

## How to Set up, Activate, and Use Your ECS Job Search Account

### LOG IN

Log in via <http://career.eng.ohio-state.edu>

In the *students* section, click on + *Manage your job search account*, then click on *Student login*

Username = OSU email address (Include "@osu.edu")

Password = will be emailed 1-2 business days after registration (It can be changed after initial log-in.)

### SET UP

#### my profile

Complete the data requested in Personal Information and Academic Information. Most academic data fields and the work authorization status field are imported from the University Registrar's system. To correct errors in your major, graduation date, or overall GPA, see your undergraduate academic advisor or the Graduate School (2-6031). For errors in work authorization status, take appropriate documentation to the Registrar's office. Updates from the Registrar will be imported nightly. Keep Privacy field values set to yes (the default), in order to be considered for all career services. Use the Completion Status table (illustrated at right) to ensure all fields are complete.

completion status	
<b>Personal Information</b>	
<b>Academic Information</b>	
✓	Graduation Date
✓	Year in school
✓	Applicant Type
✗	Major(s)
✗	GPA
✓	Work Authorization
✓	Degree Level
<b>Privacy</b>	
<b>Resume</b>	
✓	1 resumes uploaded.

#### resume

Your account can not be activated without a resume. The first resume uploaded is automatically designated as the default resume, which is used for resume books and resume referrals. If you upload a later version of your resume, it will NOT be automatically designated as the default, even if you delete old versions. **You must designate a default resume: if not, your resume will not be included in referrals to employers!**

#### IMPORTANT RESUME SUCCESS TIPS

**Is your resume scanner-friendly?** <http://career.eng.ohio-state.edu/student/how-to-guides.php>

- GS resume templates: <http://career.eng.ohio-state.edu/student/gs-resume-templates.php>
- ECIP resume templates: <http://career.eng.ohio-state.edu/student/ecip-resume-template.php>
- Does your resume include "key words"?

**Resume filenames:** Save your Word resume document in the format "Lastname\_Firstname.doc". (Make it easy for employers to find *your* resume among the hundreds of files named "resume" or "my resume"!)

**Is your resume competitive?** Make sure it presents you effectively. Every registrant is eligible for a free resume consultation (required for ECIP). Call 292-6651 to make your appointment.

ACTIVATE  EVERY QUARTER UNTIL YOU ACCEPT A JOB!

**Activate:** Do you see “account blocked” next to your name on upper right of the page? If so, your account is not yet activated, that is, your resume is not going anywhere! Before you log out, click **home**, then click and submit the **Quarterly Activation Form** (lower right corner of the **home** screen).

- **Both ECIP and Graduating Student** job seekers must reactivate their accounts at the end of every quarter (when your grades come out, that’s a good reminder to reactivate).
- **GS** candidates who don’t have a job by graduation can continue to use ECS for 12 months after graduation and must also reactivate at the end of each quarter.
- **Search Agents** must be reactivated quarterly, too.

WHAT’S THE DEAL ON JOB POSTINGS?

ECS job postings are real and current efforts by employers to hire OSU students—unlike those on many commercial sites. Corporate cost-cutting and travel restrictions will continue to impact on-campus recruiting visits, so many employers who are still actively hiring choose job listings, resume referrals, and resume books to source candidates. They are looking for *you*—apply promptly and reactivate regularly to stay in resume books!

**\*LOCATION SEARCH PITFALLS \***  
 Many employers choose “unspecified” for location; if you limit your searches to a specific state, you will miss employers actually hiring for your preferred location!

CONNECT WITH EMPLOYERS

**jobs**

In this section, search through and view all ECS jobs, as well as, submit applications/resumes for them. Jobs are coded to indicate whether or not interviews will be held for them on-campus:

- P** and **O** refer to “pre-select” and “open,” two types of on-campus interviews.
- J** indicates job listing (similar to a newspaper advertisement.)

This section also includes filters which can be set, for example, to display only jobs with a particular major specified. You can also set “**search agents**” to run automated searches and email alerts to you. (See note on location searches at right.)

ECS recommends checking for new posted jobs once per week, throughout your job search. Though a window is provided to submit a cover (application) letter for all jobs, cover letters are *not used* to apply for jobs with on-campus interviews. See <http://career.eng.ohio-state.edu/student/how-to-guides.php> for helpful tips. ECS staff will critique cover letters during Office Hours.

**employers**

This section provides you with a window into the ECS employer database. Browse employer profiles, run a quick search using key words, and designate Favorites to review and contact later. (Please remember that this is a new system; fields are still being populated; additional data and functionality will be added.)

GET A LIST OF PAST OSU EMPLOYERS TO EXPAND YOUR SEARCH. Check out hiring activity for your major in the Statistics section of the ECS website. Print out the list of employers who like to hire OSU engineers and use it to help research potential employers.

**interviews** View your scheduled interviews, view and reschedule interview times, or cancel if within the deadline.

INTERVIEW SUCCESS TIPS

- If you don’t fully understand the Windows for On-Campus Interviewing (<http://career.eng.ohio-state.edu/timetable.php>), ask any ECS staff member to explain it, so you don’t lose even one interviewing opportunity!
- Even if you think you already know how to interview, attend at least one interview workshop (required for ECIP). Most interview mistakes are easily corrected (once you realize what they are).
- Always check to see if there is an information session associated with a campus interview. Don’t blow off information sessions—employers assume that interested candidates will attend.

**events**

Click here to see lists of upcoming career fairs and employer information sessions associated with on-campus interviews.

**calendar**

Click here to view (by date) interview sign-up deadlines, ECS workshops, information sessions, career fairs, and other employer visits to campus. You can also add your personal events, if you wish.

OTHER RESOURCES

Be sure to check the Student resources section of the ECS web site ([career.eng.ohio-state.edu](http://career.eng.ohio-state.edu)) for Ohio employers, company lists, internship resources, specialized sites, and more. Excellent job search tools for college students are NACELink (register on the Student resources, Job search links section) and [symplicity.com](http://symplicity.com), with an extensive key word search.