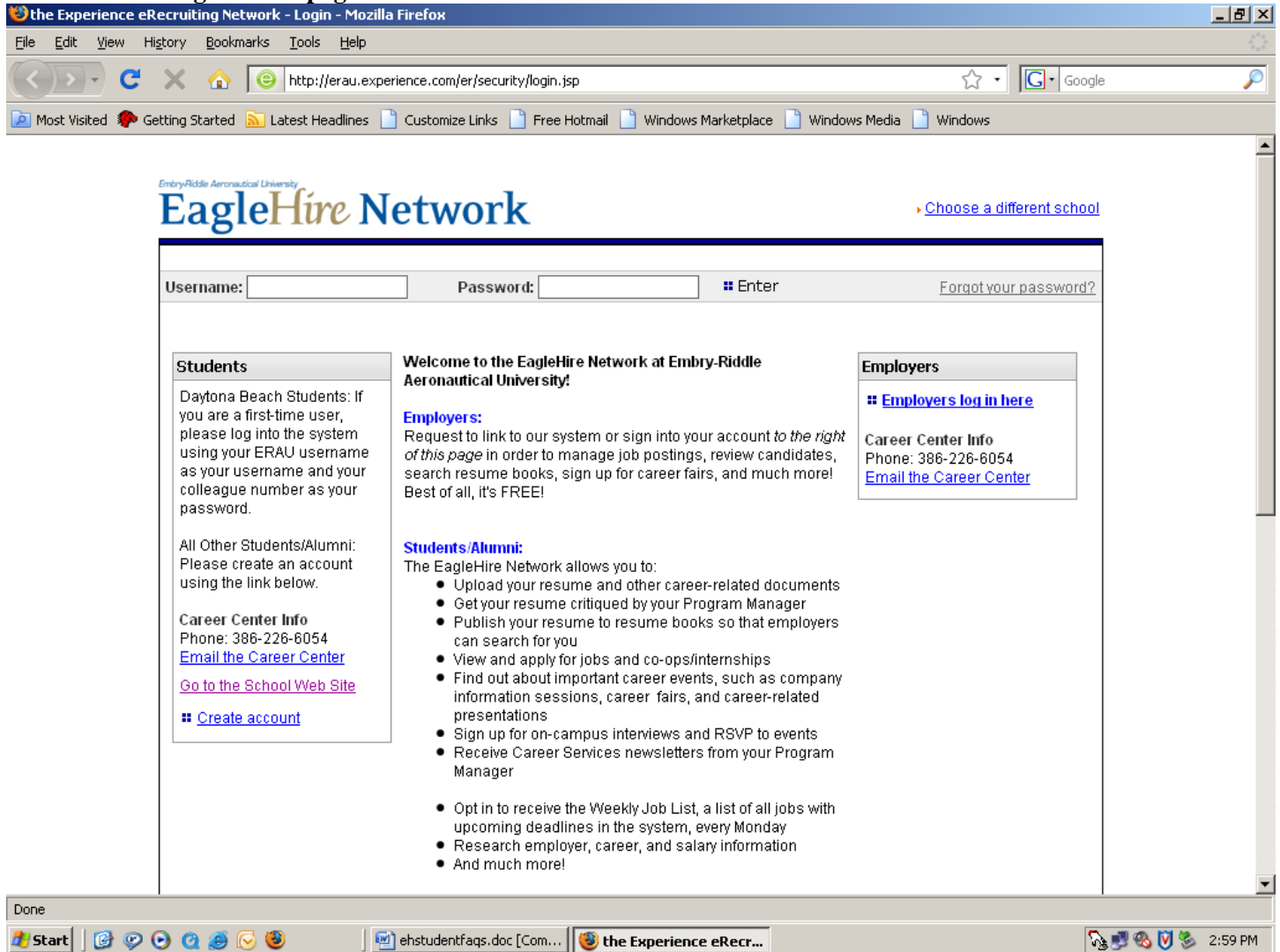


EagleHire Network: Frequently Asked Questions from Students/Alumni

How do I register?

If you are a current student, or have graduated within the past 2 years, an account has been created for you. Your username matches your ERNIE username (in all caps) and your password is your colleague number. If you try this and it does not work for some reason, please send an email to dbeaghir@erau.edu.

What does the registration page look like?



I forgot my password. How can I retrieve it?

Please send an email to dbeaghir@erau.edu. 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. All non-ERAU candidates in the system will be deleted.

I started a degree at Embry-Riddle but didn't complete it. I am no longer enrolled at the university. Can I have an EagleHire Network account?

We will allow you to have interactive access to the EagleHire Network if you meet the following criteria:

- Completed at least 24 credit hours at one or more of the three Embry-Riddle campuses
- Are in good standing with the university

You will need to provide us with your Colleague number in order for us to verify this information. If you do not meet this criteria (i.e., you took less than 24 credit hours, or you remain on academic suspension or the like), you will be given browse-only access to the system. This will allow you to look at job postings and will give you access to all of the proprietary resources in the EagleHire Network. The only limitation is that you will not be able to apply for positions directly through the system, nor will you be able to receive resume critique services through the EagleHire Network.

What are the benefits of the EagleHire Network?

- Ability to apply for jobs and internships in the system
- 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
- Ability to sign up for the Weekly Job List and Career Services newsletters, and to receive other important correspondences and announcements
- Industry and career information
- One-click searches
- Access to CareerShift, Going Global, Perfect Interview, CareerSpots videos, Salary Wizard, Hoovers Search, and other exclusive resources
- 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 a Career Services professional 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 make changes and upload a new resume into the system. 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. A Career Services professional will critique your resume and send you suggestions for improvement.

How do employers access my resume?

If your resume has been approved, you have the ability to publish it to one or more of the many resume books 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 is if you apply to positions in the system.

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

From time to time, Career Services 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. Other restrictions may apply. 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. If you want a job, 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. If they are interested in you, they will either contact you directly or through the Career Services Office.

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. Students are strongly encouraged to include their colleague number, as this expedites the advising process.

Do you advertise mid-level - experienced positions?

Yes!

How many employers recruit from ERAU?

We currently have over 2,800 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.

When I go to apply for co-ops/internships in the system, I keep getting a message saying that I am missing eligibility information. What does this mean?

Please see the answer to the next two questions below.

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 (if you are not on campus, this can be done via phone). 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.

Can alumni apply for co-op/internship positions in EagleHire?

Alumni cannot apply for positions directly through the EagleHire Network, however you may view positions in the system and apply on your own. This is because alumni do not meet the university policy's criteria for co-op/internship eligibility.

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. It is also advised that you enter any other relevant degrees in this section as well so that the system does not prevent you from applying to certain positions.

What is the Weekly Job List? How can I receive it and when is it distributed?

The Weekly Job List contains all full-time jobs in the EagleHire Network for up to four weeks out. It is distributed via email every Monday, except when the university is closed. To sign up, log into your account and in the "Personal Information" section of your profile, answer "Yes" to the question "Would you like to receive the Weekly Job List?"

How can I receive newsletters from Career Services?

Under the Administration section in the system, you can opt in or out of receiving periodic newsletters. When you create your account, the system automatically opts you in, so if you do not want to receive newsletters you will need to manually make the change in your account.

My question has not been answered. What now?

Send an email to dheaghir@erau.edu. You may also refer to the [Student Quick Start Guide](#).