

# Panther Recruiting: The Basics

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## A quick-start guide to understanding and accessing your Panther E-Recruiting account

### Log on:

- Find the [Panther Recruiting Login](#) page from Career Service's website
- Username: The E number listed on your Panther Card (E11100000)
- Password: Your birth date (MMDDYYYY)

### Edit Your Profile:

- If you are logging in for the first time, you will be prompted to update your profile information. Keep this up to date because employers may be able to search for employees based on the information left in these areas.
- Click "Profile" from the page's toolbar and click "view/edit profile data"
- Choose which information to edit from the secondary toolbar:
  - Personal Info
  - Academic Info
  - Career Preferences
  - Continued Academics

### Upload a Resume:

- From the "Documents" option in the toolbar, click "Upload a Document"
- Select the type of document to be uploaded and continue to find it on your computer's hard-drive or from your flash drive
- Documents may be no larger than 500 KB (approximately 22 pages long)
- Don't forget to publish your resume!

### Publish a Resume:

- Publishing a resume puts your resume into a resume book. This is essentially a search engine for potential employers. They can look through the book, find, and view your resume which will allow them to see if you are qualified for the job they are wishing to fill.
- **NOT** publishing your resume will keep you from being seen by employers.
- Click "Documents," then "publish a resume"
- EIU Resume books are located in the **Additional Books** section. Education Majors should select both the Education book **AND** the Public Resume book. All employers are screened by Career Services before access is allowed to search these resume books.
- Select the name of your resume from the drop-down menu, and click "Update"

### Need any help?

- If you have any questions, call Career Services at 217-581-2412.