

ISU CMS Student Tips

Human Sciences Career Services hscareers@iastate.edu

Employers post job and internship listings and interviews in ISU CMS. ISU CMS depends upon **your action to submit your resume** for listings and interviews. All students with resumes may apply for job listings.

Profile:

Personal and Academic Information

Why is my PROFILE important?

How do I change this information?

The information in your Profile **qualifies you for access to jobs / internships and interviews**. Information is updated once a week from the Registrar's Office.

Personal Information is your contact information, which if incorrect, must be changed through AccessPlus

Academic Information if incorrect must be changed by contacting the Registrar's Office

You must complete / update

- Applicant Type
- Work Authorization
- Degree Level

Hint: Experiential Education includes summer, internship or co-op experiences

Uploading Resume & Other Documents

How do you upload a resume into ISU CMS?

Click **DOCUMENTS** on your ISU CMS header

Click **Add New**

We suggest you label your resume with your last name, first name. Under some circumstances, the employer will see the label. If you have multiple resumes, use label names that are distinct. Click **Browse** and find where your resume(s)/document (s) are stored.

You may upload up to 30 different documents

Job / Internship & Employer Search

What opportunities are in the Jobs section?

Job listings: The organization has elected to post their opening on ISU CMS to collect resumes from interested students / applicants. The company will follow up with students directly.

★ You are encouraged to apply for any listings in which you are interested.

What do the initials mean that appear in the Type column on the Jobs page?

P = Pre-select

Companies establish qualifications for on-campus interviews. If you fit the qualifications or screening criteria, you may submit your resume for the company to review. If you are selected, you may sign up for an interview time. Watch your home page for an **Alert**. If interested, sign up quickly! Deadlines are important!

O= Open

If the on-campus interview schedule appears in your account, you may choose a time on the schedule. If interested, sign up quickly! Deadlines are important!

J = Job Listing

These opportunities are much more numerous than interview schedules.

Take advantage of submitting your resume for these positions. There may be qualifications in the job descriptions. If you qualify, submit your resume. The company will collect resumes and follow-up directly with the applicant. The company has not committed to on-campus interviews.

Where do you access a list of employers?

Click on **Employers** on your ISU CMS header. All companies registered in our database will be listed here in alphabetical order.

Submitting a Resume

Why is submitting a resume important?

Under the **Jobs tab**, click on the **Job Title**

You will see a Job Description on the left

On the right is the **Application Status box** where you will be able to submit your resume

You will either get a message that:

- You can submit a resume
 - You do not match the qualifications or screening criteria
- OR
- The resume submission date either has not started or has ended

NOTE: Use the **BACK button within ISU CMS** not on your browser!

Clicking **Submit** means the employer will electronically receive access to your resume.

- Resume Books are not created.
- Employers NEVER see your resume unless you submit your resume. Employers do not browse through the system.

★ It is your responsibility to provide employers access to your resume by applying to positions.

What is Screening Criteria?

Screening Criteria is found on each job Posting. It is the same as the **qualifications** the employer is seeking in potential candidates. The **PROFILE** tab contains YOUR qualifications.

Access the Profile from the ISU CMS header.

Click the **Academic Information** tab.

The following **5 criteria** may affect your qualification for interviews:

- Graduation date
- Applicant type
- Major
- Work authorization
- GPA

Your GPA is the ISU record and is downloaded from the Registrar and can not be changed.

★ A GPA from another institution is not averaged into your ISU GPA

How can you submit a resume if you do not meet the qualifications or screening criteria?

Send your cover letter and resume to the contact listed on the Job Postings page.

If available, the contact information appears in **How to Apply** located on the left side of the screen. Maintain a record of the contact information for your future reference.

If contact information is not available, contact Human Sciences Career Services via email at: hscareers@iastate.edu to inquire if additional information can be provided.

Why is the **EVENTS** tab on the header important?

The **Career Fair** tab provides a list of companies who will attend the next fair.

There is **search** capability for you to filter opportunities by keyword, major, etc.

Clicking on the name of the company on the left may provide a position description along with their screening criteria. Sometimes the position description may not be available. Use this information to your advantage when you visit the Fair.

The **Information Sessions** tab is also very important. Information Sessions provide opportunities for you to meet company representatives. In some cases, they may have open slots for their interview schedules. This is also an opportunity to obtain business cards to add to your network of contacts.