How to Register for and Use E-JOBS The Montgomery College Online Job Bulletin Board

## GETTING STARTED

1. Visit www.montgomerycollege.edu/ejobs - click on "Students/Alumni Register at ejobs"
   On your first visit, click the "Sign Up" button to the right of the screen. All subsequent visits, you will log in with your User Name and Password.

   **Critical Tip:** Use your MC e-mail address when you register – it will make the next step easier!
   **Basic Fact:** Only the information with the red asterisk is required, but it is better to include full information.

2. After you have registered – two things must happen before you can log in:
   **First:** You will almost immediately receive an automatically generated confirmation e-mail – you must click on the link in this e-mail to confirm your e-mail address. If you do not see this e-mail in your email box, look in your SPAM filter for it.
   **Then:** Once your registration is approved (this may take up to a full business day), you will receive another e-mail with a link to click which will allow you to set your password.
   **NOW:** You should be able to log in!

## UPLOADING YOUR RESUME (AND OTHER DOCUMENTS)

1. Once you have logged in to ejobs, click on the tab labeled "resumes/documents"
2. Toward the bottom of the screen, you will see a button marked "+ add new" – click that
3. This will take you to a screen with a labeling "field" – you must give your resume a name
   **Fact:** You can have more than one resume in ejobs – so you may want to label your resume descriptively – ie. "Truong Le – Customer Service" or "Truong Le – IT Resume
4. Click on the "Browse" button, find your resume file and upload it as you would an attachment to an e-mail
5. Once you have uploaded the resume, it will not be immediately available to send out to employers – it goes into a "queue" with all of the other recently submitted resumes to be approved by Career Services Staff
   **Fact:** it can take up to 24 to 36 hours for your resume to be reviewed, depending upon "traffic" level in the Career Services offices – please do not upload it multiple times.
   **Three Possible Outcomes to the Approval process:** Approval; Reviewed with some suggestions for improvement; Disapproval – please don't be offended by this – our desire is for employers' first impression of you as a job seeker to be the strongest candidate possible!
   **You Will Receive an E-mail with the outcome of your resume review** – if it has been disapproved, you may wish to schedule an appointment with a Career Services staff member to discuss it.

## SEARCHING FOR AND APPLYING FOR JOBS

1. Click on the tab labeled "Jobs" and then "Search".
   Choose "See all jobs" to be able to narrow down your search.
2. All of the jobs currently in the database will be displayed if you scroll down – typically this is between 600 and 800 jobs – you can choose to display them in a variety of orders OR your can search using several criteria.
   **Criteria Include: Position Type** (Full-Time; Part-Time; Internship; On-Campus SA; On- or Off-Campus FWS)
   *Note:* to be eligible for FWS you must be receiving financial aid, **Key Words** (in the employer name, job title, or job description); or **Distance** from a particular zip code.
3. Applying for jobs – from the list of jobs (either the huge 400+ one or the smaller results of your search) click on either the job title, the text "more" at the end of the short blurb visible on the list, or the "Apply" button to get full information about the position.
4. Within this full description, you will find instructions on how to apply, from visiting the employer website, to simply clicking a button and uploading your available resume.
   **Critical Tip:** Have a cover letter drafted before you click "Apply' – some employers allow you to upload or cut and paste in a cover letter.

# EJOBS Job Search and On-Campus Employment Types
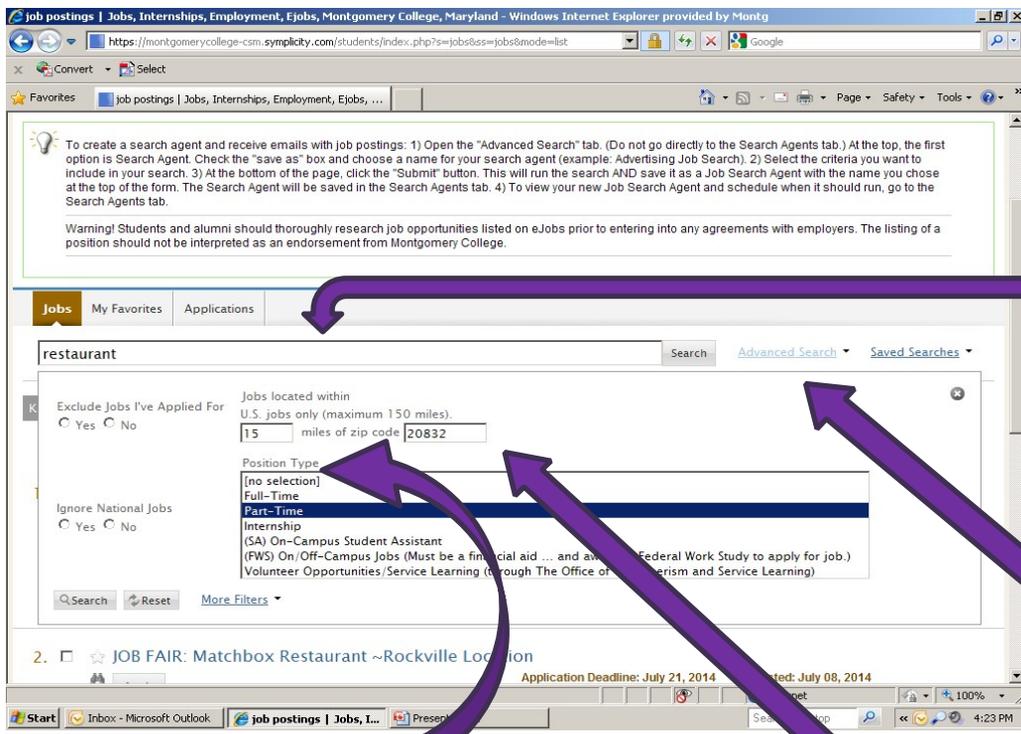
**Parts of the Job Search Screen in ejobs**

Search box for key word search in job title, description and/or employer name.

To open the job type and location search elements, click: Advanced Search

Search for jobs by position type. Types explained/defined below

Search for jobs by location – Specified number of miles from a given zip code

Text visible in screenshot:

To create a search agent and receive emails with job postings: 1) Open the "Advanced Search" tab. (Do not go directly to the Search Agents tab). At the top, the first option is Search Agent. Check the "save as" box and choose a name for your search agent (example: Advertising Job Search). 2) Select the criteria you want to include in your search. 3) At the bottom of the page, click the "Submit" button. This will run the search AND save it as a Job Search Agent with the name you chose at the top of the form. The Search Agent will be saved in the Search Agents tab. 4) To view your new Job Search Agent and schedule when it should run, go to the Search Agents tab.

Warning! Students and alumni should thoroughly research job opportunities listed on eJobs prior to entering into any agreements with employers. The listing of a position should not be interpreted as an endorsement from Montgomery College.

Jobs | My Favorites | Applications

restaurant    Search    Advanced Search ▾    Saved Searches ▾

Exclude Jobs I've Applied For
○ Yes ○ No

Ignore National Jobs
○ Yes ○ No

Jobs located within
U.S. jobs only (maximum 150 miles).
15  miles of zip code 20832

Position Type
[no selection]
Full-Time
Part-Time
Internship
(SA) On-Campus Student Assistant
(FWS) On/Off-Campus Jobs (Must be a financial aid ... and ... Federal Work Study to apply for job.)
Volunteer Opportunities/Service Learning (through The Office of ...erism and Service Learning)

Search    Reset    More Filters ▾

2. ☐ ☆ JOB FAIR: Matchbox Restaurant ~Rockville Location
Application Deadline: July 21, 2014    ...ed: July 08, 2014

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## Position Type Information:

**Full-Time/Part-Time -** refers to the number of hours.  Generally part-time is anything less than 35 hours per week.  Either could be temporary/permanent, have benefits/no benefits, offer overtime/no overtime.

**Internship –** can be paid or unpaid, full-time or part-time.  "Internship" implies that the worker will gain some skills and be mentored in his/her professional field.  At MC, "doing an internship" also means signing up for and taking a 3-6 credit class that helps you to reflect and get the most benefit possible from the experience.

**Volunteer –** is unpaid, but is often a great resume and skill-building experience.

**Federal Work Study (FWS)** – can be on or off campus.  You must be receiving financial aid to be eligible for FWS, but not everyone on financial aid is eligible.  Visit financial aid to find out.  If you are eligible, your salary is paid for by the federal government.  **To get an FWS job**, you must start by getting a form from Financial Aid certifying that you are eligible for FWS and then take that to the employer to fill out and back to Financial Aid.

**Student Assistant (SA) -**  the salary for SA positions comes out of each department's budget – this is why they are harder to find – often departments don't have the funds to hire SA's.  The good news is that you are eligible for an SA job even if you are not on financial aid, and even if you are on an F1 Visa. (International students should check with the international student office on their campus to find out what work they are eligible for or might get authorization for)  **To get an SA job**, find a department that wishes to hire you, then, have them fill out a Personnel Action Form (PAF) – take that to the MC Human Resources Office in the Central Services (CT) Building located at 9221 Corporate Blvd, Rockville, MD 20850.