

HAWK JOBS!

Student Guide: How to navigate the Hawk Jobs career management system

WELCOME!

This guide will help you navigate through **Hawk Jobs**. Through this site you will be able to keep your profile updated, view and apply to jobs, participate in the On-Campus Recruiting Program, as well as RSVP for Job/Internship Fairs and Workshops.

Registering/ Logging in

Step 1: Go to the Career & Leadership Development home page: <http://www.uww.edu/career>

Step 2: Click on the **Hawk Jobs** Student link.

Step 3: If you are a current student or returning user, simply type your NetID as your username and password, then click Login.

If you are not a current UW-W student and have never registered, click the “Click here to register” link. Fill out your profile and click the Register button.



You will receive an email immediately after you register. Once you have registered, you will be able to view and apply for jobs in the Job Search section, and you will be able to submit your resume for job and internship opportunities.

NOTE: If you forgot your password, you can click the “Forgot your password?” link to have it reset and emailed to you. This link is on the Login Page.

Home

After you have logged in, you will be on the **Hawk Jobs** Home page. Here you will find 4 useful tools:

1. **Announcements** — Here you'll find important announcements, including those about Jobs, Job/Internship Fairs, and Workshops
2. **Resource Library** — You will find this Student Guide and other valuable resources.
3. **Quick Links** —
 - **Report a Hire** — Click this link to let us know you were hired.
 - **My Task List**— This folder will show all new responses to your resume referrals (you will also be notified via email when an employer responds to your resume).
 - **Saved Searches**—You will find any job searches that you have saved, including Job Agents (which will email you new job postings every night!).
4. **Calendar** — You will see all upcoming Job/Internship Fairs and Workshops.

My Account

CONTINUED ON
PAGE 2

Under the My Account menu, there are 3 choices:

1. **My Profile** — Here you can update your personal information (password, phone #, email, major, GPA, etc).
2. **My Documents** — Here you can upload Resumes and Cover Letters as **Microsoft Word, PDF, or RTF** documents. When you apply to jobs, you will be able to select one resume (and one cover letter, if applicable).

NOTE: When uploading more than one resume, be sure to mark the most general resume as the default.

My Account

CONTINUED FROM
PAGE 1

-
3. **My Activity** — There are 4 types of activity that you can view:

Referrals – These are resumes that you've submitted to an employer's job or that Career & Leadership Development has submitted on your behalf.

Placements – These are your current job placements and details of those.

RSVPs - These are the Job/Internship Fairs or Workshops for which you are currently RSVPed.

Schedules - These are on-campus recruiting interviews for which you are currently signed up.

Employer Directory

Be more proactive in your job search!

Choose the Employer Directory menu to search through our list of employers. You will only see the employers who have selected to be listed to students.

You will see employers even if they do not have jobs or interview schedules posted currently.

Job Search

Choose the Job Search menu to begin your search.

STEP ONE: Choose the Job Search menu to view our open job postings.

STEP TWO: Search with any criteria (OR enter no criteria to view all jobs)



On the Search Results page, if you click the [Save Search] link, you can create a Job Agent which will email you new jobs every night!

STEP THREE: Click on the Job ID to read details about each job posting and how to apply.

.....

There are 2 types of jobs in our system — ones that you are qualified for and ones that you aren't:

Not Qualified? You will see a message and the reasons why you are not qualified to apply for that job posting. This may be because you have not updated your profile lately (i.e. your Major).

Qualified? Then if the employer is allowing you to submit your resume through [Hawk Jobs](#), there will be a SUBMIT RESUME button at the top of the job posting. If they aren't, then read the APPLICATION INSTRUCTIONS field to see how to apply directly to this employer.

Career Events/Job Fairs

Choose the Career Events/Job Fairs menu to view all upcoming Job/Internship Fairs and Workshops.

Interview Schedules

**only available to currently enrolled students who have an Active status in HawkJobs*

Under the Schedules menu you have two options:

1. **Qualified Schedules (this is where you can sign-up on On-Campus Interview Schedules):**

STEP ONE: Put your cursor over Schedules and select Qualified Schedules

STEP TWO: Click on the Schedule ID to see the specifics of the position.

STEP THREE: Click on the Interview Date to choose an open interview timeslot.

2. **All Upcoming Schedules (this is where you VIEW all upcoming On-Campus Interview Schedules):**

In our system you will be able to look at all current schedules in the system under this menu, but you cannot sign-up from here. Go to Qualified Schedules to apply or sign-up on a schedule.

STEP ONE: Put your cursor over Schedules and select All Upcoming Schedules

STEP TWO: Fill in the search criteria to narrow down your interview schedule search

....OR just click the Search button (without entering any search criteria) to view all current Interview schedules)

STEP THREE: Click on the Schedule ID to see the specifics of the position

Please note that if the Schedule is a **Preselect Schedule**, then the employer will be prescreening applicants. You will be notified via email whether you are selected as Accepted, Alternate, or Not Accepted. *Only Accepted and Alternate students will be able to sign-up for an interview with the employer.*

If the Schedule is an **Open Schedule**, then you will immediately be able to sign-up for an interview, as long as you meet all requirements on that schedule.

**Got a Job?
Let us know!**

Should I report a hire?

Yes! You should always report when you get hired. Each reported hire helps Career & Leadership Development to maintain accurate placement statistics. These statistics allow us to better serve you!

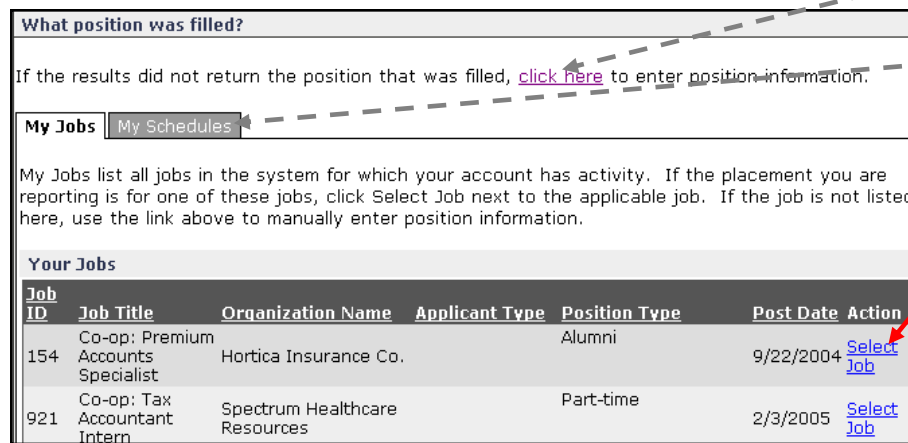
How do I report a hire (Placement)?

STEP ONE: To report a hire, click on the “**Report a Hire**” link located next to the calendar on your Home page. This will step you through the process.



Click “Report a Hire” to begin

STEP TWO: Search for your position. Then, click “**Select Job**” next to it.



If you cannot find your position, click the “click here” link.
Is it under “My Schedules?”

Click “Select Job”

Contact Us!

Career & Leadership Development is open Monday through Friday from 8:00am-4:30pm.

Career & Leadership Development
University of Wisconsin—Whitewater
UC-146
Whitewater, WI 53190

Phone: (262) 472-1471
Email: career@uww.edu
Main website: <http://www.uww.edu/career>