Career AGGIE is your exclusive online resource to:
- Apply for job postings including student employment (on- and off-campus)
- Identify key employer contacts

Access Career AGGIE:
- Login at: www.usu.edu/career
- Click Career AGGIE
- Select the Community Member Job Seeker login
- "If you don’t already have an account, select “Click to Register”
- Enter your username: email address
- Enter your password: birthdate (mmddyy)

The following headings reflect options on the toolbar and are identified in italics throughout the guide. Commands are identified in brackets—for example: [Edit] or [Save]. Make sure that pop-ups are allowed on your web browser.

1. Completing Your Profile
   a. Under My Account select My Profile to update your Personal Information and Demographic Information. Required fields are marked with an asterisk (*).

2. Searching for Jobs
   a. Select Jobs/Internships on the toolbar then Jobs & Internships to view opportunities.
   b. Select Advanced Search to customize your job search.
   c. For a customized search, choose Position Type, make your selections, and click [Search].
   d. Click on the Job ID number to view the job posting.

3. Applying for Jobs & Uploading Documents
   a. Click on the Job ID Number to view the job posting.
   b. To apply for a position, carefully review the Position Information, Contact Information (if available), and Posting Information.
   c. Pay particular attention in the Position Information section for How to Apply. Typical options include applying via Career AGGIE, directly to the employer’s website, or to a contact’s email with a specific subject line requested.
   d. Create the employment documents required for the position.
   e. If instructed to apply via Career AGGIE, upload the required document(s) to your account via My Account and select My Documents. Career AGGIE lets you upload multiple documents—label your documents clearly to upload the correct documents for the correct job (ex: Marian Jones IBM Resume).
   f. If you are uploading more than one resume, make sure to identify one resume as your Default Resume. You may update or revise documents in this section at any time.
   g. Select the Submit Resume button and choose the appropriate document(s) as required.

4. To Receive Emails of Customized Jobs—Create Job Agent(s)
   a. Follow steps 2 a-c above. The Search results will appear.
   b. At the center of the screen select Email me New Jobs for this Search.
   c. Name and [Save] your Job Agent. You can create multiple job agents—name your Job Agent wisely (ex: Marketing Internships).
   d. To manage your Job Agents select My Account and My Activity.
   e. On the tab bar select Job Agent. You can View, Disable/Enable, or Remove Job Agent(s).
   f. You cannot edit Job Agent(s). Simply create a new one.

5. Researching Employers
   a. You may research employers to obtain information for contacts within the organization you have an interest in networking with for student employment, internships, or career employment.
   b. Select Employer Directory and enter an Organization Name (if known). Use various capitalizations and spacing to receive an organization match, as this must be an exact match based on how the employer entered it.
   c. Use Advanced Search to customize your employer search.
   d. For a customized search choose Employer Industry, make your selections, and click [Search]. You can choose City or State but this may eliminate some employers whose corporate offices are not in the Intermountain West.
   e. Click on the Employer to view Details, Openings, and Contact(s).