



## Graduate Career Management Center

eRecruiting is your tool for staying in touch with current internship and full time job opportunities at the GCMC . It also allows the GCMC staff to communicate with you throughout the year.

### Your Profile, Password and Documents

It is important to fill in as much information as possible. The more information you include on your profile, the more likely the GCMC can target your relevant job search information or opportunities.

#### Setting up your account

- Go to <http://zicklin.erecruiting.com>
- New Students: Your **Username** is **zicklin** followed by the last 6 digits of the number on the bottom left side of your CUNY ID card
- Alumnus: Your **Username** is **zicklin** followed by the last 4 digits of your Social Security number
- Your **Password** is your date of birth in the format mmddyy, e.g., 052970 for May 29, 1980
- Click **Save**

#### Create Your Profile

- 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 to edit your information
- Update your profile information
- Click **Save**

#### Update your Password

- Select **Change Your Password** under the **Profile** tab on the navigation bar
- Enter **Current Password, New Password and Confirm Password**
- Click **Save**

#### Upload Your Documents

- 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**
- Wait for the application to convert the document to **PDF and HTML**

Note: Every student must have one resume designated as the **Primary Resume**. This resume will be used on the occasion that the GCMC needs to refer your resume to an employer. The original resume uploaded into the system will default to be the **Primary Resume**. If you have multiple resumes uploaded, make sure your **Primary Resume** is updated and appropriate for most of your job search needs. Customize your resume for the different jobs you are applying for.

Note: Before applying for a job that requires documents in addition to a resume and cover letter (ex., transcript, documents specific to that employer), you must first upload the required documents to your eRecruiting account. If you forgot to do this, the "Other" option will not appear on the "Apply To Job" screen.

## Resume Books

Baruch staff can only search for keywords on your resume if you publish your documents to a resume book. Remember...you can choose more than one resume book!

### **Publishing a Resume to a Resume Book**

- 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**

### **Removing a Resume from a Resume Book**

- Select **Publish a Resume** under the **Documents** tab on the navigation bar
- In the **Published Resume Books** section, find the resume book from which you would like to remove your resume
- Choose **Remove Resume from Book** from the **Published Resume** dropdown on the coordinating Resume Book entry
- Click **Save**

## Searching

You have the opportunity to search for Jobs, or Internships or to search for opportunities by employer. On your Home Page, you can search using a quick keyword search, which searches multiple fields in the job description. In the Jobs & Internships section, you have the option to create more detailed searches and also have the ability to save your search results for future use. You can even create a search agent to be alerted by email of new opportunities that meet your search criteria.

In addition to searching for specific types of jobs through the Jobs & Internships section, eRecruiting also allows you to use the Employer Search to find specific employers by name or by industry. You can also save favorite employers to folders, which may be helpful in organizing and managing your job search.

Searching for a Career Center or Employer Event allows you to register for GCMC & other events.

### **Searching for Jobs & Internships**

- Select **Job/Internship Search** under the **Jobs & Internships** tab on the navigation bar
- Use the **Basic Search** to search by **Keywords**, **Job Function** and/or **Location**, or select one of the other searches in the **More Searches** section
- 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**

- 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
- Click **Search**
- Click on the **Employer** name to view the employer profile

## Creating and Using Search Agents

- Log into your eRecruiting account
- Select **Job/Internship Search** under the **Jobs & Internships** tab on the navigation bar
- Use the **Basic Search** to search by **Keyword**, **Job Function** and/or **Location**, or use one of the other searches in the **More Searches** section.
- 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**

## Searching for a Career Center or Employer Event

- To browse all events under the **Calendar** tab on the navigation bar, select **Career Center Calendar**
- To search for a specific event by type or employer name, under the **Calendar** tab on the navigation bar, select **Calendar Search**
- Search 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

## Applying 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
- Click **Apply**
- Select a **Resume**, **Cover Letter** or **Other Document** that meets the requirements
- Click **Submit**

## Creating a Favorite Jobs Folder

- Log into your eRecruiting 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

- 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
- From any calendar search results, click on the **Event Name** for more event details

Zichlin School of Business  
Graduate Career Management Center  
151 East 25<sup>th</sup> Street, 8<sup>th</sup> floor  
New York, NY 10010  
646-312-1330