

**College of Health Sciences**  
**Quick Start to Finding Jobs & Internships**  
**bluehens.erecruiting.com 7.0**  
**Bank of America Career Services Center**  
**University of Delaware**  
**401 Academy Street**

College of Health Sciences students will find that **eRecruiting.com** (a web-based system used to manage employer information, internship and permanent, full-time job listings) can be a useful tool in examining employment opportunities. **You can search for information on over 4,000 employers including over 500 hospitals/healthcare agencies.**

To help you get acquainted with eRecruiting, the Quick Start Sheet provides you with information about frequently used functionality, including:

- Logging into *bluehens.erecruiting.com*
- Managing your student profile
- Uploading resumes and cover letters
- Posting your resume in the Resume Book(s)
- Searching and applying for jobs/internships

### Logging into *bluehens.erecruiting.com*

After you have submitted your Registration Card/Employer Release Form your user name and password for *bluehens.erecruiting.com* will be activated. Your user name will be the complete UDEL email address you indicated on your Card and your password will be the 4 to 8 digit (alpha/numeric) password you created on this Card/Release Form. You cannot change your assigned user name. However, you can change your password after you log in by clicking on **Profile** on the toolbar.

- **Use Internet Explorer**
- Go to [www.udel.edu/CSC/](http://www.udel.edu/CSC/)
- Click on **eRecruiting.com Login** (found in the list of **Student** resources listed in the center of the page)
- This is the log in page for [bluehens.erecruiting.com/er/security/login.jsp](http://bluehens.erecruiting.com/er/security/login.jsp). Bookmark it!

### Managing Your Profile

*eRecruiting* enables you to enter and store information about yourself using the Profile. The Profile contains personal and academic information used by the career center in the recruitment process. Before beginning the job application process, you must enter information about yourself in the Profile. The fields in the academic info and future plans sections are used as the search fields by employers using the Resume Books. **If you do not complete a Profile, you will never come up as a match in any employer searches of the Resume Book(s).**

To enter information/edit your student profile:

- Click the **Profile** button on the toolbar to display the Student Profile page. The Profile is divided into the following sections:
  - Personal
  - Academic Info
  - Career Preferences
  - Continued Academics
  - Administration
- You can edit each individual section by clicking on the title of that section. The page on your screen changes to the edit format.
- Click the **Save** button at the bottom of each edit section when you are finished. Your student profile automatically updates to reflect the changes you have made.

## Uploading Resumes, Cover Letters and other supporting documents

As a student user, you will need to create and upload documents, such as resumes and cover letters, which are used when applying for jobs/internships posted by employers. Uploading documents is the process of selecting a document that you have created and saved in .doc (Word) or .rtf (Rich Text Format) format and saving it on the *eRecruiting* system. "Other" documents can be uploaded from .doc, .rtf, or .pdf format. When your documents are uploaded, *eRecruiting* automatically converts them into PDF documents for online display.

To upload documents for online use:

- Select **Documents** on your Home page; click on **Upload a Document**
- Select the type of document you wish to upload (Resume, Cover Letter, Writing Sample, Other); click on **Next**
- Choose the name of the document you wish to upload
- Click **Upload**

By repeating these steps, you can upload as many different versions of your resume as you like, just be sure to give each one a different name.

To create and upload an **unofficial** transcript:

- Go to SIS and bring up your transcript
- Copy and paste this information into Word
- **Add your Name to the top of the document** (SIS does not show this information)
- Save this document in Word
- Upload as above, but select document type: **Other**.

## Publishing a Resume to a Resume Book

- Select **Documents** from the toolbar; click on **Publish a Resume**
- Select the correct resume book to publish to (**only alumni and students within one year of their graduation date should publish their resume in the Full-time Resume Book**. If underclassmen publish their resume in the full-time book, it will be removed.)
- Choose the name of the resume you wish to publish
- Click the **Save** button

**Note:** Certain resume books are restricted to students who meet criteria defined by the career center.

## Searching for Employers

You can search for information on **over 4,000 employers including over 500 hospitals/healthcare agencies** to expand your possible contacts. These organizations represent employers that we work with throughout the year.

- Locate **Employers** on the toolbar; click on **Employer Search**
- Search alphabetically by selecting the first letter of the employer name - **OR** -
- Search for a specific employer by typing the name of employer in the "Search by employer name" section (enter the least common word – example: if you are searching for Good Samaritan Hospital, enter only the word Samaritan in the search box) – **OR** -
- Search for an employer by selecting an industry in the "Search by Industry" section – for a comprehensive search, highlight all of the options under **Healthcare** (hold down the "control" key and click on each one).
- Click **Search** - System returns the search results that satisfy your search criteria.
- Click on the name of each organization to view their Profile. The Profile will provide you with a short summary about that organization and a link to their website. On the homepages of most hospitals' websites you can click on "careers" or "employment" and see a list of their current openings and contact information. We found that many hospitals also have "Apply Now" buttons at these sites which allow you to complete a form or email your resume directly to them.

## Searching and Applying for Jobs/Internships

Viewing and applying for a job/internship is the process of searching the *eRecruiting* system for available job/internship listings and submitting your uploaded documents to an employer for review.

**Jobs:** Although a job is listed in the system, you may not be able to apply for it. For example, some jobs have been listed by employers, but are not active for application because certain details regarding the job have not yet been finalized. Another reason why you may not be able to apply for a particular job is that the employer may have restricted applicants to those who meet certain criteria, such as specific major or student status (junior, senior, graduate, etc.). When application restrictions are in effect, *eRecruiting* indicates this in lieu of providing an "Apply" hyperlink.

**Internships:** Internships are often available EACH semester. You should follow the application procedures described in the listing and APPLY 4-6 WEEKS PRIOR to the semester (fall, winter, spring, summer) that you wish to participate in the internship. Also be aware that many summer internships (especially those with the Federal government) may have deadline dates as early as December or January.

### To Search for Jobs/Internships:

- Click on the **Jobs & Internships** tab on the navigation bar
- Under "More Searches" to the left side of the screen, click on Jobs or Internships
- Narrow your search by selecting the search criteria. **Hint:** Do not select too many items. Searches using only 1 or 2 search criteria work best (e.g. degree level and major). Also search on other majors related to your field of interest. Organizations must complete Industry, Major(s), and Degree Level fields, these are required. All the other listed fields are optional for them to complete.
- Click **Search**
- System returns the search results that satisfy your search criteria

### Another way to Search for Jobs & Internships:

- Locate the Search box on your homepage
  - Type keywords in the "Enter Keyword" field
  - Select **Jobs** or **Internships** radio button
  - Click **Search**
  - System returns the search results that satisfy your search criteria
1. After reading the information about the job/internship on the Job/Internship Profile page, if you want to apply for the position, click the **Apply** button displayed in the Application Information section. (If the Apply button is not present, information is displayed indicating why you cannot currently apply for the job.) **For some Internships you will have to apply by writing, emailing or faxing your resume and cover letter to the contact listed or you may have to apply through their website.** The Apply for Job page is displayed.
  2. Select the document(s) you want to send to the employer from appropriate box(es).
  3. Click the **Submit** button. A confirmation page is displayed indicating that your documents have been successfully submitted to the respective employer. This information is also tracked for you under **Applications** on the toolbar.

## Creating & Using Search Agents

- Click on **Jobs & Internships** on the toolbar
- Follow the directions listed in "Searching & Applying" section above
- Once your results list has appeared
  - Click on "save your search"
  - Name the search and click "Save"
  - The search will be saved in the "Saved Search" section on the "Jobs and Internships" page

**Note:** Saved searches allow you to save the parameters for a frequently executed search so you can access results with one click. You can choose to have an email message automatically sent to you when a new opportunity is posted that matches your search.

## If You Want More Detailed Help

- Log into eRecruiting
- Click on help (top left side of screen)
- Click on Student Quick Start Guide in box on right side of screen. This is a 14-page pdf document.

More detailed instructions and assistance on the above topics and more are available by clicking on help from any bluehens.erecruiting.com page.

## When You Accept a Job Offer

**When you accept a job offer it is important to inform Career Services of your decision** because it affects your participation in the Resume Referral System.

- You can inform Career Services of your decision by completing a “Confidential Job Offer Form” available on the web at [www.udel.edu/CSC/forms.html](http://www.udel.edu/CSC/forms.html) or by calling Lynn Jacobsen, Coordinator of the Campus Interview Program at 831-8138. **All information is kept confidential and used in composite reports only without any student names).**
- You should **remove (unpublish) your resume from any “Resume Book”** in bluehens.erecruiting.com (and anywhere else you put it) so employers can no longer find and contact you. If you do not remove it, it remains accessible to employers until August 31 of the year you graduate.

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