

Instructions for Using BulldogCareers



- 1. New Users - Registration:** You must first complete the application form and pay the one-time \$20 registration fee in the Career Development Services Office – 101 Patton Hall. Upon completion of your registration, you will receive your access code for the BulldogCareers site. To access BulldogCareers:
 - Log onto: www.myinterfase.com/aamu/student.
 - Click on the “Click here to Register!” link.
 - Complete all sections and click on the Register button. Required (*) fields are marked with an asterisk.
 - Click on the Submit Profile button

NOTE: Once you have submitted your profile, your account will be in pending status. An administrator will review your profile. When your registration is approved, you will receive an email notification. If you do not receive your email notification within 48 hours, please contact our office at 256.372.5692.

- 2. Existing Users:** Log into system using your Username and Password

Existing Users - Update your profile

- Existing Users - Update your profile
- Put your cursor over **My Account** and select **My Profile**
- You will see sections containing Personal Information, Demographic Information, Skills, and Additional Information.
- Each section will have an [Edit] link. Click on this link to edit fields within the section.
- Carefully go through each section and complete all of the fields making sure to click on the Save button. Required fields are marked with an asterisk (*).

NOTE: The more detailed you fill out your profile, the better we will be able to assist you. REMEMBER Everything that you see in BulldogCareers is determined by what you maintain in your profile. This means that if you are a senior who will graduate MAY '09 and your profile states that you are a freshman graduating in May '10, you won't see the correct information nor will you be able to sign up for interviews/jobs that require that particular criteria.

Upload your documents

- Put your cursor over My Account and select My Documents
- Click on the [Upload File] link
- Click the Browse button to find your document
- Select the correct document and name it
- Click the Upload button

NOTE: When uploading your resume, make sure your most generic resume is your default. This resume is the document that will be referred to a variety of our employers. Space has been provided for your cover letter and transcripts. Upload those documents in their appropriate places. They should not be attached to your default resume. If your resume is pulled with a cover letter and transcript attached. it will not be referred.



Searching for Jobs, Internships and Co-ops

- Put your cursor over Jobs and select Job Listings
- Fill in the search criteria to narrow down your job search OR just click the Search button (without entering any search criteria) to view all current jobs.
- Click on the Job ID to see the specifics of the position and how to apply

THE OPTIONS BELOW ARE ONLY AVAILABLE WHEN YOUR ACCOUNT HAS BEEN MARKED "ACTIVE-RESUME APPROVED. YOU WILL BE EMAILED ONCE YOUR ACCOUNT IS APPROVED.

Searching for Interview Schedules: Qualified and Future Schedules

Qualified Schedules:

In our system you will only be able to apply to schedules you are qualified under the Qualified Schedules menu.

- Put your cursor over Interview Schedules and select Interviews I Qualify For
- Click on the Schedule ID to see the specifics of the position and how to apply.
 - For a Pre-select schedule, you will be submitting your resume to be considered for an interview. You will only be allowed to sign up for a timeslot if the employer chooses you as a candidate.
 - For an Open schedule, you will be allowed to immediately choose an open interview timeslot.

Future Schedules:

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

- Put your cursor over Interview Schedules and select Future Schedules
- 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.
- Click on the Schedule ID to see the specifics of the position

Searching for Career Events:

- Click on the Career Events menu
- You will see a list of all current Career Events (Career Fairs, Teacher's Expos, etc.)
- To view details, employers registered and/or RSVP, click on the Career Event's name.

NOTE: Not all events accept RSVPs or allow students to search the list of employers registered for the event.

Viewing Your Activity

- Put your cursor over My Account and select My Activity
- There are 4 types of activity that you can view:
- *Referrals* – These are resume referrals that you've submitted to an employer's job, our office has submitted on your behalf, or an employer has downloaded your resume.
- *Placements* – These are current job placements and details of those.
- *Schedules* – The Schedule Activity shows any interviews, information sessions, or waiting lists that you are signed up for. You can also see any Pre-selection Activity that is still pending for you, under the Pre-selection Activity section.
- *RSVPs* - These are the Career Events that you are currently RSVPed for.