



## Quick Start Guide for Educators



### 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

### Complete Your Profile

- To access your eRecruiting account <http://niu.experience.com/er/security/login.jsp> enter your username/password [This was emailed to you at the beginning of the semester.] Call 815-753-1641 or email [careerservices@niu.edu](mailto:careerservices@niu.edu) for assistance
- First time users will be taken to the profile page; otherwise, select **View/Edit Profile Data** under the **Profile** tab on the navigation bar
- Select the desired view: **Personal Info, Academic Info, etc**
- Click the **Edit** link at the top of the section to make changes
- Update your profile
- Click **Save**

### Upload Your Reference Documents

- Log into your eRecruiting account
- Under the **Documents** tab on the navigation bar, select **Upload a Document**
- 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, RTF (Rich Text Format) or PDF file
- When status is ready, click document name to view

### Access Your Student Teaching Evaluations and Other Credential Documents

- Log into your eRecruiting account
- Under the **Documents** tab on the navigation bar, select **Your Other Documents**
- 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 a disk, then printed or attached to an email and sent to employers

### Publish Your Résumé to a Résumé Book

- Log into your eRecruiting account
- Under the **Documents** tab on the navigation bar, select **Publish a Résumé**
- View the **Additional Résumé Books** section
- Under the **Publish Résumé** column, choose your résumé from the dropdown selection
- Click **Save** at the bottom of the page

### Search for Jobs

- Log into your eRecruiting account
- Under the **Jobs & Internships** tab on the navigation bar, select **Job Search**
- In the **More Searches** box (left side), select **Job Postings for Educators**
- Select 1 or 2 important criteria to define your search (i.e. under Desired Major: Education: Music)
- Click **Search**
- Click on a **Job Title** to view details

### 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** from under Search Results
- Name the search
- Choose the **Yes** option to receive e-mail notifications of job matches
- Select **From All Available Sources**
- Click **Save**
- When you receive an email notification of a posted job that meets your criteria, click on the link or log into eRecruiting. Click on the appropriate saved search (top left box.)