



Career Services
Trinity College: Hartford, CT

Trinity Recruiting Cheat Sheet

To help you get acquainted with Trinity Recruiting, this guide provides you with information about frequently used functions including:

- Managing Your Student Profile
- Uploading Resumes and Cover Letters
- Viewing the Calendar of Events
- Applying for Jobs
- Selecting Interview Time Slots – good for signing up for Practice Interviews!

How to get to Trinity Recruiting:

Go to the CSO website at www.trincoll.edu/depts/career/students/welcome.htm, select Job Leads on the sidebar and then click on Trinity Recruiting.

Managing Your Student Profile:



my
profile

Trinity Recruiting allows you to enter your career and academic interests, computer and language skills, and other pertinent information using the Student Profile. Based on the information you enter, the CSO will send you emails to alert you about programs and positions you may be interested in.

To Enter Information or to Edit Your Student Profile:

1. Click the 'My Profile' button on the main navigation bar to display the Student Profile page. The Student Profile is divided into the following sections:
 - Personal Information
 - Academic Information
 - Future Plans
 - Administrative Information
2. You can edit each individual section by clicking on the corresponding 'EDIT' button that appears in each section. An edit page appears in a pop-up browser window enabling you to enter/edit information.
3. Click the 'SAVE' button in the respective edit page when you are finished editing each section. Your Student Profile automatically updates to reflect the changes you have made.

Uploading Resumes and Cover Letters:



my
documents

You will need to create and upload documents, such as resumes and cover letters, which are used when applying for jobs through the system. Uploading documents is the process of selecting a document that has already been created using Microsoft Word or a similar program. When your documents are uploaded they are automatically converted into PDF documents. If you want employers to view and search for your documents, you must publish them to an assigned resume book.

To Upload Documents to Apply for Jobs, Practice Interviews and Publish to Employer Resume Books:

1. Navigate to 'My Documents', click on 'Upload Documents'.
2. Select the type of document that you want to upload from the drop-down list.
3. Click the Browse button to select a document from your computer that you want to upload. The selected document name is displayed in the 'From File' field.
4. Click the 'Upload' button at the bottom.
5. Wait for the uploaded document to undergo the conversion process. The Active Documents page refreshes itself every 10 seconds until the conversion process is complete. The conversion process is complete when the word "ready" appears in the status column of the highlighted document.
6. Once you have done this, click on 'Publish Resume'. You will see a resume book assigned to you by your class year or major. Select the resume you want employers to view and press SAVE.

Calendar of Events:



calendar

This feature displays Career Services events throughout the year. These events include: employer information sessions, interview dates, networking events, luncheons, on and off-campus career fairs, etc. If you are only interested in specific events, you may turn on and off events by clicking on the circle and changing the “on” to “off”.

Information sessions Resume deadlines Interview Dates Career Center

If you see a job that you are interested in, you can apply via the Calendar function by clicking on the job title and following the instructions in number 5-7 of the Applying for Jobs Section Below.

Applying for Jobs:



find jobs

There are certain positions that you can apply to directly through the system. Although a job may be listed in the system, it does not mean that you will be able to apply for that respective position. For example, you may not be able to apply for a particular job because the employer may have restricted applicants based on certain criteria, such as current Major, student status (Junior, Senior, etc.), or employers may not be using the system to accept applications.

To Apply for a Job or Internship through Trinity Recruiting:

1. Click the ‘Find Jobs’ button on the main navigation bar.
2. Enter the criteria by which you want to search for jobs using the available search controls. By default, only the Quick Search controls are displayed. If you want to perform a more refined search, click the Advanced Search button to use additional criteria.
3. Click the ‘Submit’ button to complete the search.
A list of employers and their respective jobs that match the search criteria are displayed.
4. Click on the name of the job that you are interested in to display the Job Details page.
5. After reading the information about the job on the Job Details page, if you want to apply for the position, click the ‘Apply’ button that appears in the Application Information section. If the ‘Apply’ button is not present, information is displayed indicating why you cannot currently apply for the job.

How to apply:	<input type="button" value="Apply"/> Applications will be accepted from Tuesday, October 10, 2000 9:00 AM through Monday, January 29, 2001 4:00 PM.
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6. Select the document(s) that you want to send to the employer from the document list. (You should always include a cover letter for any position you are applying to.)
7. Click the ‘Submit’ button.
A confirmation page is displayed indicating that your documents have been successfully submitted to the respective employer.

Selecting Interview Time Slots: (For summer & entry levels positions as well as Practice Interviews)



my applications

When an employer accepts you as an interview candidate or as an alternate candidate, the notification can be displayed on the ‘My Applications’ Page. If you have been accepted as an interview candidate, you must select an available time slot for the interview.

To select an interview time slot:

1. Click the ‘My Applications’ button on the main navigation bar to display the Applications page.
2. Select ‘Accepted’ from the Sort drop-down list.
3. Click the ‘Search’ button.
A list of jobs for which you have been accepted for an interview is displayed.
4. Click the ‘Choose a Time’ hyperlink corresponding to a listed job. An interview schedule page is displayed.
5. Select an available time slot on the schedule and click the ‘Save’ button. Your time slot selection is saved.