
University Advising & Career Center

University of New Hampshire • 102 Hood House • Durham, NH • 603-862-2064 • www.unh.edu/uacc

Finding Internships and Jobs Posted by UNH on MonsterTRAK

MonsterTRAK is the recruiting database where UNH stores jobs and internships for students and alumni. Through MonsterTRAK you can browse jobs and apply for interview opportunities.

Register

1. Log onto MonsterTRAK at www.unh.edu/uacc
2. Click on the **MonsterTRAK** link at the top of the page.
3. If you are a first time user, the UNH password is **wildcats**.
4. This will bring you to the Quick Registration page.
5. Please complete the quick personal profile. You do not have to upload a resume at this time. The resume feature is used for on-campus interviews and general full-time job searches only
6. Feel free to opt out of automatic emails at the bottom.
7. Click on **Main Menu** to continue.

Finding Internships

Internship Search Tips:

- Log in and complete your profile
- Click on [Internships](#) under the My Account section
- **Keep the search criteria simple! Leave on “Basic Search.”**
- Using the Basic Search, keep the **Job Listing Date** at **All** (most of the internships posted are ongoing)
- Highlight the following: **Internship/Externship** under the **Job Type** section
- Highlight the states you are interested in under **Job Location**
- Highlight the professions in which you are interested in the **Job Category** **OR** use the **Job Keywords** sections instead. Use one or the other so that you don't limit your search results
- Skip the Limit Job Search section, unless you only want to see paid internship opportunities. We strongly recommend looking at both unpaid and paid opportunities
- Finally, click on the **Search** button at the bottom of the page
- When looking at the results, the **List Date** is the last time our office had contact with the company/and or revised the posting. An older listing date does not mean the opportunity is not available now! Many internships are available year round - employers accept applications on a rolling basis each semester and summer
- Click on the job title to view the position description
- **To apply**, read the Job Description section. Usually you will email the employer **directly using the email listed at the bottom of the posting**. Do not apply via MonsterTRAK

IMPORTANT: Even if you upload your resume to MonsterTRAK, you will still need to **mail, email or fax your resume and cover letter directly to the employer when applying for an internship.**

Finding Jobs

ON-CAMPUS INTERVIEW (also called Preselect):

The UACC posts job opportunities for employers who will hold on-campus interviews. You must submit a resume to the company via MonsterTRAK. If they choose to interview you, they will preselect you in MonsterTRAK.

To begin:

- Register on MonsterTRAK and upload your resume via the resume link on the main menu page.
- On the Main Menu page, click on the **On-Campus Interviews** link.
- Search by date range (**to 05/31/2008**) to pull up a list of all on-campus interviews for the year.
- Click **Details** to view the job description.
- Click **Submit Resume** to apply. If you apply for an interview, this is considered a commitment. If you are chosen you must follow through with the interview.
- To find out if you have been selected for an interview, click **On-Campus Interviews** link and go to personal dates in the lower right.
- Use the drop down menu to select **I am selected or an alternate for**. Remember to check this frequently.
- If you are selected, sign up for an interview time. *Note: Interviews take place in Hood House.*

RESUME DROP: Apply for Jobs not holding interviews at UNH:

The UACC posts jobs for students and alumni for those companies and organizations who cannot make it to campus. To browse these opportunities, follow the below instructions:

To begin:

- Register on MonsterTRAK and upload your resume via the resume link on the main menu page.
- On the Main Menu page, click on **Search Jobs**.
- Under Job Type, select **Full-Time Entry Level**
- Either select a **Job Category** or use the **Keyword** Search – don't use both at the same time.
- You can select a state with **Job Location**.
- From the results list, click on the red link job title and if interested, either email a resume and cover letter to the contact listed or click on the arrow to apply via MonsterTRAK.

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