Search/Apply for Jobs/Internships

Click **Jobs & Internships** on the gray navigation bar

NOTE: You have the option of viewing jobs and internships posted "from my career center only" or "from all available sources," that is, listings from Loyola, the Experience Network and CareerBuilder.

- Narrow your search by selecting specific search criteria in Basic Search or See More Search Options
- Click **Search** and your results will appear
- Click on the title of the position that is of interest to you
- View the details of the job; scroll down to the **How to Apply** box
- Follow the application instructions and click **Apply** when appropriate to submit your electronic application

NOTE: If the **Apply** button is not present, information is displayed indicating why you cannot currently apply for this position and/or what alternative application method is required.

On-Campus Interviews

Many employers conduct interviews on campus as part of the On-Campus Recruitment Program. In order to be considered for an interview, candidates must post a resume during the sign-up period designated for that campus visit and attend required preparation workshops. The On-Campus Recruitment Program runs during the Fall and Spring Semesters.



The Career Center

DeChiaro College Center, W002

Phone: 410 617-2232

E-mail: thecareercenter@loyola.edu

Homepage:

www.loyola.edu/thecareercenter

Hours of Operation:

*Monday – Thursday: 8:30 am – 8:00 pm

Fridays: 8:30 am - 5:00 pm

*During the Academic Year



What is "Hounds4Hire?"

Hounds4Hire is a web-based system providing Loyola students & alumni access to:

- On-Campus Interviews
- Job & Internship Listings
- Network of Employers
- Calendar of Career Events
- Resume Book Referrals
- Alumni Career Network

It is easily accessible on/off campus 24 hours a day, 7 days a week!

Accessing the system

Log on to http://loyola.experience.com

Username: LCMD+ID# (last 7 digits of ID)

(e.g., LCMD12345678)

Password: Birthdate (e.g., 01/02/03)

(include the /)

You can change your password

Manage Your Student Profile

Complete/Update Student Profile:

- Personal Information
- Academics
- Career Preferences & Academics

NOTE: You must complete fields with a RED *

NOTE: You can select the "I would rather not say" option when it is provided if there is information that you would prefer not to disclose to employers.

Your Preferences

Optional

- Email & Newsletter Options
- About You
- Demographic Statistics

Your Connections Profile *Optional*

You can view the Sample Profile on Hounds4Hire for an example of an expressive, professional profile.

- 1. About You
 - a. Photo (Make sure it is professional)
 - b. Headline (Ex: I want to train dolphins)
 - c. Building Your Profile
- 2. Share your Experience
 - a. How others can help you & How you can help others
 - b. Interest in being a mentor
- 3. Current Priorities

Upload Documents

In order to apply for positions and publish your resume in resume books, you need to upload your documents to the system.

To get started, you can view sample documents at: http:://loyola.experience.com/er/stu/document/sample_documents.jsp. Once you have created your documents, follow the steps below to upload.

- Click **Documents** on the navigation bar
- Go to the Upload Documents box and select the type of document you wish to upload from the drop-down menu
- Click **Browse** to navigate and select the document on your computer to upload
- Click **Upload** and wait for the conversion process to be completed



Publish Your Resume

Optional

You can make your resume available to employers by publishing it in one or more of the available resume books.

- Select **Documents** on the navigation bar
- Choose **Publish Resume** on the subnavigation bar and click **Go**
- Select an uploaded resume from the dropdown list corresponding to the desired resume book and click Save

Employer Contacts

There are over 4100 employer contacts in the system which can be used for networking, inquiring about internships and jobs or volunteer opportunities. To locate these contacts:

- Click **Employers** on the navigation bar
- Select the **Employer Search** tab from the sub-navigation bar
- Search by Employer name or obtain contact information



Alumni Career Network

This can be found under the **Alum Career Network** tab on the navigation bar.

- 1. Use advanced search to find mentors via personal, work, academic or mentoring qualities. Read through the mentor profiles.
- 2. Send a customized connection request (mentor must accept) in order to see their contact information.
- 3. It is your responsibility to contact the mentor through the means listed in their profile. Failing to contact them wastes their resources.

NOTE: Please break your mentor connection after 90 days or once your mentoring relationship ends to release the mentor to assist others. To continue after 90 days, save the contact information in your personal records and proceed to break the connection.

Other Important Tips:

- Your accepted mentor's contact information will appear under "My Mentors" on the mentoring homepage and will remain until you break the connection.
- These alumni are *volunteering* their time and resources. Don't take this for granted.