

# SpartanCareers Guide

U N C G C A R E E R S E R V I C E S C E N T E R

## Log in

Go to the CSC website ([www.uncg.edu/csc](http://www.uncg.edu/csc)) and click the SpartanCareers logo.

Log into SpartanCareers with your Username and Password:

- **Username** is the complete **email address** in your UNCGenie account.
- **Password** is your **birth date** (ex: 2/07/92 would be 020792). Be sure to change password after your first log in.

## Create Profile

Notice sections listed as Personal Information, Demographic Information, Skills, and Additional Information.

- Each section will have an **Edit** link, click on this link to edit fields within each section.
- Go through each section and **complete all of the fields** making sure to click on the **Save** button.
- Required fields are marked with an asterisk (\*).

## Update Profile

To make updates to your Existing Profile:

- Hold cursor over **My Account** and select **My Profile**.
- Click on this link to **edit fields** within the section you want to update and click **Save**.

*NOTE:* Should you find incorrect information in profile fields that you are unable to change, please contact University Registrar's Office Location: 180 Mossman Building, Office Hours: Monday–Friday, 8:00 am–5:00 pm, (336) 334-5946.

## Search for Jobs & Internships

Searching for Jobs and/or Internships:

- Hold cursor over **Jobs** and select **Job Listings**.
- Fill in the **Search Criteria** to narrow your job search OR (without entering any search criteria) click the **Search** button to view all current jobs and internship.
- Click on the **Job ID** to see the specifics of the position and how to apply.
- If the employer requires students to apply by submitting a resume through SpartanCareers, please refer to the Uploading Documents directions below.

To Save a Search of Job and/or Internships:

- Click **Save Search** to save the criteria of a specific search.
- These can be easily accessed from the **Saved Searches** section on the Home page under **Quick Links**.

How to be notified when New Jobs are Posted that meet your criteria (Job Agent):

- If you would like to be emailed when a new job meets your Saved Search criteria, click the checkbox that says, "Please send me an e-mail when any new jobs matching this search are available" when you are saving your search.

## Search & Register for Career Events

To Search for Career Events sponsored through UNCG Career Services Center:

- Click on the **Career Events** menu.
- You will see a list of all current Career Events (Career Fairs, Etiquette Dinner, Employer Panels, Workshops, etc.)
- To view details, registered employers and/or RSVP, click on the Career Event's name.

*NOTE:* Not all events require RSVPs or allow students to search the list of employers registered for the event.

## Upload Documents

To Upload your Documents into SpartanCareers:

- Hold cursor over **My Account** and select **My Documents**.
- Click on the **Upload File** link.
- Click the **Browse** button to find your document.
- **Select** the correct **document** and name it.
- Click the **Upload** button.

*NOTE:* When uploading more than one document, make sure your most generic resume is your default. Your default resume is the document that employers can view when accessing our system.

## SpartanCareers Full Access

To **gain full access** to **SpartanCareers** all resumes **MUST** be reviewed, revised, and then approved by a UNCG career counselor. Contact our office to schedule an appointment or meet with a counselor during daily drop-in hours. Once your resume is approved and uploaded, you will need to follow up with your counselor who will then activate your SpartanCareers Full Access account.

Once your resume is activated you will be able to:

- Search for jobs and internships.
- Apply for internships, part-time and full-time jobs through the SpartanCareers system.
- Review and RSVP for career events sponsored by UNCG Career Services Center.
- Sign up for on-campus interviews for which you qualify.
- Search our extensive employer database.
- Manage your job search through an activity log and calendar.
- Report success results with our “Report a Hire” feature.

*NOTE:* You will only need one resume approved to gain full access to Spartan Careers.

Need help with your resume or need a resume approval? **Call (336) 334-5454** to schedule an appointment with a career counselor or visit the Career Service Center during **drop-in hours Monday-Friday 12–4 p.m.**

## Participate in On-campus Interviews

To Search for Interview Schedules with Employers Recruiting at UNCG:

- Hold cursor over **Interview Schedules** and select **Qualified Schedules**.
- Click on the **Schedule ID** to see the specifics of the position and how to apply.
- If this is a **Preselect schedule**, you will have to submit your resume. You will be notified by the employer when selections are made. If you are selected, you will need to sign up for an interview timeslot.
- If this is an **Open schedule**, then you will be allowed to choose an open interview timeslot immediately.

## Report a Hire

To provide the Career Services Center with Placement Information:

- Click on the **Report a Hire** link located on your Home page (next to the calendar).
- Select the **My Jobs** tab and search for the position for which you were hired.
- When you find the position, click on **Select Job**.
- Complete all placement information and click **Finish**.
- If you can't find your job, click the **click here** link to enter Organization Name and Job Title and click continue.
- Complete the additional information and click finish.

## Manage your Activity Log

To View and Manage Your Activity:

- Hold cursor over **My Account** and select **My Activity**.
- There are 4 types of activity you can view

**Referrals**-Records of resumes that you've submitted to an employer's job, our office has submitted on your behalf, or an employer has downloaded for review.

**Placements**-Your current job placements and details of those.

**Schedules**-The Schedule Activity shows any interviews, information sessions, or waiting lists that you are signed up for. You can also see any Preselection Activity that is still pending for you, under the Preselection Activity section.

**RSVPs**-Career Events that you have currently RSVPed for.