

Student Quick Start Guide

If you haven't found the answer to your question(s) through our Quick Start Guide, please feel free to contact your Career Center Administrator at dbeaghir@erau.edu or download the more detailed documentation in the Help Section of the system.

Update Your Profile

- Log into your **EagleHire Network** account
- Select **View/Edit Profile Data** under the **Profile** tab on the navigation bar
- 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 **EagleHire Network** 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**

Publishing a Resume to a Resume Book

- Log into your **eRecruiting** account
- Select **Publish a Resume** under the **Documents** tab on the navigation bar
- View the Resume Books in the **Additional Resume Books** section
- Choose your Resume from the **Publish Resume** dropdown on the coordinating Resume Book entry
- Click **Save**

Searching for Jobs, Internships, and Co-ops

- Log into your **EagleHire Network** account
- Select either "Co-ops/Internships" or "Full-Time Opportunities" under "More Searches" to the right of the "Jobs & Internships" search box
- Use the **Search** to search by **Keywords**, **Career Focus**, and/or **Location**, or any of the other search criteria
- After selecting your job search criteria, click **Search**
- Use the yellow toolbar to further **Refine** your search results
- Click on the **Job Titles** to view the details of the jobs
- For other quick, easy job searches, use the **1-Click Searches** on the **Job Search** page

Searching for Employers

- Log into your **EagleHire Network** account
- Select **Employers Search** under the **Employers** tab on the navigation bar
- 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
- Search for an employer by job field by selecting one or multiple options under **Career Focus**
- Search for employers attending the Industry/Career Expo by selecting the respective year and **Career Focus**
- Click **Search**
- Click on the **Employer** name to view the employer profile

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Embry-Riddle Aeronautical University

EagleHire Network

Creating and Using Search Agents

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- Use the **Search** to search by **Keywords**, **Career Focus**, and/or **Location**, or any of the other search criteria
- After selecting your job search criteria, click **Search**
- Under **More Search Options** in the top left hand corner, select to **Save Your Search**
- Name the search in the **Saved Search Name** field
- Choose whether to receive email notifications of job matches
- Select the job source from the **Show Me Jobs...** section
- Click **Save**

Applying for a Job

- Log into your **EagleHire Network** 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
- Click **Apply**
- Select a **Resume**, **Cover Letter** or **Other Document** that meets the requirements (follow instructions carefully)
- Click **Submit**

Signing up for an Interview

- Log into your **EagleHire Network** 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

Creating a Favorite Jobs Folder

- Log into your **EagleHire Network** account
- Search for Jobs (*see **Searching for Jobs** section on previous page*)
- The **Search Results** page displays all relevant positions
- Select the checkbox to the left of the jobs you would like to save to a folder
- Locate the **Save Jobs As Favorites** drop down box in the lower left hand corner of the results page
- Choose **Create A New Folder** from the drop down box or select an existing folder
- Click **Go**
- Enter a name for the new **Folder**
- Click **Save**

Searching for a Career Center or Employer Event

- Log into your **EagleHire Network** 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