# CAREERS4TERPS
Tip Sheet

Setting up a Search Agent will allow you to receive notifications whenever a new position is posted, as long as it matches your search query.

SET UP A SEARCH AGENT

1. Login to **Careers4Terps** at www.Careers.umd.edu and select **Search Positions** from the **Jobs & Internships** menu.
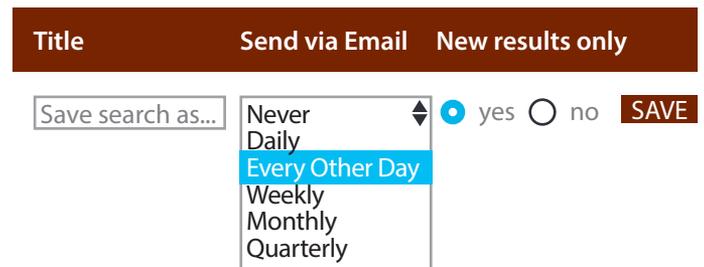
Home
Jobs & Internships ∨
> Search Positions
> My Applications
> Extended Job Search
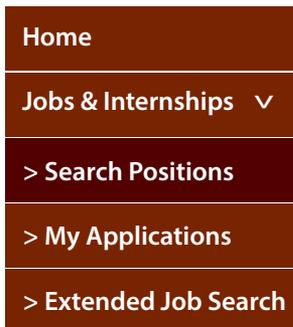
2. Click Advanced Search and select attributes (major, position, type, etc.) and submit.

SEARCH **Advanced Search** ∨ **Saved Searches** ∨

The more attributes you select (the more restrictive), the fewer search results you might receive. You may wish to start with a search with one or two of the most important attributes, then fine-tune as you become familiar with the system. Click More Filters to view additional search options to further refine your results.

3. Title the current search under **Saved Searches**. Schedule it to run as a search agent. There is no limit to the number of saved searches or search agents.

Title	Send via Email	New results only
Save search as...	Never / Daily / **Every Other Day** / Weekly / Monthly / Quarterly	● yes ○ no **SAVE**

4. Return to **Saved Searches** when you want to edit the settings for any **Search Agent**.

SIGN UP FOR ON-CAMPUS INTERVIEWS

Connect with employers in our Center!

1. Login at www.Careers.umd.edu.

2. Make sure your profile is up-to-date and your current resume is uploaded.

3. To the right under Shortcuts, select "Search On-Campus Interviews."

4. Review the listings. Apply for the positions you are interested in. Note: You may want to tailor your resume and upload different versions.

5. Typically employers have a week after a position's application deadline to review applications and select candidates they wish to interview. Review your status at any time via Interview Requests, under the On-Campus Interviews (OCI) tab.

If you are selected: You'll receive an email. Login as soon as possible to select an interview time.

If none of the available interview times work with your schedule, contact our Center or the employer directly to see if other arrangements can be made.

If you are selected as an alternate: You are not guaranteed an interview, but can sign up for any available slots after invited students have had a chance to sign up. You will receive an email in advance of the alternate sign-up date to inform you of when to check for available slots.

If you are no longer interested: Decline as soon as possible so employers can select an additional candidate.

If you need to cancel: Check if you can cancel via the Interviews tab under "Scheduled Interviews." If the cancellation deadline has passed, contact our Center as soon as possible to cancel.

More info about the OCI process on our website. www.careers.umd.edu/students/interviewing/campus-interviewing