



CAREER SERVICES

Campus Life Building • Room 220 • DeKalb, Illinois 60115

Website: www.niu.edu/CareerServices

Phone: (815)753-1641

E-Mail: CareerServices@niu.edu

Quick Start Guide



Huskies- Get Hired!
with Victor eRecruiting

Victor eRecruiting can help you build a career

- Access information about employers offering internships and co-op experiences; full-time, part-time, and temporary employment
- Contact employers directly or schedule interviews through the Campus Recruiting program
- 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 www.niu.edu/careerservices and click on the red Victor eRecruiting Huskie banner under “Student Resources” “Click Here to Find Jobs.” Enter your username/password. Your username is your “Z” number. If you do not know your password, click on “Forgot Your Password”
- 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 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), PDF file
- When status is ready, click document name to view

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 and Internships/Co-ops

- Log into your **eRecruiting** account
- Select **Job/Internship Search** under the **Jobs & Internships** tab on the navigation bar
- It is recommended that you select one of the searches in the **More Searches** box based on the type of job you are searching. We **do not** recommend using the BASIC search either on your home page or in the **More Searches** box.
 - Example 1: If you are searching for an internship, select Co-op/Internship Job Search
 - Example 2: If you are looking for a teaching position, select Educator Job Search
 - Example 3: For a nationwide job search, click “Nationwide Experience Network Jobs”
- 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

Search for Employers

- Log into your **eRecruiting** account
- Select **Employer Search** under the **Employers** tab on the navigation bar
- Locate the **Employer Search** section
- Search alphabetically by selecting the first letter of the employer name
- Search for a specific employer by typing the name of employer in the **Employer Name** field
- Search for an employer by industry by selecting one industry or multiple industries in the **Industry** field
- Click **Search**
- Click on the **Employer Name** to view the employer profile

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**
- Click **Save**
- When you receive email notification of a job being entered into **eRecruiting** that meets your criteria, you should login to **eRecruiting**. Click on the link in the email that you received or log in and click on the saved search box (top left).

Apply for a Job

- Log into your **eRecruiting** account
- Search for Jobs (See **Searching for Jobs** section on previous page)
- Select a **Job Title** from **Search Results** page to open the Job Details
- Locate **How to Apply** section at the bottom of the Job Details page**
- If the box at the bottom of the page is green, you may apply. If the box is red, you do not meet the application criteria.
- Select a **Résumé**, **Cover Letter**, or **Other Document** that meets the requirements
- Click **Submit**

**Some employers request an application method other than through Victor eRecruiting. If so, follow the application directions.

Sign up for an Interview . . . Only for Campus Recruiting where employers interview on-campus

- Log into your **eRecruiting** account
- Select **Your Active Applications** under the **Applications** tab on the navigation bar
- The status of your active applications is displayed in the **Employer Decision** column
- Once an employer has **Accepted** your application and the interview sign-up date has arrived, you may sign up for an interview slot
- Click on **Details...**
- On the Application Details page, under **Employer Decision**, click on **Sign up for Interview**
- On the Interview Sign Up Page, find the schedule date you would like to sign up for and select the **Time** radio button associated with the time slot you desire
- Click **Save** and your slot will be reserved
- Confirm your interview by clicking "**Your Upcoming Events**" under the **Calendar** tab

Search for a Career Center or Employer Event

- Log into your **eRecruiting** account
- To browse all events, select **Career Center Calendar** under the **Calendar** tab on the navigation bar.
- To find events on a specific day, use the **Monthly Overview** and click on the desired numeric day link.
- To search for a specific event by event type or employer name, select **Calendar Search** under the **Calendar** tab on the navigation bar
- Search using the **By Event Type** drop-down box to search for a specific type of event
- Search by **Employer Name** to search for events hosted by a specific employer
- From any calendar search results, click on the **Event Name** for more event details