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
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.

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

Easily track all applications you’ve submitted to employers.
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

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

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
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.