** in the top left hand corner, select to **Save Your Search**
- Name the search in the **Saved Search Name** field
- Choose whether to receive email notifications of job matches
- Select the job source from the **Show Me Jobs...** section
- Click **Save**

Applying for a Job

- Log into your **eRecruiting** account
- Search for Jobs (*See **Searching for Jobs** section on previous page)*
- Select a **Job Title** from **Search Results** page to open the Job Details
- Locate **How to Apply** section at the bottom of the Job Details page
- Click **Apply**
- Select a **Resume**, **Cover Letter** or **Other Document** that meets the requirements
- Click **Submit**

Signing up for an Interview

- Log into your **eRecruiting** account
- Select **Your Active Applications** under the **Applications** tab on the navigation bar
- The status of your active applications is displayed in the **Employer Decision** column
- Once an employer has **Accepted** your application and the interview sign-up date has arrived, you may sign up for an interview slot
- Click on **Details...**
- On the Application Details page, under **Employer Decision**, click on **Sign up for Interview**
- On the Interview Sign Up Page, find the schedule date you would like to sign up for and select the **Time** radio button associated with the time slot you desire
- Click **Save** and your slot will be reserved

Creating a Favorite Jobs Folder

- Log into your **eRecruiting** account
- Search for Jobs *(see **Searching for Jobs** section on previous page)*
- The **Search Results** page displays all relevant positions
- Select the checkbox to the left of the jobs you would like to save to a folder
- Locate the **Save Jobs As Favorites** drop down box in the lower left hand corner of the results page
- Choose **Create A New Folder** from the drop down box or select an existing folder
- Click **Go**
- Enter a name for the new **Folder**
- Click **Save**

Searching for a Career Center or Employer Event

- Log into your **eRecruiting** account
- To browse all events, select **Career Center Calendar** under the **Calendar** tab on the navigation bar
- To find events on a specific day, use the **Monthly Overview** and click on the desired numeric day link
- To search for a specific event by event type or employer name, select **Calendar Search** under the **Calendar** tab on the navigation bar
- Search using the **By Event Type** drop down box to search for a specific type of event
- Search by **Employer Name** to search for events hosted by a specific employer
- From any calendar search results, click on the **Event Name** for more event details