

Wildcat Careers How-To

Jobs & Internships Tab

The screenshot displays the Wildcat Careers website interface. The left sidebar menu is circled in orange, highlighting the 'Jobs & Internships' section and its sub-items: 'Wildcat Careers Jobs & Internships', 'My Job Applications', 'My OCR Applications', 'NACElink Network (non-JNH postings)', and 'Recommended Jobs'. An orange arrow points from the 'Jobs & Internships' menu item to the 'Favorite Jobs' link in the main content area. The main content area shows a user profile for 'AAFrank AAFAke', a 'News Feed' with job recommendations, and a search bar at the top.

When searching for Job & Internships, you'll be given a few choices:

- **“Wildcat Careers...”** will bring you to the search page for postings from employers seeking UNH students and alumni
- **“My Job Applications”** will show you all applications that you have submitted through the WC system.
- **“My OCR* Applications”** will show you all the OCR applications you have submitted through the WC system
- **“NACE*link Network”** will provide you with a tool that allows you to search for jobs outside the Wildcat Careers site
- **“Recommended Jobs”** will show you job postings that best match your profile

*NACE = National Association of Colleges and Employers

*OCR = On Campus Recruiting

Jobs & Internships Tab – General Information

As you see positions you like, you can click on the star next to that job title. It will then be saved in your **My Favorites** tab

The screenshot shows a job search results page. At the top, there are navigation tabs: JOBS, RECOMMENDED JOBS, MY FAVORITES, and APPLICATIONS. Below the tabs is a search bar with a 'SEARCH' button. Under the search bar, there are filters for 'Show Me: All Jobs & Interviews' and 'Clear All'. On the right, there are links for 'Saved Searches' and 'Advanced Search'. Below the filters, it shows 'Items 1-20 of 1319 (Results as of: Tuesday, November 03, 2015 | 1:47 pm)'. There are sorting options: 'SORT BY: Date Posted', 'SHOW 20 per page', and 'Page 1'. The main content area lists two job postings:

- Field Fellow**
Full Time Employment
Population Connection Action Fund - Washington, District of Columbia
Feb 1
- Cabin Counselor**
Part Time Employment
The Hole in the Wall Gang Camp - New Haven, Connecticut
Jan 2

Annotations include orange arrows pointing to the 'MY FAVORITES' tab, the 'APPLICATIONS' tab, the search bar, the star icon next to the 'Field Fellow' job, and the employer name 'The Hole in the Wall Gang Camp'.

Easily track all applications you've submitted to employers

Click on the employer's name to go to their directory listing and view **ALL** positions they have posted

Jobs & Internships Tab - Advanced Search features

To use the advanced search feature, click the link, which brings down the menu options

Search for positions by using the keyword search option

Also narrow down positions based on the following options:

- Location from zip code
- Job Function
- Industry

The screenshot shows the 'Advanced Search' modal window. At the top, there is a search bar with a 'SEARCH' button and a dropdown menu for 'Advanced Search'. Below this, the modal is divided into several sections: 'Show Me' (dropdown), 'Jobs located within' (input fields for miles and zip code), 'Industry' (dropdown), 'Position Type' (dropdown), 'Federal Work Study' (dropdown), 'Exclude Jobs I've Applied For' (radio buttons), 'Job Function' (dropdown), 'Ignore National Jobs' (radio buttons), and 'Paid or Unpaid' (dropdown). At the bottom, there are 'SEARCH', 'RESET', and 'More Filters' buttons. An orange arrow points from the text above to the 'Advanced Search' dropdown. Another orange arrow points from the text on the left to the 'More Filters' button. A third orange arrow points from the text on the right to the 'More Filters' button.

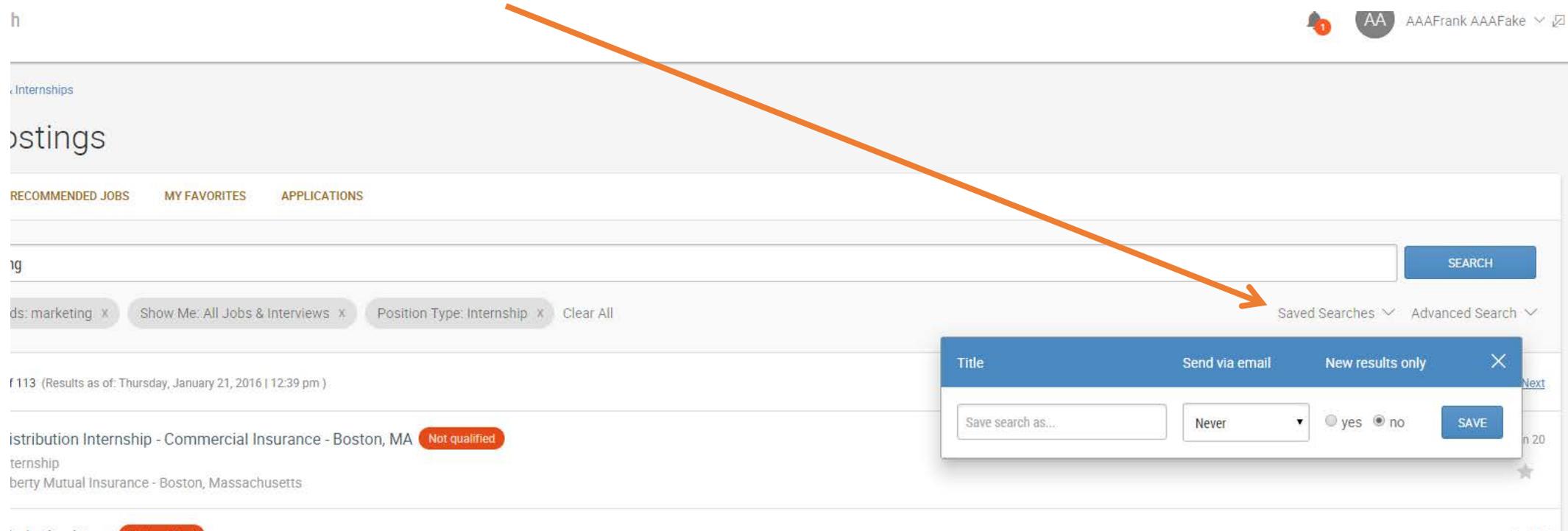
Click on **More Filters** to search positions by options:

- Position Type (full, part time, internship or work study)
- Intern Paid or Unpaid
- Major
- State & Country
- Work Authorization

Jobs & Internships Tab – Saved Searches Feature

After you've run a search, you can save for future use!

To use the saved search feature, click the link, which brings down the menu options



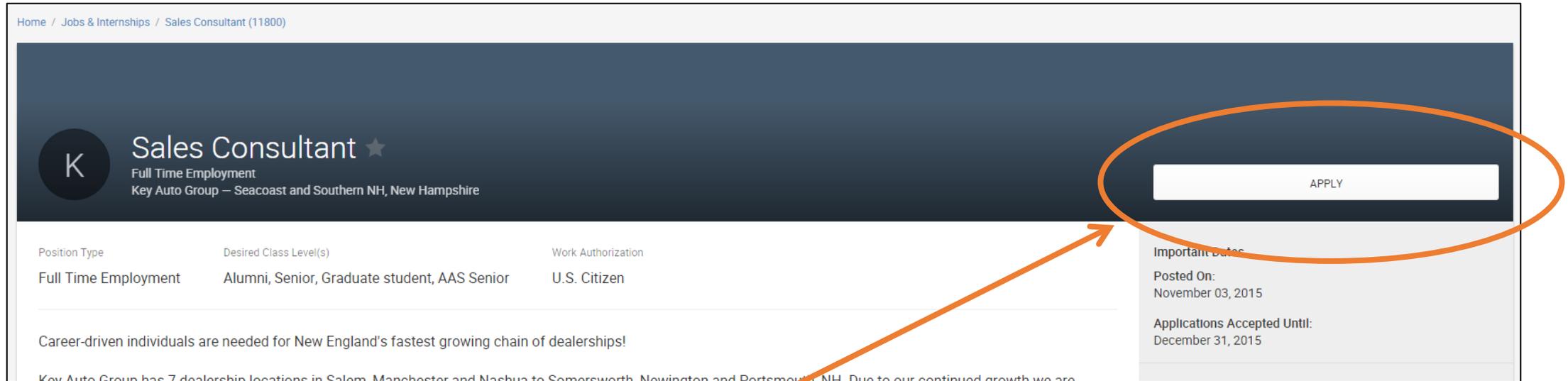
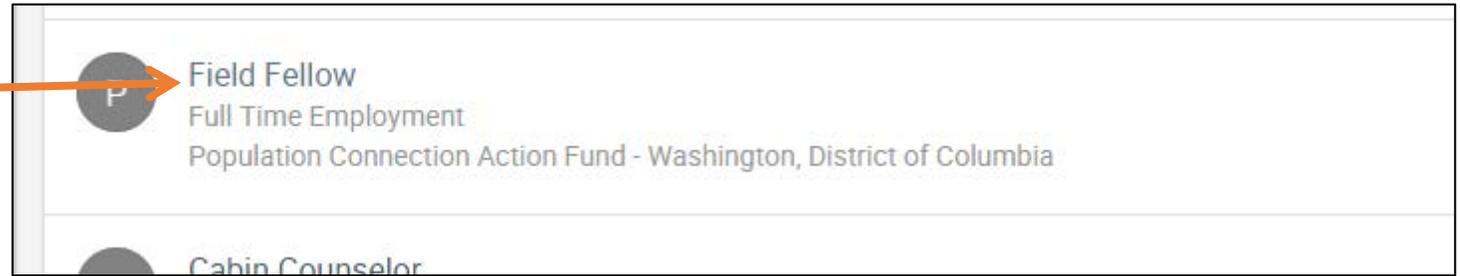
The screenshot shows a job search interface. At the top right, there is a user profile 'AAA Frank AAA Fake' with a dropdown arrow. Below this, the page title is 'Internships' and 'Postings'. There are tabs for 'RECOMMENDED JOBS', 'MY FAVORITES', and 'APPLICATIONS'. A search bar contains the text 'ing' and a 'SEARCH' button. Below the search bar, there are filters: 'ds: marketing x', 'Show Me: All Jobs & Interviews x', 'Position Type: Internship x', and 'Clear All'. A dropdown menu is open, showing 'Saved Searches' and 'Advanced Search'. The 'Saved Searches' dropdown is expanded to show a form with the following fields: 'Title' (with a dropdown arrow), 'Send via email' (with a dropdown menu set to 'Never'), 'New results only' (with radio buttons for 'yes' and 'no', where 'no' is selected), and a 'SAVE' button. Below the dropdown, there is a list of job results, including 'istribution Internship - Commercial Insurance - Boston, MA' with a 'Not qualified' badge, and 'ternship' and 'berty Mutual Insurance - Boston, Massachusetts'.

You can now:

- Name the search
- Pick if you want the search emailed to your UNH email (And the frequency of the emails)
- Decide if you only want to show only new jobs fitting the criteria you have picked

Jobs & Internships Tab – How to apply

To apply to a position, you click on the **Job Title** on the job listing, which will bring you to the full posting.



When the **APPLY** button shows, that means the employer is collecting resumes right through Wildcat Careers.
(This button will only appear IF you have a resume uploaded into your Documents tab.)

Every job/employer differs. Some employers will provide you with an email address to email your resume in, and others may request that you apply online with their company, in which they will provide you with a link.