

Panther Recruiting: The Job Search

My Panther E-Recruiting account is set up, but how do I search and apply for jobs?

Job and Internship Searching:

- From the toolbar, select “Jobs & Internships”
- In a basic search, enter in the requested information relating to your desired job.
- The website will collect a list of available jobs that apply to your search criteria in the next page.

Understanding Your Search Results:

- If a job was posted by Eastern Illinois University, a small flag icon will be posted by the name of the employer. The remaining jobs were found by other partnering sites of Experience, like Career Builder, Hot Jobs, Dice, or Yahoo.
- Each potential job will list the position available, the employer, the location of the job, and the date of which an application is due.
- To view more information about a specific job, click on the job or employer title.
- Always research the employer before applying for a job!

Save a Search:

- Under the “Jobs & Internships” tab, click “job/internship search”
- Click “Save Your Search,” found under the “More Options” heading at the top of the page.
- Name your search so that you can come back to it later, and don’t forget to push “save.”
- To retrieve your saved search, click on “job/internship search” again, or click “home.” Then by clicking “Edit,” you can access an advanced search to add more specific criteria, like a desired city, state, or your major. Do not get too specific, however, or you may not get many results. Narrow down your search slowly!
- Whenever any changes have been made to that search via the search database or an employer, you will receive an email notification.


Apply for a Job:

- Once you’ve chosen a particular job that you’re interested in, find the green “How to Apply” box at the bottom of their job description page.
- Each employer may have a different method of applying. They may want you to **apply online**:
 - Upload your resume. When you click “Apply,” a new page will prompt you to choose your resume that has been previously uploaded into E-Recruiting.
 - Include a cover letter. Create a cover letter describing how you fit into their job requirements, and highlighting how you could be an asset to their company. Upload your cover letter into E-Recruiting and include it in your application, just like your

resume. Create a separate cover letter for each job you apply to. For more help on cover letters, visit [Career Services' webpage](#).

- Apply through another search engine. Click the provided link for more information.
- They also may ask you to **apply offline**:
 - Apply through another search engine by clicking the link provided within the apply section.
 - The employer may include a fax machine number or a mailing address for applications.
- **Tip:** If you have not heard from the company within approximately two weeks, try contacting the company to see how the application process is going.

On-Campus Interviews:

- If an on-campus interview is available for a job you are interested in, you will see this symbol in your search results: 
- To sign up for an interview, you must first apply to the job within the job position details.
- To schedule an interview time, select "Your Active Applications" under the Applications tab.
- If your application has been accepted by the employer, click "Details," and under "Employer Decision," click "Sign Up For Interview"
- Choose the time you would like to interview, and save your slot.
- The location of your interview will be listed on the page when you sign up for a slot. Come prepared, and arrive early for your interview!

Need any help?

- If you have any questions, call Career Services and schedule an appointment with a Career Advisor.