

## 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](http://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)*.