

EagleHire Network: Frequently Asked Questions from Students/Alumni

Why did you change systems and why wasn't my information transferred?

We changed systems because our mission is to offer the best job search tools available to our students and alumni. We decided not to transfer student accounts to the new system because we had many inactive accounts and bad contact information in the previous system.

How do I register?

You can register by visiting <http://erau.erecruiting.com>

What does the registration page look like?



The screenshot shows a Windows Internet Explorer browser window displaying the login page for the EagleHire Network at Embry-Riddle Aeronautical University. The browser's address bar shows the URL <http://erau.erecruiting.com/er/security/login.jsp>. The page features a navigation menu with "File", "Edit", "View", "Favorites", "Tools", and "Help". The main content area includes the "EagleHire Network" logo, a "Choose a different school" link, and a login form with fields for "Username:" and "Password:" followed by an "Enter" button and a "Forgot your password?" link. Below the login form, there are three columns of text: "Students" (welcome message and contact info), "Welcome to the EagleHire Network at Embry-Riddle Aeronautical University!" (login instructions), and "Employers" (login link and career center info). The footer contains copyright information for Experience, Inc. and the Experience logo.

I forgot my password. How can I retrieve it?

Please contact your Program Manager to retrieve your password. No passwords will be given over the phone. Instead, we will send your password to the email account you used to register for the EagleHire Network.

I created an EagleHire Network account, however, when I try to enter the site all I get is the welcome page asking for my username and password, and telling me to follow the login instructions on the left side of the page. I cannot complete my profile or upload a resume. What is going on?

Check to make sure that your security settings aren't set too high, as this can cause problems accessing the system.

Is this free?

Yes, this service is 100% free for all Embry-Riddle students and alumni.

I didn't attend Embry-Riddle. Can I use this service?

No, this service is only available for Embry-Riddle students and alumni.

What are the benefits?

- Customizable job searches, which can be saved to your account
- Events calendar, which will include company visits, presentations, etc.
- Ability to look up general information on companies who recruit from Embry-Riddle
- Ability to track which companies have viewed your resume
- Electronic resume books
- Industry and career information
- One-click searches
- Access to Salary Wizard and Hoovers Search
- Google Web Search
- Document management system
- And much more!

How long does it take to register?

About 10-15 minutes to fill out all sections of the system and upload a resume.

What do you mean by "a complete registration" in the system?

For your account registration to be considered complete, you must fill out the first three subsections of your profile and upload a resume into the system.

How do I upload documents?

In your account profile, mouse over the "Documents" link on the top navigation bar and select "Upload a Document." From there, you can select what type of document you are uploading (e.g., resume, cover letter, transcripts, writing sample, etc.)

Do I need to put a resume in the system to have access?

You do not have to have a resume in the system to *view* positions; however, you do need to have one in order to apply to positions. Once you upload a resume to the system, it will go into a holding bin, where your Program Manager will view it and approve or decline it. If your resume is approved, you will have instant access to apply for full-time positions in the system. If your resume is declined, you will be asked to email your resume to your Program Manager for suggested improvements. Either way, you will be notified via email.

My resume was declined. What do I do now?

If your resume was declined, it means that you need to make some revisions. Your Program Manager will critique your resume and send you suggestions for improvement. To expedite the process, send your Program Manager your resume as a Word document via email. Otherwise, you will receive your resume with suggestions via USPS mail.

When I replaced my declined resume with a new one, it immediately said the new document was declined too...what do I do?

Once you have made the appropriate changes to a declined resume, you will need to delete the declined resume and then upload your revised resume.

Who is my Program Manager?

For a directory, visit <http://www.erau.edu/career/staff/index.html>

How do employers access my resume?

If your resume has been approved, you have the ability to publish it to a resume book in the system. To do so, mouse over the “Documents” link on the top navigation bar and select “Publish a resume.” From there, you can select which resume and which resume book you would like your resume to be published in. Employers have access to these resume books if they are linked with our system. Employers will also be able to see your resume if you apply to positions in the system.

Would the Career Services Office ever pull my resume for employers?

From time to time, Program Managers may be asked to pull resumes in the system based on certain criteria an employer is seeking. In this case, there is a chance your resume will be included in a pull if you have published it to a resume book and you meet the given criteria.

Can employers see my resume?

Only through the means mentioned above.

How do I publish my resume in a resume book?

Employers search for students by using resume books created by Career Services. Employers may search the documents in a resume book by keyword, or they may browse for students with a particular skill set or area of interest. Career Services also may search a resume book and refer your resume to employers. To publish your uploaded resume to a resume book, select the resume from the drop-down list then click the *Save* or the *Update* button. Only resumes that have been approved by your Program Manager are available to add to a resume book. Check the “Your Resumes” page for the status of each of your resumes.

Do I need to apply for positions that I’m interested in?

Absolutely! This is the best way to ensure that you are considered for the positions you are interested in and qualified to do. As in the previous system, it is imperative that you are proactive.

What is the benefit of having my resume in the resume books?

This allows employers to have the ability to search for and view your resume.

What if I don’t remember my colleague number/student ID?

If you don’t remember your colleague number/student ID, just leave it blank.

Do you advertise mid-level to experienced positions?

Yes!

How many employers recruit from ERAU?

We currently have over 1,800 companies in the EagleHire Network, with new companies being added every day.

Do the interviews take place on-campus or with the employer?

It depends. If the interview takes place on-campus, we will let you know well in advance. In that instance, you will have the ability to sign up for interviews through the EagleHire Network. If the interview is at the employer’s location, the company will make arrangements with you directly.

How often do I need to update my information?

As often as your information changes. If your information isn’t current in the system and our office or an employer cannot reach you, you will lose out on potential job opportunities.

How do I apply for co-ops/internships?

To apply for co-ops and internships, we must first verify that you meet the university’s eligibility requirements (undergraduate students: minimum 2.5 GPA and 30 credit hours completed; graduate students: minimum 3.0

GPA and 6 credit hours completed). In order to get started, you will need to meet with your Program Manager for an advisement session. During that initial advisement session, please bring your unofficial transcripts (from your current degree program), resume, and a cover letter. Your Program Manager will verify your eligibility, critique your resume and cover letter, and present you with a Student Agreement form to review and sign. Once this is all taken care of, we can give you access to apply to co-ops and internships through the EagleHire Network.

Under the Academics section, the place where you select your degree says “Expected Graduation Date” and “Expected Degree” – does this mean that the system isn’t meant to be used by alumni?

Absolutely not, as we strongly encourage alumni to utilize the system. We cannot change the wording in the system, but please be aware that for Embry-Riddle’s purposes, “Expected Degree” means to select the most recent degree completed at Embry-Riddle. You will also notice that past years are included, which allows you to select to correct year of graduation.

How can I receive newsletters from my Program Manager?

If you have registered in the EagleHire Network and have indicated in your profile that you are searching for a job, you will automatically receive your Program Manager’s newsletter.

My major is in Maintenance but I want to work in Safety. How can I receive the newsletter of the Program Manager for Safety?

If you indicate that your *Primary Career Focus* is Safety (or other field of choice), you should receive that Program Manager’s newsletter, in addition to the newsletter from your own Program Manager.

What will happen to my EagleTRAK account?

Effective August 31, 2007, Career Services will no longer have access to the EagleTRAK section of the MonsterTRAK system. We have, however, decided to allow students and alumni to continue using the MonsterTRAK section of the system. In addition, employers in the state of Florida will also be able to search your resume as part of FloridaHIRE, an Independent Colleges and Universities of Florida (ICUF) initiative, which is powered by MonsterTRAK. For more information on FloridaHire, visit <http://www.floridahire.org>.