

1. What is Blue Hen Jobs?

Blue Hen Jobs is a database of internships and jobs -- including full-time, part-time, volunteer, and summer jobs. **All current students are automatically registered to use Blue Hen Jobs.** Logging in will also give you access to the Campus Interview Program, the Alumni Mentor Network, CareerSearch, Vault, and Going Global.

2. How do I log in?

You will first need to go to <http://www.udel.edu/CSC/newbluehenjobs.html>. **All current students** will login using your UDeNet ID and password, so there is no need to register or remember a different username and password. Alumni need to register with the Career Services by submitting a form found at the above website. **FERPA Authorization:** *By logging into Blue Hen Jobs you give permission to the UD Career Services Center to share your resume and any other uploaded documents with employers.*

Once you have logged in, your homepage will be displayed which is going to look something like the following:

3. How do I change my username or password? – ALUMNI ONLY

Current students log into Blue Hen Jobs through the Central Authentication page so this section only applies to Alumni who have registered.

To change your username, click on **Profile** from the navigation bar. Your username will always be an e-mail address, so you will need to edit the “E-mail Address” field under the **My Profile** tab, in order to change your username.

To change your password, select **Profile** from the navigation bar. Open the tab that says “**Password**” and enter your new password twice.

4. What if I've forgotten my password? – ALUMNI ONLY

Current students log into Blue Hen Jobs through the Central Authentication page so this section only applies to Alumni who have registered. If you have forgotten your password, simply go to the Blue Hen Jobs login box and click the “Forgot Password” link. Enter your e-mail address in the field provided and a new password will be e-mailed to you.

5. How do I upload my resume, cover letter or other documents?

Select **Documents** from the navigation bar. Then select **Add New**.

Enter a name for your document in the **Label** field, (use a name that sounds professional; employers will see it!). Select the type of document you are uploading (i.e. Resume, Cover Letter, Transcript...). Use “Browse...” to locate your document.

The first resume you upload **must** be approved by the Career Services Center **before** you can use it to apply to any positions. Please allow up to 2 business days for the approval process.

Once approved, the document will be ready to use as soon as it converts to a PDF. Once the document displays as 'ready' in the Status column, it may be used to apply to jobs. If you have multiple resumes and you want to make a particular one your default, you can click on the 'Make Default' icon under options to do so.

6. How do I submit my resume and/or other documents to apply for a job including ones in the campus interview program?

Follow the directions that appear once you click on the “**Apply**” box shown with each listing. In most cases, you will submit your resume through the Blue Hen Jobs system. Be sure to **follow all instructions** in the “Apply” box. Check under “Documents” in your navigation bar to ensure that you have uploaded a resume into the Blue Hen Jobs system (*See FAQ about How to Upload a Resume or Cover Letter*). If you are applying for a job in the system, you will see a pull-down menu of all of the resumes you have in the system. If you do not get such a list, you probably do not have any documents uploaded into the system. Some employers will direct you to send your resume via fax or e-mail.

On Campus Interview Program: Each year from October through early May, approximately 200 organizations come to the University of Delaware to conduct interviews with students at the Career Services Center – main office at 401 Academy Street. In order to be considered for the on campus interviews, you will need to apply to those particular positions through the Blue Hen Jobs system. To see if the interview is on campus or not, look at the job title section and there will be a “P” (for on campus) or a “J” (for off campus). There will also be a date listed in the title of the position if the company is interviewing on campus.

7. I was selected for an interview with the on campus program. How do I sign up for interviews?

You should receive an email if you were selected for an on campus interview prompting you to log-in and sign up for a time slot. Be sure to schedule your interview as soon as you receive an email to ensure you get the time slot you want. You can also check your status by logging into Blue Hen Jobs and clicking on “on campus interviews” from the top navigation bar and then following these instructions:

- View a list of the positions applied for by clicking on the **Interview Requests** tab.
- The **status** column will show the current status of your interview request.
- The **options** column will list all of the available options for each interview request.

You can also:

- View a list of scheduled interviews by clicking on the **Scheduled Interviews** tab.
- View interview details by clicking on the link in the **Interview Date** column.
- Reschedule or cancel an interview by clicking the buttons in the last column.

To sign up for an interview that you were selected for:

Click **on campus interviews** from the navigation bar, click on the **Interview Requests** tab, and then click **Schedule Interview**. From there you will need to select your interview time and click “submit”.

Once the interview time is selected your interview will then show up under the **Scheduled Interviews** tab.

8. What if I need to change the time of my on campus interview?

Under the **Scheduled Interviews** tab, you can change the date and time of the interview by clicking the **Reschedule** button. (The Reschedule button will not cancel the existing interview until a new time-slot is selected.)

Cancel/unschedule an interview by clicking the **Cancel Interview** button. The day before an interview the schedule is “frozen” and you cannot cancel the interview. Contact the Campus Interview Program at 302-831-8138 immediately to cancel. Please see the “Applicant Conduct Policy” under the “Profile” section.

9. How do I upload my transcript?

Create your own "unofficial" transcript by copying all the information from UDSIS to a word document. Make sure your name is at the top of the word document and everything is lined up properly. Save that and then follow upload that document you created to Blue Hen Jobs as your "transcript." (*See the FAQ #5 about uploading documents*). This should do unless the company asks for an Official transcript which you must order and have sent to them from the Registrar's Office in the Student Services Building.

10. How can I revise my resume after I've already submitted it for a position?

If you should need to correct a submitted document, you will need to withdraw your submission, upload the revised document, then reapply for the job. *Please note that if the application deadline has passed and you withdraw your application, you will NOT be able to re-apply.* Otherwise, to revise an existing document, go to “Documents” in your navigation bar. Click on the **Edit** icon next to the document, or click on the name of the document. The document label will be displayed in the label box. You can leave it the same, or you may wish to rename it. Browse to locate your updated document and **Save**.

11. How do I search for a particular employer online?

Select “Employer” from the navigation bar. Next to the “Keywords” field, enter the name of the employer. *Use keywords from the employer name to ensure you are able to find them. For example, search by “Morgan” when looking for JPMorgan Chase.*

12. How do I search for jobs and internships?

Choose “**Search Jobs & Internships**” from the navigation bar. It will bring up a choice to click on “Main Job Search” or “Extended Job Search”. The “Main Job Search” section contains job and internships **submitted specifically to the University of Delaware** for posting. “Extended Job Search” is an expanded search and is useful if you are conducting a **nationwide** job search.

Enter your job search preferences in the search filters and click the Apply Search button. We recommend searching by a variety of keywords under the Jobs tab as well as clicking on Advanced Search and searching by Major. Note that the more search preferences you select, the smaller your search results will be. To see a lot of job postings, do a very general job search.

****NOTE:** Remember to clear your selections before beginning another search (you can do this by selecting the **Clear** button).

13. How do I save my job search and receive regular emails notifying me of job matches?

Under the **Advanced Search** tab, select the criteria your Search Agent will be based on (i.e. Major, Position Type, etc) and enter a name for your search in the “Save As” field near the top of the tab. Click **Submit** to run your search.

All saved searches will be placed in the **Search Agents** tab (next to Advanced Search). Select the appropriate buttons to Schedule, Edit, Run, or Delete your search agent.

If you want to receive regular emails notifying you of job matches, once you have created a Search Agent, go under the **Search Agent** tab and click the “Schedule” button.

In the **Enabled** field, select **Yes**. You can select a time period (day, week, and month) and then a multiple (1, 2, or 3). Your agent will then run according to this schedule. (Example: If you set the Period to “day” and Multiple to “3,” your agent will run every 3 days). Select **Submit** to save the search agent’s schedule.

14. How do I see my on-campus interview schedule?

Click on the **On-Campus Interviewing** icon. This will give you two options: **Scheduled Interviews** and **Interview Requests**. **Scheduled Interview** lists the interviews which have already been scheduled and gives you the option to reschedule if necessary. **Interview Requests** lists all the on-campus interview positions for which you have applied and shows the current status as to whether it is still pending, you’ve been invited or not invited for an on campus interview.

15. How do I see the jobs I have applied for that are not on-campus interviews?

To see the off-campus job applications, you need to click on the “**Search Jobs and Internships**” on the navigation bar, click on “**Main Job Search**” and then click on the **Applications** tab. This will display all the jobs you have applied for with companies that are NOT conducting on campus interviews.

16. What is the Alumni Mentor Network?

The Career Services Center offers the **Alumni Mentor Network** to give students and alumni the opportunity to connect in order to share important career information. Students benefit from interacting with professionals who share their career interest and alumni gain satisfaction from sharing their valuable insights. We encourage students to contact alumni for networking, to ask questions about the field or to get their resume reviewed.

To find alumni, click on “**Find Alumni Mentor**” and fill in your specific search criteria (i.e. major, career field) and click **Apply Search**. Click on the last name of the person you wish to contact and you will be brought to a separate screen with their contact information. Click on **Interested** and the mentor will receive your contact information. If you don’t hear from your mentor within a week, use their contact information and reach out to them.

17. What is a Resume Book? How will employers use them?

Resume Books are an extra job search tool that enables active job seekers to circulate their resumes to potential employers. By including your resume in a Resume Book, you are allowing interested employers to view your resume and contact you directly about jobs openings, information sessions, or interviews.

Employers will sign up for Resume Book access and then manage each Resume Book online. They can view and download resumes, sort candidate lists by certain majors and graduation dates, and even do resume keyword searches. This will help them identify candidates for follow-up.

17a. I've already submitted my resume for on-campus interview positions. Is this the same thing?

No, Resume Books provide you with another opportunity to market yourself to employers who may or may not be interviewing on campus or attending career fairs. Employers will use this resource to solicit your interest in new job prospects that you may not have considered.

18. How do I submit my resume to the Resume Books?

Log into Blue Hen Jobs and select Documents from the main menu.

Under Documents, click on "**Opt-in Resume Book**" tab. Upon doing so, the screen will look like this:

Now identify a particular resume, and then click on the Select Resume Books button under Options to the right.

Next, view details for current Resume Books by clicking on the links to the right. Carefully note each book's description and resume submission deadline.

Submit this selected resume by clicking on the Resume Book Name(s) under "Target Opt-in Resume Book." You may select more than one Resume Book, if available. Then click Submit.

Click on BACK button to select different resumes for other Resume Books.

Any Questions?

Attend a Blue Hen Jobs Orientation session. See the www.udel.edu/CSC/ for dates and times.

Call 302-831-2391 or email udcareers@udel.edu.

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