

Careers4Terps

Brief Tutorials for Students



UNIVERSITY OF
MARYLAND

UNIVERSITY CAREER CENTER
& THE PRESIDENT'S PROMISE

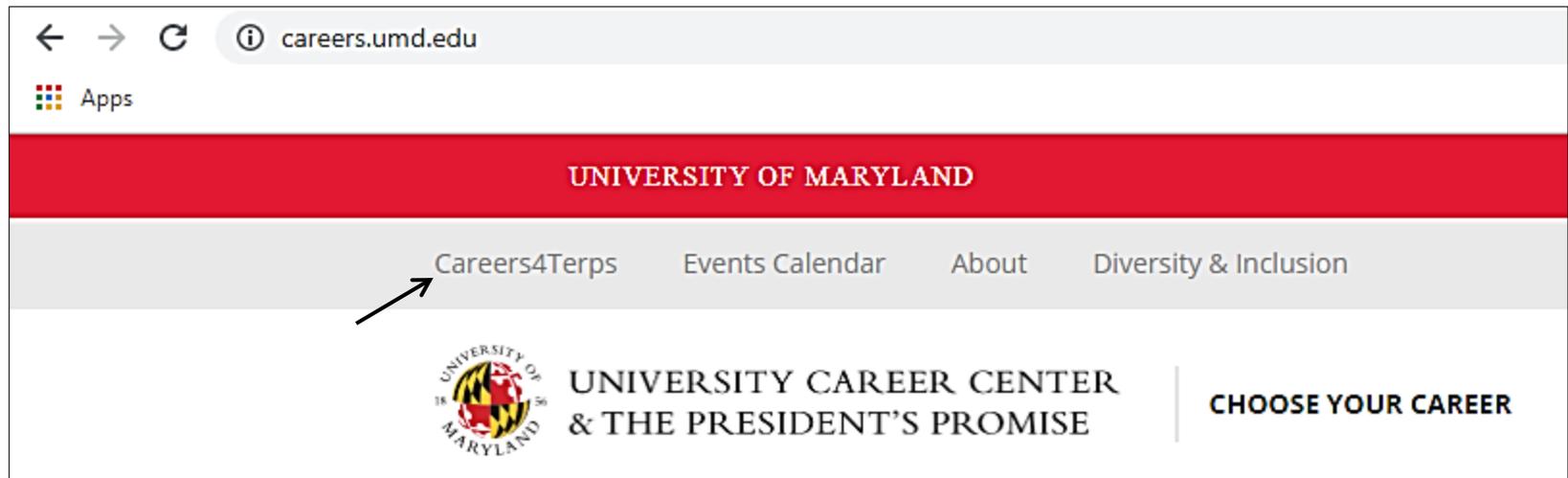
3100 Hornbake Library, South Wing
College Park, Maryland 20742-4335
301.314.7225 TEL 301.314.9114 FAX
www.Careers.umd.edu

Table of Contents

▶ Navigating to C4T	3-4
▶ Uploading a Resume to C4T	5-6
▶ Editing your C4T Account	7-8
▶ Creating a C4T Profile	9
▶ Searching for Jobs and Internships	10
▶ Creating a Job Alert	11-13
▶ Job Favorites	14
▶ Applying for a Position	15-16
▶ Signing Up for Career Center Events	17
▶ Making an Appointment with a Counselor	18-21

Navigating to C4T

1. In your browser, enter the link: careers.umd.edu.
2. On the home screen, beneath the upper red banner, is a grey navigation bar underneath.
3. Click on the **Careers4Terps** button on the upper left hand side.



Navigating to C4T

4. On the page careers.umd.edu/careers4terps, click on the red **Students** link beneath the main banner.



5. Log in with your University Directory ID and password as usual in the Central Authentication System.

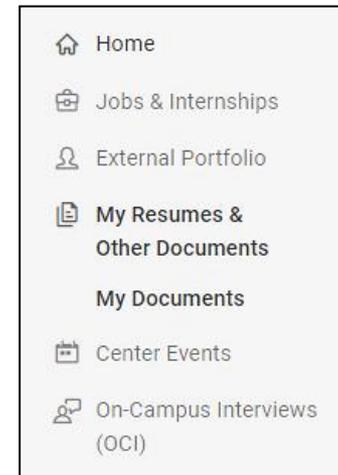
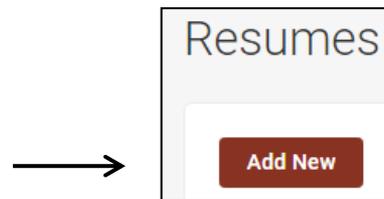
6. Complete the DUO Two-Factor Authentication.

7. You are now successfully logged in to Careers4Terps.

Uploading a Resume to C4T

To apply for jobs within Careers4Terps, students need to upload their resume and other documents to the platform before applying.

1. Log in to Careers4Terps.
2. On the left hand side is a vertical navigation bar. Fourth down from the top is **My Resumes & Other Documents**. Click on this button.
3. From the drop down menu, select **My Documents**.
4. On the *Resumes* page, click on the red button labelled **Add New**.



Uploading a Resume to C4T

5. Enter your document label in the first input box. We recommend titling your resume *Last Name_First Name_Resume* to prevent confusion.

Label *

Last Name_First Name_Resume

6. Beneath **Document Type**, select **Resume**.

7. Under **File**, click on the button **Choose File**. To prevent formatting errors, upload your resume as a PDF file.

8. Click the red **Submit** button at either the top or bottom of the page.

Document Type

Resume

Cover Letter

Unofficial Transcript

Writing Sample

Other Documents

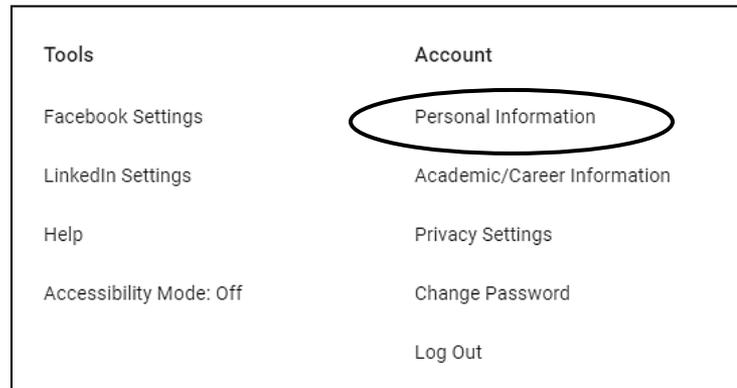
Submit

Cancel

Editing Your Account

To change your major, class level, and other personal information, you need to edit your account. Note: to change work authorization, please contact the University of Maryland Career Center at 301-314-7225

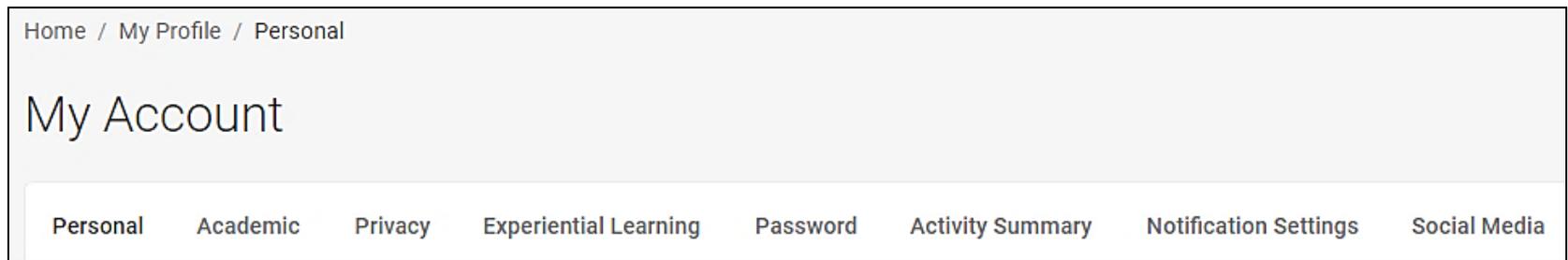
1. Log into your Careers4Terps account.
2. On the top right hand corner is an icon with your initials. Click on it.
3. From the drop down menu, under **Account**, click **Personal Information**.



Editing Your Account

4. From the **Personal** tab, you can edit your name, email, phone number, and address.

5. To navigate to other parts of your account, click on the other tabs at the top of the page.

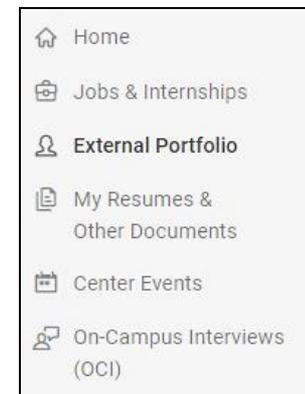


Note: to change majors, graduation date, and class level, go to the second tab, labeled **Academic**.

Creating a Profile

Your profile is what employers will see if they search for you on Careers4Terps. To create a profile:

1. Log into Careers4Terps.
2. On the left hand navigation bar, select the third option down, **External Portfolio**.
3. From this page, you can customize your header, add a professional headshot, write a personal statement, and more.

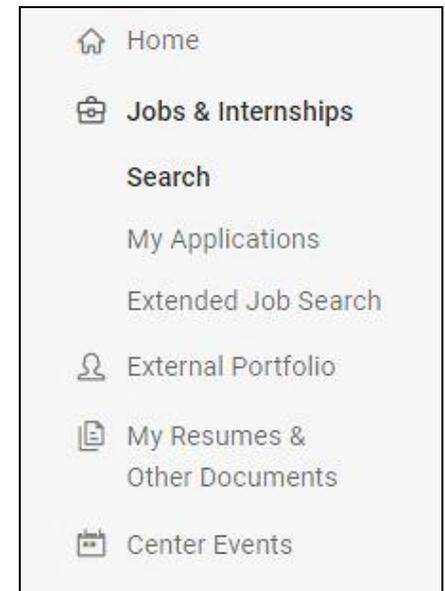


Searching for Jobs and Internships

1. Log into Career4Terps.
2. On the left hand side, click on the second tab labeled **Jobs & Internships**.
3. From the drop down menu, select **Search**.
4. This is your main search engine for career development opportunities. You have the option to search by keywords as well as by location.



The screenshot shows a web interface titled "Job Postings". At the top, there are three tabs: "Search", "Favorites", and "Applications". The "Search" tab is active. Below the tabs, there is a search bar with a "Keywords" input field, a "Location" input field, a "25mi" dropdown menu, and a red "Search" button.



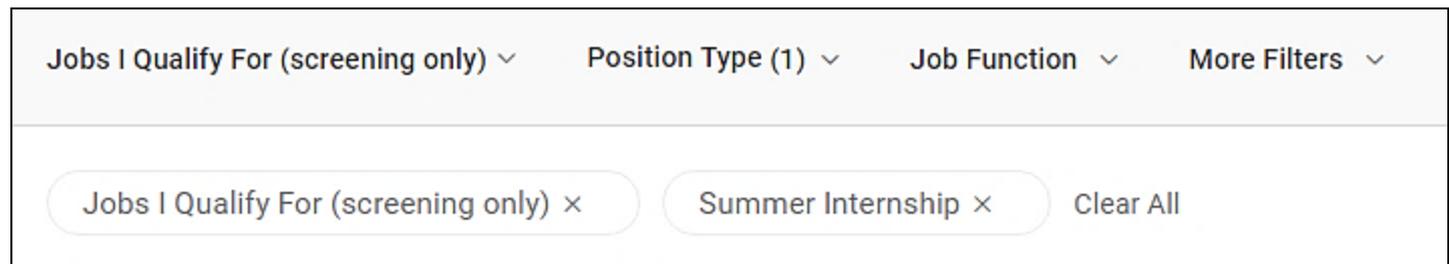
5. Alternatively, browse through all job postings by clicking on the **See All Jobs** link below the red Search button.

Creating a Job Alert

Job alerts send you emails at scheduled times with a list of all the jobs you specified in your initial parameters.

1. Complete all steps in the *Searching for Jobs and Internships* tutorial first.
2. Enter in a search term or click on **See All Jobs**.
3. Create filters to find the positions that you're interested in with the tabs available below the search bar. Your job alert will only show you positions that match all of your filters so choose carefully.

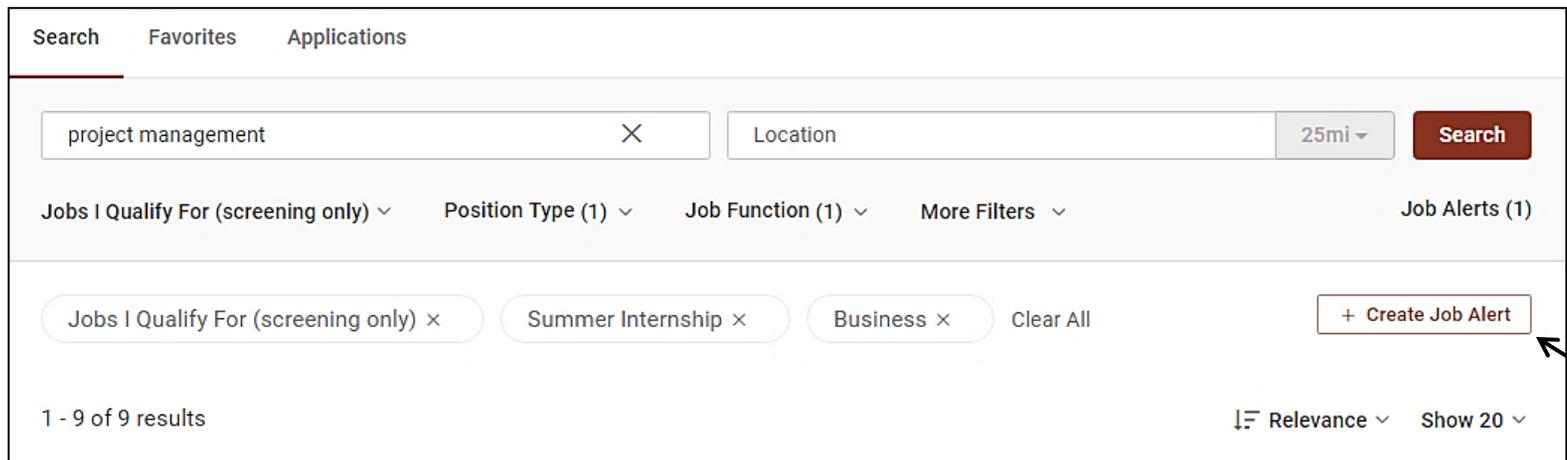
For Example:



The screenshot shows a filter interface with a light gray background. At the top, there are four filter categories: "Jobs I Qualify For (screening only) v", "Position Type (1) v", "Job Function v", and "More Filters v". Below these, there are two active filter buttons: "Jobs I Qualify For (screening only) x" and "Summer Internship x". To the right of these buttons is a "Clear All" link.

Creating a Job Alert

4. Once you're satisfied with your job search, locate a button labeled **+ Create Job Alert**. It is on the right hand side, between the search bar and the search results.



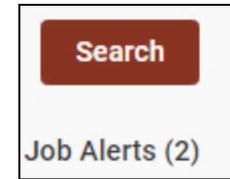
5. When you click on it, it will turn green and you will receive a banner that says “You’ll now receive job alerts for this search.”



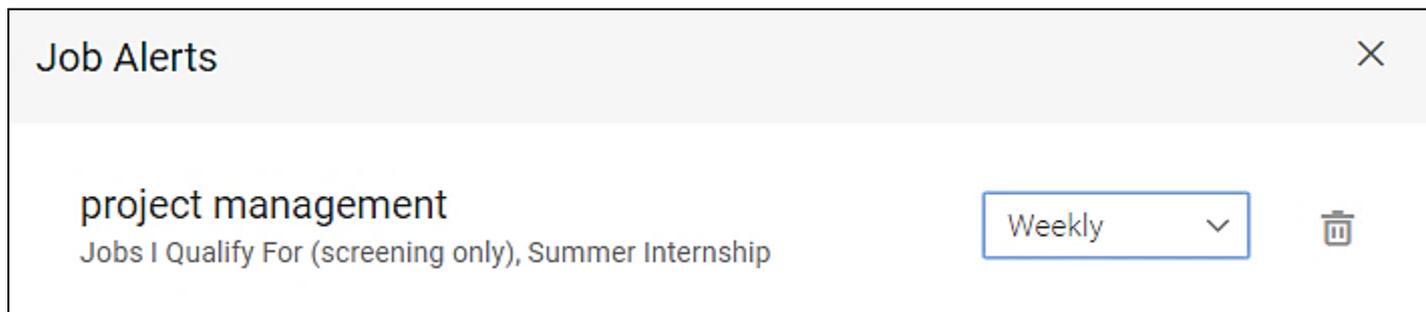
Creating a Job Alert

5. To edit the frequency of your job alert email, click on the **Job Alerts ()** link right below the Search button.

6. This account currently has two job alerts. When you click on the link, a pop-up window will show you all of the job alerts you currently have.



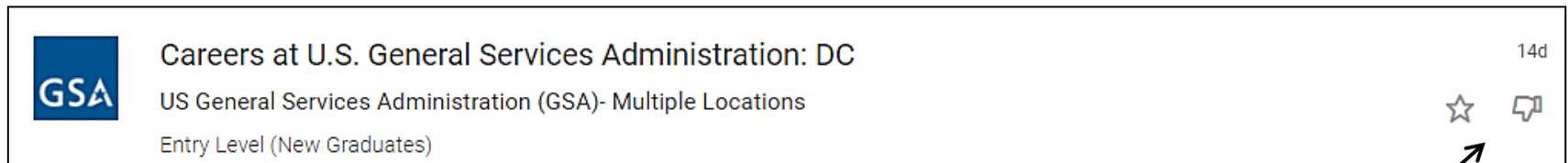
7. From this window, you can change the frequency of your alerts through the drop down menu or delete an alert with the trash can icon. This job alert will send emails on a weekly basis.



Job Favorites

If you find a job you're interested in and want to come back to, you can always add it to your favorites by clicking on the star icon next to every job posting.

Alternatively, clicking on the thumbs down icon lets the Career4Terps algorithm know this isn't a job you're interested in and refrain from suggesting it to you in the future.



The screenshot shows a job listing card for the U.S. General Services Administration (GSA). On the left is the GSA logo. The text reads: "Careers at U.S. General Services Administration: DC", "US General Services Administration (GSA)- Multiple Locations", and "Entry Level (New Graduates)". On the right side of the card, there is a "14d" indicator, a star icon, and a thumbs down icon. A black arrow points from the bottom right of the slide towards the star icon.

Applying for a Position

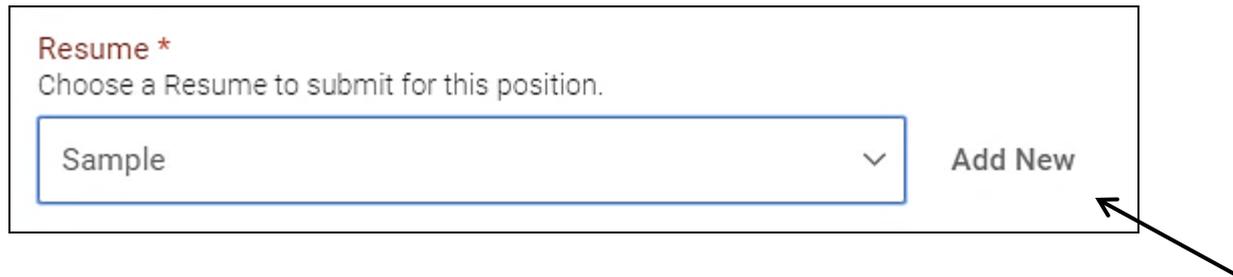
1. Click on a job posting to see the description and requirements.
2. At the top of the page, on the right hand side, is a white button labeled **Apply**. Click on it.



3. If the company would like you to apply on a platform outside of Careers4Terps, please follow the instructions shown on the pop-up window.
4. Otherwise, select the documents you'd like to submit for this position. If they have already been uploaded, you can choose the document from the drop down menu.

Applying for a Position

5. If you need to add the document from your computer, click on the **Add New** button on the far right of the drop down box.



Resume *

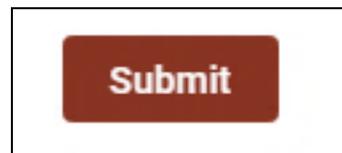
Choose a Resume to submit for this position.

Sample ▼

Add New

An arrow points to the 'Add New' button.

6. When you're finished, click the **Submit** button on the bottom and you're done!



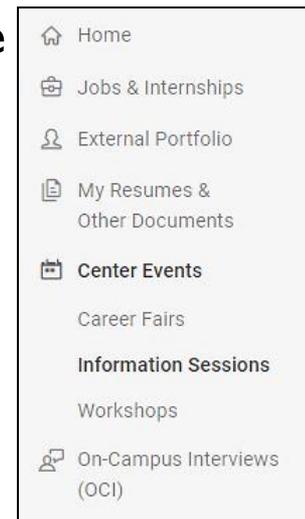
Submit

Signing Up for Career Center Events

The Career Center at the University of Maryland always has lots of exciting and informative events happening. To view future events and RSVP:

1. Log into Careers4Terps.
2. On the left hand navigation bar, the fifth tab down is labeled **Center Events**. If you click on it, you'll see three options: Career Fairs, Information Sessions, and Workshops.
3. In this tutorial, I'll choose **Information Sessions** but the process for signing up is the same for workshops.

Note that most Career Fairs do not require an RSVP unless the title is preceded by an asterisk(*).



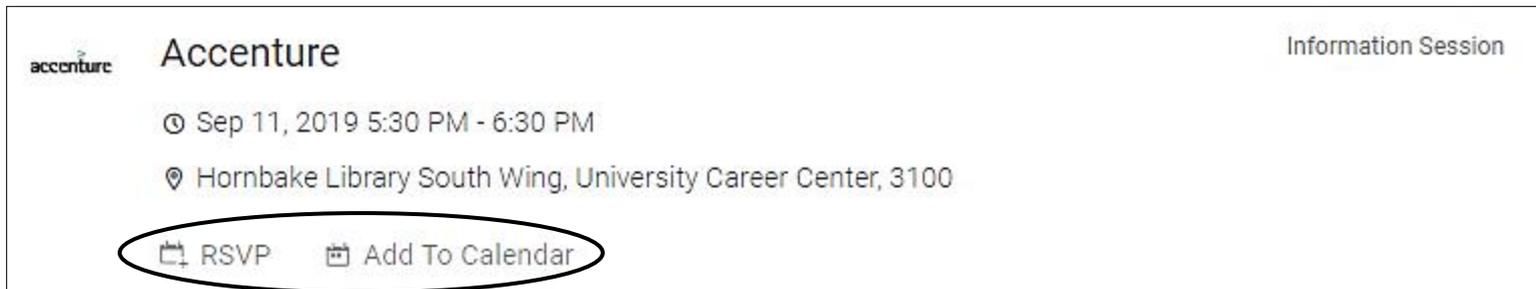
Signing Up for Career Center Events

4. There are various ways you can search for and filter through events. However, once you find an event you'd like to go to, click on the title to see further information.

5. At the bottom of the page, click on the red **RSVP** button.



6. Alternatively, you can RSVP and add an event to your calendar from the search results view. Simply click on the two links below an event.

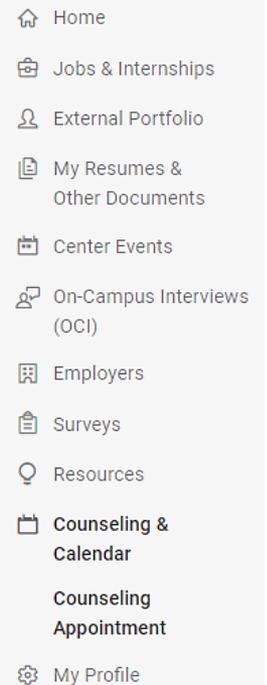


Making an Appointment with a Counselor

Counselors at the Career Center are available to help students find the correct resources, programs, and services for professional success. This may include choosing a major, exploring careers, preparing for interviews, networking, and more.

1. Log into Careers4Terps.
2. On the left hand navigation bar, the second to last tab is labelled **Counseling & Calendar**. Click on it.
3. Click on **Counseling Appointment**.
4. Now, you can see your Requested Appointments on the left side and your Approved Appointments on the right side.
5. To request a new appointment, click on the red button on the bottom left of the screen.

Request New Appointment



Making an Appointment with a Counselor

6. Complete the filters you'd like the search to incorporate. Different counselors are available at different locations for different appointment types.

7. Note that the more filters you include, the lower the chances of finding a suitable counselor appointment.

8. Once you're satisfied, click on the **Check Availability** button on the bottom.

A rectangular button with a thin border and rounded corners, containing the text "Check Availability" in a dark blue font.

9. On the right side, a list of available times will appear. If “No Appointments found” is displayed, try removing or loosening some of your filters and try again.

10. Click on the counselor's name for the time slot that you'd like your appointment to be. A **Confirm Appointment** pop-up will show up.

11. Complete the pop-up form and be sure to click **Submit Request** at the bottom.

A rectangular button with a thin border and rounded corners, containing the text "Cancel" in a dark blue font.A rectangular button with a thin border and rounded corners, containing the text "Submit Request" in a white font on a dark red background.

Making an Appointment with a Counselor

12. Your appointment should now be visible on your **Counseling Appointment** page.

13. You will also receive a confirmation email. Please follow the instructions within.



ucc-studenthelp@umd.edu

to me ▾

Oct 28, 2019, 1:48 PM

Dear |

Thank you for scheduling an appointment on Nov 04, 2019 in UCC, 3100 Hornbake Library, South Wing at 3:00 PM with |

Prior to your appointment, please complete the following based on your appointment type:

1. For "Major & Career Exploration" → [Complete/update FOCUS 2](#) in Careers4Terps and review the [Career Plan Chec.....](#).
2. For "Internship Search" → get started with [these steps](#) for beginning your internship search!
3. For "Job Search" → review the [job search plan and checklist](#).
4. For "Graduate School/Continuing Education" → start [here](#) to determine if grad school is right for you and information on choosing a program.
5. For "Resume/Cover Letter" → look [here for tips](#) to strengthen your current resume or start your very first resume or cover letter.
6. For "Change in Career Path" → begin exploring the Center's [industry guides](#) & [Vault](#) (free access through Careers4Terps).

If you need to cancel this appointment, please login to Careers4Terps and click "My Calendar" on left navigation bar.

