



## Conducting a Job Search Using eRecruiting

1. Login to your eRecruiting account using your Username and Password.
2. In the *Jobs & Internships* box, click on "more search options."
3. Under *More Searches*, click on "Jobs Posted by CDS" to refine a search of full-time, part-time, OCR, co-op, and internship jobs listed by Career Development Services.\*
4. Select your current *Major/Concentration, Degree, Student Status, and Work Authorization Status*.
5. To view the most job listings, leave *Job Status, Employer Name, Compensation Type, City and State* set to the default.
6. Click on "Search."\*\*
7. You can now view the jobs that match your criteria. Click on a job title to review the job details.
8. If you want to apply to the position after reading the Job Description, scroll to the bottom of the screen and click "Apply."
9. Select the *Resume* and *Cover Letter* you want to submit and click "Submit." Your resume and cover letter will be sent to the employer through the system.

\*There are other search options available under *More Searches* or *1-Click Searches*. However for the most comprehensive results, it is recommended that you use "Jobs Posted by CDS."

*Co-op Job Search* – For accepted and filtered co-op students only.

*Internship Job Search* - For students who are looking for internships.

*On-Campus Recruiting (OCR) Job Search* – For students registered for OCR only.

\*\*To save your search and/or receive an e-mail when new jobs matching your background are posted:

On the *Search Results* page, click "Save Your Search."

Create a *Saved Search Name*.

Select "yes" to receive e-mail notifications of new job listings.

Under *Show Me Jobs...*, select "Posted by My Career Center Only."

Click "Save."

For more information contact:  
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