Queens College
Office of Career Development and Internships

Erecruiting
Login Procedures

Step 1: Go to: http://www.qc.edu/career
Click on QC Career Link/eRecruiting

Step 2: Enter Your Username. Your username is your: e-mail address.
Remember your e-mail has to be active or you’ll not be able to communicate on e-Recruiting.

Step 3: Enter Your Password.
Your password is your date of birth, in a month/date/year format, with double digits for each. For example, if you were born on July 4, 1976, your password would be: 070476.

* It is recommended that you change your password after the initial login.
To change your password, click on Edit Your Profile.

Click on the Enter button to access eRecruiting.

<table>
<thead>
<tr>
<th>Profile</th>
<th>Documents</th>
<th>Applications</th>
<th>Calendar</th>
<th>Mentor</th>
<th>Jobs &amp; Internships</th>
<th>Employers</th>
</tr>
</thead>
</table>
(The above is the navigation bar you will be using in eRecruiting, please become familiar with it).

Your Profile

It is crucial that the information included in your profile be accurate. It is also strongly recommended that you complete your profile information as fully as possible to give employers more opportunity to pick you when they search for a job candidate. The most important sections are your name, e-mail, and current education information. Remember to update your student information occasionally. Follow these steps to update your eRecruiting profile.

1. Click on the Profile link on the main navigation bar.
2. Click on view/edit profile data
3. You will see Personal Info, Academic Info, and Career Preference. Complete all three. (It is very important to complete the these profiles
   When you do so, the system regularly scans for jobs and career information which matches or fits your career profile)
4. You can make any changes you wish to the information displayed on the Edit your Personal Information. The fields that are required have
   an “orange dot” next to them. They are mandatory and must be completed.
5. Click the Save button.
6. Next, click on Academics. Be sure to complete this section fully.

Uploading Documents

You can post one or more versions of your resumes and cover letter on eRecruiting.

To upload a resume, cover letter, or other documents to your eRecruiting account. Please follow these steps:
1. Click on the Documents link on the main navigation bar.
2. On the document page, select a document type from the Upload Document drop-down menu (resume, cover letter, writing sample, other document).
3. On the Add Resume/Cover Letter/Writing Sample/Document Page, click on Browse and find the document you wish to upload. Note it.
4. Click the Upload button.

The system displays your Documents – your current document page for the type of document you just uploaded. You can click on any of the buttons in the documents section to view your current resume, cover letters, writing samples, or other documents. If you upload more than one resume, select one as your Primary Resume. Scroll down to “Change Your Primary Resume”, select your new primary resume, and click the Change button. Click OK.

How to Apply for a Job

Once you upload your resume, you can then conduct a job search. For local jobs, check “Show only jobs from my Career Center”. Those are jobs that are directly forwarded to our Office. When you come across a job you like, all you have to do is to click on “Apply” at the bottom of the screen where the description of the job is listed.

Good Luck