

*Career AGGIE is the new on-line service for searching job/internship postings, researching employers, and signing up for campus interviews...at your service, 24 hours a day, every day.*

#### **Log onto website: [www.usu.edu/career](http://www.usu.edu/career)**

- Click *Career AGGIE*
- Click the Students/Alumni/Faculty login
- Your **username** is `faculty@usu.edu`
- Your **password** is `usu`

#### **Searching Jobs/Internships**

- Select "Jobs & Internships" for a list of opportunities that match criteria you have specified.
- Click on the "Job ID" to view employment information and application details.

#### **To Search for On-Campus Interview Schedules**

- For co-op internship or professional positions that identify an associated on-campus interview, click "Interview Schedules" on the toolbar. For a complete list of all campus interviews, click "Future Schedules," (rather than "Qualified Schedules") and search for the position on the schedule ID number indicated in the job description. Complete application instructions are included in the job description.

#### **Researching Employers**

- You may research employers to obtain contact information for organizations who actively post co-op internship and professional positions.
- To search employers, click on "Employers." You may then search either by organization name (if known) or by industry (to obtain a list of all employers in the system in that industry type).
- Click on "Organization Name" to obtain contact name (scroll down to bottom of screen). Click on the contact name to get full contact information for that employer.

#### **Networking with Alumni Contacts**

*Networking is one of the most effective ways to develop contacts that may lead to either co-op internship opportunities or career employment. Statistics show that 70% of individuals obtain employment through the networking process. The alumni contacts in Career AGGIE have volunteered their expertise and experience in assisting students with their career search. To obtain contact information for alumni in the system:*

- Click on "Alumni Contacts." You may either search by keyword, employer name (if known), industry, city, or state.
- Keyword searching is very effective in obtaining alumni contacts related to your career interests. Keywords will search the mentor's employment information and education history including majors studied. Employer name is not included in the keyword search as it is a separate search field. *You will want to limit your searches to one or two-words and make the search term as specific and basic as possible (ex: *accounting*, not *accountant* or *account*).*
- Once you have obtained a list of alumni contacts, click on the contact name to view employment information and education history.
- To contact that alumnus, click the "Contact Mentor" button at the top of the contact screen. You will be able to view the contact methods suitable for that specific contact.  
*Note: Students have a limit of 25 alumni contacts per month. The system will identify the number of contacts remaining each time "Contact Mentor" is selected.*