



Engineering Co-op & Career Services
www.coop.eng.umd.edu
301.405.3863



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WHAT IS CAREERS4ENGINEERS?

Careers4Engineers gives you **24-hour access** to all engineering job listings (co-op, internship, and entry-level). C4Engr also allows you to enter your profile online, upload your resume, apply to jobs, sign-up for on-campus interviews, and track where your resume has been sent. To access C4Engr you must first have a hard copy of your resume critiqued in the Engineering Career Services Office (no appointment is necessary). It is strongly recommended that all students attend a C4Engr Workshop. These workshops are offered weekly in the Engineering Co-op Office; for a current schedule, visit www.coop.eng.umd.edu/students/workshops.html.

CAREERS4ENGINEERS: GETTING STARTED

Logging into the System

To login to Careers4Engineers, you will use your Directory ID and password – i.e. the same username and password you use to access Testudo, UM mail, etc.

If you are unable to login to the system, please contact the Engineering Co-op Office. Remember that before you can access your account for the first time you need to have your resume critiqued by Engineering Career Services.

Managing Your Student Profile

Before beginning the job application process, **you must** complete the Student Profile.

1. Click on the **Profile** tab on the main navigation bar to view and edit your profile data. Complete the first two sections of the Student Profile (Personal Information and Academic Information).
2. Click the **Save Changes** button at the top or bottom of the respective edit page when you are finished editing each section.

Uploading Resumes

1. Click on the **Documents** tab on the main navigation bar and click **Add New**.
2. Select the type of document that you want to upload from the list (resume) and label it. The file name of your resume should include your first and last name.
3. Click the **Browse** button to select a document from your computer that you want to upload. Click the **Submit** button.
4. Please note that submitted resumes will be converted to PDF format. During peak times, there may be a delay while your document is converted. Delays can be avoided by uploading your resume as a PDF.

Publishing Your Resume to the Resume Book

You must select a default resume in order to be included in the Engineering Career Services online resume book, which allows employers to search for students' resumes.

To select a default resume, under the **Documents** tab, in the column labeled **Options**, select **Make Default**. You can upload and select a new default resume at any time.

To opt out of the resume book and hide your resume from employers, click on the **Profile** tab, then the **Privacy** subtab. There you may choose not to include your resume in the resume book.

Applying for Jobs

To apply for a job:

1. Under the **Jobs & Internships** tab, search for positions by **Majors/Concentrations** and **Position Type**. Be sure to select “yes” next to **Ignore jobs with “All Majors” selected**.
2. Click the **Submit** button to complete the search.
3. Click on the **Job Title** that you are interested in to display the Position Information page.
4. If you want to apply for the position, select the appropriate documents under **Application Status** on the right of the screen and click **Submit**.
5. To return to your job search results, click the small green **Back** button just below the top navigation bar.

** Use the **Advanced Search** subtab for additional search options and to save your search criteria. **Saved Searches** can be scheduled to run automatically at given intervals and email you any new jobs that meet your saved search criteria.

To track your applications click on the **Applications** subtab under the **Jobs** tab, which will display all jobs you’ve applied for that don’t have on-campus interviews; click the **Interview** tab to check the status of applications with on-campus interviews.

On-Campus Interviews

You will notice that some of the jobs are listed as on-campus interviews (indicated in the Job Search Results screen by a **P** in the column labeled **Type**). If you are accepted as an interview candidate, you will receive an email notification, and you must login to Careers4Engineers and select an available time slot for the interview.

To select an interview time slot:

1. Under **Interviews**, click the **Interview Requests** subtab.
2. Find the job(s) for which you have been accepted for an interview.
3. Click on **Schedule Interview** next to the job title and employer name. An interview schedule page is displayed.
4. Select an available time slot on the schedule and click the **Submit** button. Your time slot selection is saved.

CANCELLATION POLICY

If you must cancel an on-campus interview, please contact the Engineering Co-op Office as soon as possible (at least 2 business days in advance) so that we can fill the slot with another student and/or notify the employer of the schedule change. If you cancel or miss an on-campus interview without notifying the Engineering Co-op Office at least 2 business days in advance, you will be considered a no-show. You will not be eligible to participate in other on-campus interviews until you write a letter of explanation to the employer. This letter must first be approved by the Co-op Office. Any student with 2 no-shows will be ineligible to use Careers4Engineers or participate in on-campus interviews.

TRANSCRIPTS

To obtain and upload your **unofficial transcript** into Careers4Engineers follow these steps:

1. Log into Testudo
2. Go to Records & Registration
3. On the Limited Access list (left hand side) click on Unofficial Transcript
4. Copy all of the text within your Unofficial Transcript
5. Paste the text into a Word Document
6. Type your full name at the top of the document
7. Save the document under lastname_unofficial transcript
8. Log in to Careers4Engineers
9. Under the **Documents** tab, click on **Add New**
10. Select **Unofficial Transcript**
11. Under **Browse**, find your unofficial transcript and select it
12. Finally, click **Submit**

If you would like to send an **official transcript** to an employer, you may do so directly through Testudo (www.testudo.umd.edu/apps/transreq/). You will need to know the employer's address.

FOLLOW-UP

Once you apply for a position or your resume has been sent out by Engineering Career Services, employers may begin to contact you directly to arrange for interviews. However, you may also want to call an employer to check on the status of your application. Get the contact information from Careers4Engineers or the Engineering Co-op Office. In general, you should wait at least 7-10 days from the time you sent your resume to the time you call.

Important Reminders:

1. Make sure that your answering machine sounds professional. You should also tell your roommates that you will be receiving important phone calls and that they need to take accurate messages.
2. If an employer calls, you should return the call as promptly as possible. If you wait a few days, the position might be filled! Be enthusiastic when you speak to an employer on the phone. Don't save it just for the interview.
3. If you receive a call from an employer that does not interest you, please return the call anyway. It is the polite and professional thing to do. Simply say, "no thank you." This way the employer can begin to call other students.