

INTERVIEWS

Although scheduling interviews online is a feature of the eRecruiting network, most employers who come to campus choose to work directly with Dwayne Keiffer in setting up their interview schedules for on-campus recruiting. See him in the Career Center or email at DKeiffer@messiah.edu for more information.

CALENDAR

To sign up for workshops and special events, or just see what's happening in the Career Center:

- **Login** and click on **Calendar**.
- To find a specific event, click on the **By Event Type** box under **Search Calendar** and highlight the event you are looking for. You can also just choose the date on which the event is happening on the calendar.
- To see a list of events for the month, just choose a month on the calendar. This list will also include application deadlines for any jobs posted in the system.



CAREER CENTER

FOR VOCATION & DEVELOPMENT

Eisenhower Campus Center

OFFICE HOURS: Mon-Fri 8am-12pm,
1pm-5pm, Mondays until 7 pm

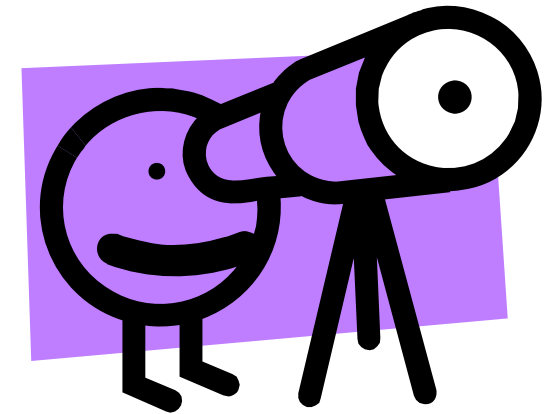
PHONE: 717-691-6016

E-MAIL: career@messiah.edu

WEB: www.messiah.edu/offices/career/

E RECRUITING

**QUICK TIPS FOR USING MESSIAH'S
ONLINE JOB SEARCH DATABASE**



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HOW TO CREATE YOUR ACCOUNT:

1. GO TO THE SITE

Visit <http://messiah.erecruiting.com>

2. CREATE AN ACCOUNT

Under the *Students* section on the left, click **Create account** and fill in the 6 required fields.

(We recommend using your campus email address as your user name and student ID as your password.)

3. COMPLETE YOUR PROFILE

There are a few more pages with additional information for you to complete.

Each time you return to the site, all you will need to do is

LOGIN (*enter your username and password*).

WHAT CAN I DO WITH ERECRUITING?

- Search for jobs and internships using keywords
- Upload your resume & apply directly to employers
- Publish your resume to specific resume books
- Sign up for Career Center workshops and special events

RESUMES

TO PUBLISH YOUR RESUME IN THE ERECRUITING SYSTEM:

- Login
- Click on *Documents*
- Under Upload Documents, choose *Resume*
- Choose the file to upload
- Click *Upload*

TO PUBLISH YOUR RESUME IN A SPECIFIC RESUME BOOK:

- Click on *Publish Resumes* under *Documents*
- Choose the book(s) you want to place your resume in
- Click on *resume document*
- Click on the *SAVE* button

Uploading your resume into the eRecruiting system will allow you to apply for jobs that are posted to the site. Posting your resume in the Resume Books will allow the employer to view your resume when they enter the site. It will also allow the Career Center to forward your resume to interested employers.

We highly recommend that you have your resume critiqued by Career Center staff before uploading. A drop-off critique service is available to you.

JOBS

To see jobs posted to Messiah College only, choose that option under **Search for Jobs & Internships**. (You also have the option of viewing jobs posted to the entire Experience Network.)

- To see ALL jobs posted, simply click on **Search**.
- To narrow your search, **type in a keyword** (ex: accountant).

Under **More search options** you will be able to:

- search by job function
- search by city
- search by state

Any job announcements received by the Career Center are posted on eRecruiting. The announcements/job descriptions are kept in notebooks in the Career Center.

PART-TIME JOBS may be found quickly by using the keyword search feature. Simply type **Part-time**.