



Quick Start Guide

Victor eRecruiting can help you build a career

- Access information about employers offering full-time, part-time, and temporary employment
- Contact employers directly
- Upload one or more versions of your résumé and other job search documents
- Include your résumé(s) in electronic résumé books
- Research cities and industries, or obtain a profile of an occupation

Complete Your Profile

- Log into your eRecruiting account [Username = your z#, Password = birthdate (mmdd)]
- Select **View/Edit Profile Data** under the **Profile** tab on the navigation bar [first time users will be taken right to profile]
- Select the desired view: **Personal Info**, **Academic Info**, **Career Preferences**, **Continued Academics**, or **Administration**
- Click the **Edit** link at the top of the section you wish to edit
- Update your profile information
- Click **Save**

Upload Your Reference Documents

- Log into your eRecruiting account
- Select **Upload a Document** under the **Documents** tab on the navigation bar
- Choose the document type on the **Upload a Document** page and click **Next**
- Click **Browse** to select your document
- Choose the correct document and click **Open**
- Click **Upload**
- Use a Word or RTF (Rich Text Format) file
- When status is ready, click document name to view

Access Your Student Teaching Evaluations and Other Credential Documents

- Log into your eRecruiting account
- Select **Your Other Documents** under the **Documents** tab on the navigation bar
- Click on the document you want to print or save (it will open in a PDF format on your screen)
- The PDF files can be saved to your computer or to a disk to be attached to an email to be sent electronically to employers or the files can be printed at this point

Publish a Résumé to a Résumé Book

- Log into your eRecruiting account
- Select **Publish a Résumé** under the **Documents** tab on the navigation bar
- View the Résumé Books in the **Additional Résumé Books** section
- Choose your résumé from the **Publish Résumé** dropdown on the corresponding Résumé Book entry
- Click **Save** at the bottom of the page

Search for Jobs

- Log into your eRecruiting account
- Select **Job Search** under the **Jobs & Internships** tab on the navigation bar
- Select the **Education Job Search** in the **More Searches** box
- Keep search criteria simple by selecting 1 or 2 important criteria to define your search
- Click **Search**
- Click on the **Job Title** to view the details of the job
- For other quick, easy job searches, select **1-click Searches**, which can be found on your home page or on the search screen

Create a Saved Search

- Log into your eRecruiting account
- Select one of the searches listed
- Choose search criteria
- Click **Search**
- Choose the **Save Your Search** at the top of the list of jobs that is shown
- Name the search in the **Saved Search Name** field
- Choose the **Yes** option to receive e-mail notifications of job matches
- Select **Posted by my Career Center Only** or from **All Available Sources**
- Click **Save**
- When you receive email notification of a job being entered into Victor that meets your criteria, you should login to Victor
- Then you can either click on the link in your e-mail to be taken to a job description of that job . . . OR
- Select **Job Search** under the **Jobs & Internships** tab on the navigation bar
- Select the appropriate **Saved Search** located in the **Saved Searches** box on the search screen