



WELCOME!

This guide will help you navigate through Career Services Online. Through this site you will be able to keep your profile and resume updated, view and apply to jobs, participate in the On-Campus Interviewing Program, as well as RSVP for Job/Internship Fairs and Workshops.

Registering/ Logging in

Step 1: Go to our home page: career.louisiana.edu.

Step 2: In the lower left corner, click Student in the Career Services Online box.

Step 3: If you are a registered user, simply type your username and password, then click Login. If you have never registered, click the "Create an Account" button. Fill out your profile and click the Register button.

NOTE: If you forgot your password, you can click the "Forgot your password?" link to have it reset and emailed to you.

Home

After you have logged in, you will be on the Career Services Online Home page. Here you will find 5 useful tools:

1. **Announcements** — Important announcements, including those about On Campus Interviews, Jobs, Job/Internship Fairs and Workshops are updated here.
2. **Calendar** — All upcoming Job/Internship Fairs and Workshops will be posted here.
3. **Resource Library** — This Student Guide and other valuable job search preparation resources are located here.
4. **My Favorites** — You will find your saved searches and job agents.
5. **Quick Links** —
 - [Report a Hire](#) — Click this link to let us know you were hired.
 - [View my Activity](#)— This link will show your resume referrals, placements, schedules, and job agents.

My Account

Under the **My Account** menu, there are 3 choices:

1. **My Profile** — Here you can update your personal information (password, phone #, email, majors, GPA, etc).
2. **My Documents** — Here you can upload **Microsoft Word**, **PDF**, or **RTF** documents into the following categories: Resumes, Cover Letters, Unofficial Transcripts, and List of References. You can upload 20 resumes, 20 cover letters, 3 unofficial transcripts, and 6 lists of references.

NOTE: When uploading more than one resume, be sure to mark the most general resume as the default.

3. **My Activity** — There are 4 types of activity that you can view:
 - Referrals - These are resumes that you've submitted to an employer's job or the Career Center has submitted on your behalf.
 - Placements - These are your current job placements and details of those.
 - Schedules - These are on-campus recruiting interviews for which you are currently signed up.
 - RSVPs - These are the Job/Internship Fairs or Workshops for which you are registered.

Under the **OCR Schedules** menu you have two options:

OCR Schedules

***Only available to Full Access students who have registered with Career Services for the On-Campus Interviewing Program.**

1. Sign up for Interviews you qualify for:

STEP ONE: Put your cursor over OCR Schedules and select Qualified Schedules.

STEP TWO: Click on the Schedule ID to see the specifics of the position.

STEP THREE: Click on "Request Interview" to submit your resume or the Interview Date to choose an open interview timeslot.

2. Search All On-Campus Interview Schedules:

In our system you will be able to look at all current schedules in the system under this menu, but you cannot sign-up from here. Go to Qualified Schedules to apply or sign-up on a schedule.

STEP ONE: Put your cursor over OCR Schedules and select All On Campus Interview Schedules

STEP TWO: Fill in the search criteria to narrow down your interview schedule search

...OR just click the Search button (without entering any search criteria) to view all current Interview schedules)

STEP THREE: Click on the Schedule ID to see the specifics of the position

NOTE: If the OCR Schedule is a **Pre-select Schedule**, then the employer will be prescreening applicants. You must request an interview. You will be notified via email whether you are selected as Accepted, Alternate, or Declined. Only Accepted and Alternate students will be able to sign-up for an interview with the employer.

If the OCR Schedule is an **Open Schedule**, then you will immediately be able to sign-up for an interview time slot, as long as, you meet all requirements on that schedule.

Employer Directory

Be more proactive in your job search! Students with Full Access may view the Employer Directory.

Choose the **Employer Directory** menu to search through our list of employers. You will only see the employers who have selected to be listed to students.

Job Search

Choose the **Job Search** menu to begin your search.

STEP ONE: Choose the Job Search menu to view our open job postings.

STEP TWO: Search with any criteria (OR enter no criteria to view all jobs)

On the Search Results page, if you click the [Email me New Jobs for this Search] link, you can create a Job Agent which will email you new jobs every night!

STEP THREE: Click on the Job ID to read details about each job posting and how to apply.

Career Events

Choose the **Career Events/Job Fairs** menu to view all upcoming Job/Internship Fairs and Workshops. You should RSVP if you plan to attend an event.

Got a Job? Let us know!

Should I report a hire?

Yes! You should always report when you get hired. Each reported hire helps the Career Services endeavor to maintain accurate placement statistics. These statistics allow us to better serve you!

STEP ONE: To report a hire, click on the "**Report a Hire**" link located in the left hand navigation bar. This will step you through the process.

STEP TWO: Search for your position. Then, click "**Select Job**" next to it.

Contact Us!

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