



eRecruiting

eRecruiting connects BYU students to employers. Through eRecruiting, you can search job listings, apply for jobs, communicate with recruiters, and sign up for on-campus interviews.

Depending on your major and class standing, you may have been auto-enrolled in eRecruiting. Contact the CPS Front Desk to see if you have an account: 422-6535 or 2410 WSC. If you do not have an account:

Log on to Route Y, click on Career Services - eRecruiting under Miscellaneous, follow the directions

Tips to help you make the most of eRecruiting

1. Finish your profile

Make sure your profile is current and correct, especially your phone number, email address, major, graduation date and GPA. If your profile information matches what an employer is looking for, we will send an email encouraging you to apply.

2. Upload a resume

To apply for a job you will need at least a resume. Your resume must be a Word document or Rich Text Format, and you can upload them by clicking **Upload a Document** listed under **Documents**. Keep your resume up to date.

3. Search for Opportunities

Click on **Job Search** listed under **Jobs & Internships**. You can search by industry, location, major, or internship. Don't forget to save your custom searches to save you time in the future.

4. Resume Book

Put a resume in a resume book. This improves your chances of an employer seeing your qualifications, without you even submitting your resume to them. It doesn't get much easier than that!

5. Search for Events

Information sessions are a great way to learn more about an organization and start networking. Information sessions are found under the **Calendar** tab. Workshops, fairs, and other events are also listed on this calendar.

6. Applications

Go to **Applications** to view your past applications. You will see if you've been accepted for an interview, or you can withdraw your resume from a position you are no longer interested in.

Don't forget your Career Advisor is here to help you! Schedule an appointment to discuss resumes, cover letters, interviewing, networking, or career options by calling 422-6535 or come in to 2410 WSC.

Uploading your ABC Report:

- * Log on to Route Y and click on AIM, under the School tab
- * Click on Student Academic Record and then click on Progress Report (ABC Report).
- * In the text box that reads: "Generate Progress Report as:" choose pdf
- * Click on Academic Summary
- * Save this file and then close
- * Log on to eRecruiting and click on Documents at the top menu bar.
- * Select Upload a Document from the pull-down menu. Choose the type of document you wish to upload (for ABC Report, choose Other).
- * Click on Browse and select your saved document (make sure the document is closed), then click Open.
- * Click on Upload. Wait while the document is being converted, (status will say "Converting"). When it has finished, the page will refresh and the status will say "Ready."

Let us know when you accept a position - we are interested in hearing about your success!

Questions? 801-422-6535 or 2410 WSC

