HireLOYOLA

Navigating HireLOYOLA



What is HireLOYOLA?

- Web-based recruiting system with access to:
 - On-campus interviews
 - Job & internship listings
 - Employer contacts
 - Alumni Career Network
 - Resume books

- One-stop shop for online resources:
 - Goinglobal*
 - Uniworld*
 - CareerSearch
 - Internships.com
 - InternMatch
 - CareerSpots
 - Out for Work Resource Library
 - Salary.com

*Only accessible through HireLOYOLA

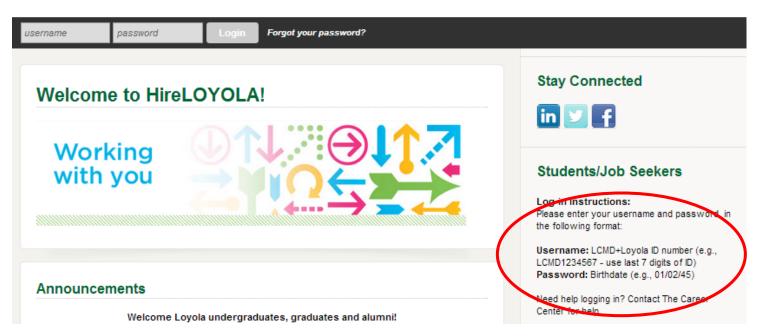


Accessing HireLOYOLA

- Username: LCMD+ID# (last 7 digits of Loyola ID) (e.g., LCMD1234567)
- Password: Birthdate (e.g., 01/02/03)



experience





If you have created or uploaded multiple resumes, please select a "Primary" resume. The primary resume will be sent to employers when

Current Primary Resume:

Select a new Primary Resume:

Jane Doe resume.doc

Change

you are referred to them by your career center.

Jane Doe.psych resume.doc -

Documents

Your Resumes

Details

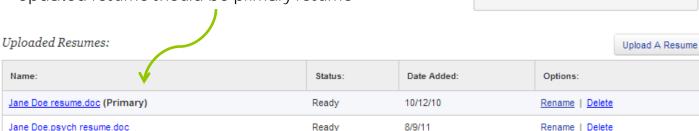
The resumes you have uploaded or created are listed below. These resumes can be used to apply to jobs. To increase the likelihood of employers finding you, <u>publish your resumes</u> to resume books offered by your Career Center.

Sample & Uploads

Let us help you create your resume or cover letter and upload it to eRecruiting.

- · Tips for uploading resumes to eRecruiting
- · Sample cover letters & resumes

Updated resume should be primary resume



Upload documents

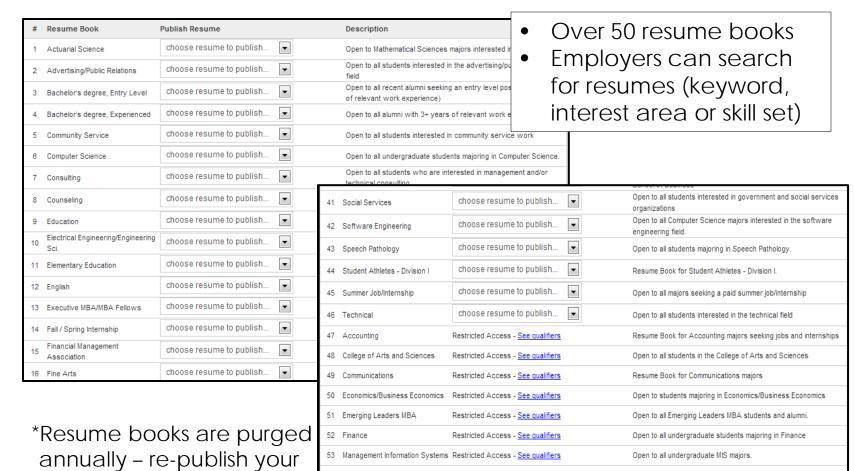
Publish a resume

View resumes, cover letters writing samples, and other documents

- Tips:
 - Save your resume as a PDF BEFORE uploading & review BEFORE submitting
 - Save multiple resumes with different names



Publish a resume



Restricted Access - See qualifiers

Restricted Access - See qualifiers

Restricted Access - See qualifiers

Open to all students majoring in Marketing

Open to all students interested in teaching on the secondary

Open to all majors in the Sellinger School of Business

54 Marketing

55 Secondary Education

56 Sellinger School of Business

resume each year *



Applications

- Review active and past applications
- View employer decisions
- Chance to withdraw an application

Details

See the list below for new employer decisions, to schedule an interview, to withdraw an application, or to review past applications.

Definitions of Employer Decisions:

- · Accepted—The employer has accepted the application for an interview.
- . Alternate—The employer has accepted the student as an alternate candidate.
- Undecided—The employer has yet to make a decision on the application.
- Declined—The employer has declined the application for an interview.

Undecided can also mean employers don't make decisions on HireLOYOLA

	View: Active Ap	plications Past	<u>Applications</u>
Job Employer	Apply Date	Decision Date	Employer Decision
Advertising Media Coordinator Media Works, Ltd. Details	8/11/11	-	Undecided

Note: Only applications that have been submitted electronically through this system will appear in this list.



Calendar

Monthly View: September 2013

These are all of the career-related events taking place on your campus for the date shown. Click on the event name for event details.

Sunday, September 1	I
	Application Deadline United Way of Central Maryland Internship: Marketing & Communications Intern
	Application Deadline Genesis Healthcare Job: Speech-Language Pathologist
	Application Deadline The Monogram Shop Job: Sales
	Application Deadline Avesis, Inc. Job: Provider Contracting & Recruitment Specialist
	<u>Application Deadline</u> Northwestern Mutual - Johnson Financial Group Job: Financial Representative



- View application deadlines, employer interviews & presentations, Career Center events
- View upcoming events for which you have registered



Alumni Career Network (ACN)

- Mentors provide:
 - Career advice
 - Industry/employer & graduate school information
 - Hiring contact
 - Resume reviews
 - Practice interviews
 - Job/internship leads

Welcome to the Alumni Career Network!!!

What is the benefit of having a Mentor?

- · Learn about different industries and career paths
- Get advice on planning your future
- Expand your network

Cam valuable a cortunities and insight

Tips for using the ACN:

- . Think about the type of guidance you're looking for and use these criteria to guide your search.
- Send mentor connection requests to your targeted Mentors. Customize your request with information about yourself and what
 you hope to learn.
- Give your Mentor 2 weeks to respond to your request. After that time, contact The Career Center.
- Once your request is accepted, view your Mentor's profile and contact them via their preferred method of contact.
- Break the Mentor connection after 3 months, so the Mentor is available to assist other individuals

Remember, these Mentors want to provide you with career guidance, so take advantage of this benefit and enjoy your experience:

My Mentors (1) Andrea Pope

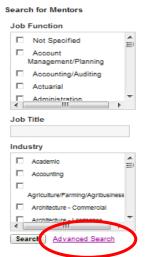
Add Tag | Break this Connection

View: All | By Tag

 Focus mentor search on guidance desired

- Give mentors 2
 weeks to respond,
 then contact TCC
 for assistance
- Break connections after 3 months







ACN: Advanced Search

Advanced Mentor Search Return to Mentoring Homepage Mentorship Information **Employment Information** Employer Type of Guidance Willing to Provide General Career Advice Restrict to most recent employer Industry/Employer Information Graduate/Professional School Information Job Title Internship Information Full-time Job Leads Contacts with Hiring Personnel Industry Resume Review Practice Interview Academic Summer/Part-time Job Leads Accounting ALANA Career Connections Agriculture/Farming/Agribusing Architecture - Commercial Architecture - Interior Design Would Like to Volunteer To Architecture - Landscape Develop a hiring relationship w/vour org Architecture - Other Post a job/internship opportunity Architecture - Residential Arts & Entertainment - Film/V Participate in on-campus job fair/career day Arts & Entertainment - Graphi 🔻 Speak to student groups re: your career field Host a student at your worksite (Shadowing) Job Function Participate in alumni career events Not Specified Account Management/Planni Accounting/Auditing Actuarial Administration Administrative/Support Servic Major/Concentration Advertising Accounting (AC) Advocacy Biology (BL) Analyst Business Administration (BA) Animal Care Business Economics (BE) Chemistry (CH) **Currently Works In** Classics (CL) Communications (CM) Country Computer Science (CS) • All Countries Economics (EC) State/Province

- Conduct broad and specific searches
- Mentorship Info Section= Loyola education (majors, minors, activities)
- Academic Info Section = non-Loyola



- Mentors limit # of mentees
 - Cannot receive additional connection requests once reach mentee limit
 - Remain searchable



ACN: Mentor profiles

Christopher C.

View Mentor Profile

Send Mentor Connection Request

Occupation: CEO

Present Work Address - City: New York

Present Work Address - State/Province: New York

Present Work Address - Country: United States of America

Professional Headline:

Willing to Provide: General Career Advice, Industry/Employer Information, Full-time Job Leads, Resume Review,

Internship Information, Contacts with Hiring Personnel, Summer/Part-time Job Leads

Profile

Primary Contact Information

Note: After connecting contact info will be available

Mentors Information

Preferred Contact Method:

E-mail

Guidance provided to students/alumni

to Provide:

Type of Guidance Willing General Career Advice; Industry/Employer Information; Full-time Job Leads; Resume Review; Internship Information; Contacts with

Hiring Personnel: Summer/Part-time Job Leads

To:

Would Like to Volunteer Develop a hiring relationship w/your org: Participate in on-campus job fair/career day; Participate in alumni career events; Speak to

student groups re: your career field; Post a job/internship

opportunity

Major/Concentration:

Business Administration (BA); Political Science (PS)

Minor:

Sociology (CSC)

Undergraduate

Adam Smith Economic Society; Amnesty International; Club

Activities:

Sports: Intramural Sports

Career Advice

Study hard, network-network, it's great to know something,

it's better to know someone

Volunteer with The Career Center



ACN: Mentor profiles, cont.

Resume

Primary Resume Work History

Mediasight CEO

February 2011 - Present New York, New York

Description: Mediasight is a cutting edge software developer for Digital Signage. We handle everything from cell phone to point of purchase to outdoor billboards. We are developing state of the art technology for 3D, Radio Frequency ID (RFID), QR Codes, Facial Recognition, Mobile and Social Media. Mediasight is a Private Equity backed corporation with a Joint Venture with OOH Media in Melbourne, Australia. This JV is backed by the Royal Family of Qatar and will be taken public on the Hong Kong Stock Exchange in 2012.

Job Functions: Administration; Business Development

Industries: Academic; Arts & Entertainment - Other; Automotive; Aviation/Aerospace; Comm Communications/Media - Marketing/PR; Cosmetics/Beauty; Defense; Education/Academia; E Finance/Banking; Finance/Banking - Venture Capital; Food and Beverage; Government - Milita Resources; Law - Enforcement/Security; Manufacturing; Private Firm; Real Estate; Recreatio Retail/Merchandising; Technology; Technology - Software; Telecommunications; Transportati

Education

Master's Degree - Loyola College in Maryland

Graduation Date: July 1993

Concentration: Business - Marketing

GPA: 3.30

Bachelor's Degree - Loyola College in Maryland

Graduation Date: May 1990

Concentration: Political Science/Government

Major: Political Science

Minor: Sociology

GPA: 3.00

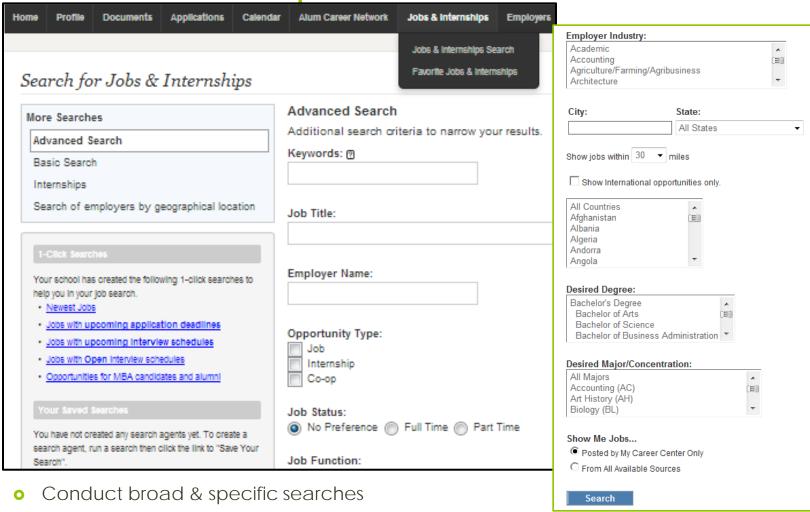


ACN: Sending Connection Requests

📶 Christopher C. Send Mentor Connection Request View Mentor Profile Occupation: CEO Present Work Address - City: New York Present Work Address - State/Province: New York **Send Mentor Connection Request** Present Work Address - Country: United States of America Return to Mentoring Homepage Professional Headline: Willing to Provide: General Career Advice, Industry/Employer Inform **Customize Your Message** Internship Information, Contacts with Hiring Personnel, Summer/Pa Select the message you would like to send. Request for Career/Industry Insight No limit to # of connections Request for General Networking/Advice or requests * Customize the message: CUSTOMIZE your request (use tips provided) It's not about a job, it's about information! Remain professional in your communication Send Cancel



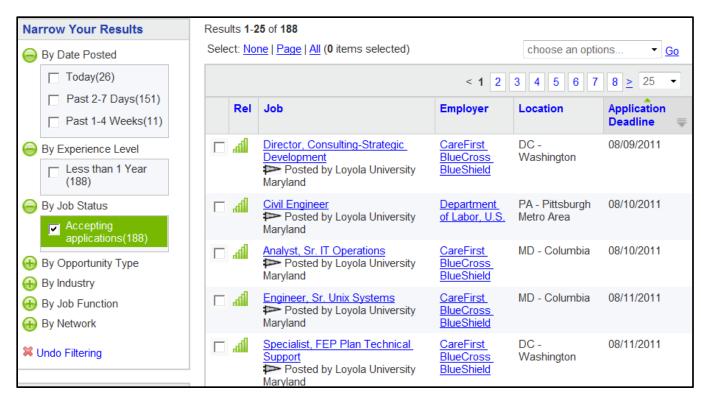
Job/Internship Search



- All Available Sources = The Experience Network, CareerBuilder
- Saved "Favorite Jobs"



Search results



Apply by 11:59 pm on deadline date

- Narrow results by applying filters
- Mouse over job for description preview
- Organize by application deadline, date posted, or interview date



Job/Internship Postings

Marketing & Communications Intern - Fall 2013

Email | Favorite | Add To My Calendar

See other jobs, upcoming events and more at World Relief Baltimore



Research the company or view contacts that may be able to help you land this job.

Connect your school & LinkedIn accounts.

Job Information

Date Posted: 5/31/13 Period of Employment: Fall Pay Type: Unpaid Brought to You By:

Opportunity Type: Internship Job Status: Part-Time

Interview Schedules

This job does not currently have an interview schedule attached to it.

Description & Details

Location:

Baltimore, Maryland

Industry:

Non-Profit - International, Non-Profit - Non-Government Organizations

Job Function:

Community Service, Interactive Media, Marketing, Project Management, Public Relations, Research

Description:

Responsibilities:

*Assist with research (internal and external) to support copy for the World Relief website, gener

*Assist with digital media archive organization

*Contribute to and evaluate social media channels and track web analytics

Leads to employer search section

Contact Information:

Hannah Volunteer Resources Specialist

7 E. Baltimore Street Baltimore, Maryland 21202

United States

Email: volunteer@wr.org Phone:

Alumnus: No

Application Qualifications

Desired Attributes The following attributes are desired for

- . Desired Degree: Bachelor of Arts, Bachelor of Busines
- Desired Major/Concentration: Communication, Comm Journalism, Global Studies, Marketing, Writing
- · Desired Student Status: Junior, Senior
- Desired Work Authorization Status: Authorized to work

How To Apply

Applications for this position will be accepted between 5/3

Application Requirements You must include:

- Resume
- Cover Letter
- · Writing Sample(s)

with your application for this position.

Other Requested Materials 3-5 pages of your choosing

Online Applications Accepted You can currently apply to this opportunity.

Apply

** Thoroughly read posting for important application details & instructions **



On-Campus Recruitment Program

- Pre-requisites:
 - Complete 3 required workshops (Effective Resumes, Interviewing I & II) <u>BEFORE</u> 1st interview
 - Update profile on HireLOYOLA
 - Upload resume (critiqued by Career Advisor)
 - Companies may require other documents
- Apply to positions through HireLOYOLA
- Interviews held in The Career Center (TCC)

- No Show Policy
 - Must personally provide 24 hrs advance notice of cancellation
 - No show = blocked from future interviews, meet with Director & send written letter of apology to company & TCC Director
- Snow Cancellation Policy
 - University closed = interviews cancelled & will be rescheduled
 - Classes delayed = contact
 TCC regarding interviews

HireLOYOLA



On-Campus Interviews

Open interview - any student who meets the requirements listed is invited to select an interview time

Pre-Select interview- employer reviews the resumes and select candidates to interview (then interview time slots will be released)

Schedule Date †	<u>Type</u>	Job Employer	Apply Deadline
9/27/11	Open	All Majors Practice Interview Program - Fall 2011 Details	9/22/11
9/27/11	Open	Accounting majors Practice Interview Program - Fall 2011 Details	9/22/11
9/27/11	Open	Finance, Accounting, Business Economics, Economics majors preferred. Practice Interview Program - Fall 2011 Details	9/22/11
10/17/11	Pre-select	Staff Auditor Intern State of Maryland Office of Legislative Audits Details	10/06/11
11/01/11	Pre-select	Financial Professional Associate Prudential Details	10/20/11
11/09/11	Pre-select	Finance Intern - Summer 2012 Northwestern Mutual Financial Network - The Olson Financial Group Details	10/27/11

Link to job posting

Link to interview schedule

Link to employer profile



Pre-Select Interview Schedule

Interview Date

Wednesday, 11/9/11 from 9:00 AM - 4:30 PM

Employer Name:

Northwestern Mutual Financial Network - The Olson Financial Group

Attached Jobs:

The jobs listed below have been attached to this interview schedule.

- Financial Representative
- Finance Intern Summer 2012

Date:

11/09/11
Time:

9:00 AM

Links to posting details

Pre-select signups generally occur a week before the interview. Applicants receive acceptance via email

notification.

Trigger Dates

Interview Sign-Ups: 12:00 AM on 11/03/11

Alternate Sign-Ups: Not in use

Open Sign-Ups: Not in use

No Cancellations: 11:59 PM on 11/05/11

No Changes: 11:59 PM on 11/05/11

Location:

The Career Center

Interviewer:

Public Comments:

Created:

On 8/04/11 by Mary DeManss

Schedule 1 - Wednesday 11/09/11

Time	Candidate Phone Email	Candidate Phone Email			
9:00 AM - 9:30 AM	Reserved	Will be released for			
9:30 AM - 10:00 AM	Reserved	accepted			
10:00 AM - 10:30 AM	Reserved	candidates only			



Open Interview Schedule

Interview Date

Tuesday, 9/27/11 from 9:00 AM - 12:15 PM

Employer Name:

Practice Interview Program - Fall 2011

Attached Jobs:

The jobs listed below have been attached to this interview schedule.

Trigger Dates

Interview Sign-Ups: 10:48 AM on 8/11/11

No Cancellations: 11:59 PM on 9/23/11

No Changes: 11:59 PM on 9/23/11

All Majors

Date: 9/27/11

Time:

9:00 AM

Location:

Interviewer:

Public Comments:

Created:

On 8/11/11 by Mary DeManss

Schedule 1 - Tuesday 9/27/11

Time	Candidate Phone Email
9:00 AM - 9:45 AM	{available}
9:45 AM - 10:30 AM	{available}

After you've applied, select your resume from the drop-down box that will appear



Employer Search

Home	Profile	Documents	Application	s Calendar	Alum Career Network	Jobs & Internships	Employers			
Sea	rch foi	· Employe	ers				Employers Search Favorite Employers			
Find (Find employers that are affiliated with your Career Center recruiting program. Search by First Letter of the Employer Name: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z						Q Employer Researc			
Emp	loyer Nan	ne:								
Indu	stry:		<u>E</u> 1	nployer Indu	stry			Jobs	Interview	Events
Acc	ademic counting	arming/Agribu			<u>Inc.</u> ization, Social/Human S ıman Services - Substa		e, Social/Human Servic	es -		
_	hitecture	arring//tgribe	⊢ Н	ospice Caring onprofit Organ						
Keyv	vords:		μШ	<u>umanim</u>	ization, Social/Human S	Services - Other				
				<u>natian Lay Vol</u> onprofit Organ	unteer Corps, The ization					
			□E		<u>meriCorps</u> emia - Early Childhd/Pro emia - ESL, Education/ <i>l</i>					
	l l			ternational Ec onprofit Organ	onomic Development C ization	ouncil .				
			L In	ternational/NG	<u>change Institute</u> O, Nonprofit Organizati	on				
				ternational Yo onprofit Organ	<u>uth Foundation</u> ization					



Employer Profiles



Jobs

All of the active jobs for this employer are listed below.

Job Title Location	<u>Interviews</u>	Accepting Applications	<u>Date</u> <u>Posted</u> ↓
Marketing Analyst Intern - Baltimore Maryland		Yes	08/03/11
Project Assistant - Baltimore Maryland, Baltimore Maryland		Yes	08/03/11



More questions?

Contact The Career Center thecareercenter@loyola.edu 410-617-2232