QuadJobs Tutorial

University Career Center & The President's Promise

Notes:
University Career Center & The President’s Promise introduces QuadJobs, a central job portal for part-time or one-off jobs in the communities surrounding campus, that will replace our weekly listerv.

Because this is a new service, we encourage you to sign up now and continue to check back regularly for more job postings, as we expect to see an increase in postings as this service gains more awareness.

To get started, sign up with QuadJobs using your umd.edu email address.

Once you’ve found a job of interest, we encourage you to speak with the employer to learn full details. The jobs shared on QuadJobs are not reviewed or evaluated by the University Career Center.

No more listserv. We are moving onto Quad Jobs instead to be more efficient and localize jobs that are within the DMV area that are for short periods of time.

- App for Apple Store only
- Online desktop version is available
Menu

Job History- all the jobs that you’ve worked through the app

Job GPA- probably how people rated you, similar to Uber/ Instacart

Profile- Add info about city you’re at, interests, hobbies, etc...

Account- choose what jobs you’re into, update contact information.
User/ Student- Side: Profile

Profile contains where you want to showcase yourself. The live resume if you will.

Does not have to be fully fleshed out and perfect, but needs to give a good indication of the kind of work.

Don't be afraid to talk about themselves since most of these jobs will be one on one.

The employer will want to get a decent idea about you prior to hiring.
I would suggest students do a background check. It does give your profile a boost but it is not required. This step provides reassurance and acts as a safety measure for the employers.

If you are an international student you do not need to do this step.
Under, jobs I want to be notified for, there are about 10 different categories from retail, to tutoring, grocery shopping, etc… that people need help for.

Please only check off the areas you would like to work under.

You can also see on the next page the day that it was posted, along with the location, how far it is from the college park zip code (which can be changed at anytime) and the rate they are willing to pay.

**Negotiation is up to the students.**
Here are examples of what some employer profiles may look like.

Both employers put their names and general locations. They also have the rate of pay.

If you have already applied the system will let you know.
User/ Student- Side: Applying for Jobs cont.

This is their transition screens from viewing a job to applying. Your profile is the application, there is no other paperwork necessary.
Employer Side: Profile

The employer fills out their profile section so the student can learn more about them. The details in the about me are what is shown to students after the job description.
The employer side is similarly easy to set up. You simply fill out the fields they require with asterisks, and if you want to add more detail, please do so in the job description section.

The rates are what you set up, but all negotiations and other means of payment are between the student and their employer online.
Questions?