

**Quick Start to Blue Hen Jobs**  
**A Guide for participating in the Campus Interview Program**  
**Finding Jobs, Internships, part-time and summer positions**  
**bluehens.erecruiting.com**  
**Bank of America Career Services Center**  
**University of Delaware**  
**401 Academy Street**  
**302-831-2391**

The Blue Hen Jobs (previously eRecruiting.com) system contains profiles and contact information on over 6,900 organizations as well as full-time, permanent job and part-time and full-time (summer) internship listings. It also gives you access to alumni mentors who are willing to share information about their careers.

To help you get acquainted with *Blue Hen Jobs*, this 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
- Searching and applying for jobs/internships
- Selecting interview time slots
- Finding a "Mentor"

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

- **Use Internet Explorer**
- Go to [www.udel.edu/CSC/](http://www.udel.edu/CSC/)
- Click on **students** in the Blue Hen Jobs box on the right side of the screen
- This is the log in page for **bluehens.erecruiting.com**. Bookmark it!

**If you had an account prior to September 10, 2008, YOUR USERNAME AND PASSWORD HAVE NOT CHANGED.**

**New Users** Log-In Instructions:

**Username:** Your UD Student ID followed by "UD" (i.e. 123456UD). (Your UD Student ID # can be found by logging into UDSIS. It is listed under your name.)

**Password** is "career" and should be changed when you log-in. To change your password, go to "Profile" in the top navigation bar.

### Managing Your Profile

*Blue Hen Jobs* 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 Information (please complete)
  - Academic Info (please complete)
  - Career Preferences (optional)
  - Continued Academics (optional)
  - Administration (completed by Career Services)
- 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 *Blue Hen Jobs* system. "Other" documents can be uploaded from .doc, .rtf, or .pdf format. When your documents are uploaded, *Blue Hen Jobs* automatically converts them into PDF documents for online display. **TIP:** name your resume document according to your job objective. Example: a resume with a job objective of working in Human Resources could be named HRResume.doc.

To upload documents for online use:

- Select Documents on your Home page
- Click **Upload a Document**
- Click on Resume, Cover Letter, Writing Sample, or Other
- Select document to upload
- Click **Upload**

By repeating these steps, you can upload as many different versions of your resume or other documents 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, select document type: Other.

## Publishing a Resume to a Resume Book

By adding your resume to a Resume Book you make it available to employers who are proactive and searching for candidates that match their qualifications to contact. Employers can then email the matching candidates with information about the opportunity available and/or download the matching resumes for future action. Once your resume is downloaded by an employer this appears as an "employer view" of your resume on the "your resumes" page under "documents" on the toolbar.

- Select Documents from the toolbar
- Click on Publish a Resume
- Select the resume book to publish to (**Only alums and students within 1 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.)
- Select the resume to publish
- Click the **Save** button

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

## Searching and Applying for Jobs/Internships

Viewing and applying for a job/internship is the process of searching the *Blue Hen Jobs* 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 made 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, *Blue Hen Jobs* 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 at least 4-6 WEEKS PRIOR to the semester (fall, winter, spring or 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 a Job/Internship:

- From the **Jobs & Internships** tab on the navigation bar, click on Job/Internship Search
  - Under “More Searches” to the left side of the screen, click on **Full-time Job Search 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 (ex: 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.
  - “**Save your search**” (on the left side of your screen) and each time a new job or internship is added to Blue Hen Jobs that matches your search criteria you will be informed by email.
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 the contact listed with the position your resume and cover letter 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.

### For Part-time or Summer Jobs

- From the **Jobs & Internships** tab on the navigation bar, click on Job/Internship Search
- Under “More Searches” to the left side of the screen, click on **Part-time or Summer Job Search**

Narrow your search by selecting the search criteria. Use only the location you are looking for OR your major. Hint: for part-time and summer jobs most employers do NOT specify majors. The positions are usually open to any student interested regardless of his/her major.

## Searching for Employers

In addition to searching for current job/internship postings, you **can search for information on over 6,900 employers** 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 (enter the least common word – example: if searching for the DuPont Company only enter DuPont (DO NOT use the words company or corporation – you will get thousands of matches ) in the “Search by employer name” section **OR**
- Search for an employer by selecting an industry in the “Search by Industry” section

System returns the search results that satisfy your search criteria.

## Finding a Mentor

Blue Hen Jobs enables students to interact with "mentors" who can help them with their career search. Mentors in Blue Hen Jobs are alumni or other friends of the University of Delaware who sign up and agree to help students with the job search and interviewing processes. Mentors can be a valuable resource to help you learn more about different industries and opportunities, and give you advice on selecting courses, interviewing, and planning your future.

- Click on “Mentors” on the toolbar.
- Do a search for a mentor/employer you would like to meet and submit.

## Selecting Time Slots for On-campus Interviews

When an employer accepts you as an interview candidate for an on-campus interview, you can select a time slot on the interview schedule. If an employer accepts you as an alternate candidate, you can select a time slot if 1) the Alternate Sign-up Date for the interview schedule has passed, and 2) there are still available time slots on the schedule.

### To select an interview time slot:

- Click on Applications on the toolbar
- The Applications page displays with a list of your active applications
- The status of your active applications is displayed in the Employer Decision column
- Once an employer has “accepted” your job application, you may sign up for an interview slot. (**Note:** If the Application Sign Up date hasn’t occurred, you must wait until that date to sign up for an interview slot.)
- Click on “details”
- On the Application Details page, under Employer Decision, click on “Sign up for Interview”
- On the Interview Sign Up Page, find the schedule date you would like to sign up for and select the radio button associated with the time slot you desire
- Click “Save” and your slot is reserved

**Note:** If you do not want to accept the interview invitation, click on “Decline this invitation for an interview.” If you decline the invitation, your application will be withdrawn and you will not be able to reapply to the position. Click “Decline” to confirm your decision.

### When you sign-up for an interview, you have made a commitment to meet the employer.

If you are unable to appear for your scheduled interview, notify the Coordinator of the Campus Interview Program at least 48 hours in advance, so that alternates may be contacted. **If you cancel with 48 hours of an interview or are a “no-show” for a scheduled interview, you will be suspended from participation in the Campus Interview Program** until you write a letter of explanation to the recruiter and provide the Coordinator with a copy of the letter. Employers expect information regarding student cancellations. It is **professional courtesy** to provide information regarding your situation.

### If you want more detailed help

- Log into Blue Hen Jobs
- Click on **help** (top right side of screen)
- Click on appropriate topic.
- See [www.udel.edu/CSC/](http://www.udel.edu/CSC/) to make an appointment with a Career Services Center staff member.

More detailed instructions and assistance on the above topics and more are available by clicking on **help** from any [bluehens.erecruiting.com](http://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 Campus Interview Program and 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/confidential.html](http://www.udel.edu/CSC/confidential.html) **all information is kept confidential and used in composite reports only without any student names).**
- You also need to **cancel any remaining interviews** you had signed up for through the Campus Interview Program or arranged on your own. Log into eRecruiting.com and “withdraw” your resume from any employers you have not already interviewed with.
- You should **remove (unpublish) your resume from any “Resume Book”** in [bluehens.erecruiting.com](http://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.
- Once you have accepted an offer from an employer, you should cease interviewing.

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