

How to use CUHired for Students:

1. Visit Career Services website, <https://www.campbell.edu/students/student-success/career-services/> and look for the CUHired briefcase logo.
2. You should be taken to a sign-in screen with the options students/alumni, employers, and faculty. Click students/alumni.
3. If you are a student, you will automatically have an account.
 - 3.1. Your username will be the first part of your Campbell email address.
 - 3.2. You will need to click “Forgot or Set Password” if it is your first time signing in.
4. If you are an alumni, you can sign up by clicking on the “Alumni Sign Up” option on the right side of the page.
5. Home Page advantages:
 - 5.1. Running banner has recent job postings and events that will be useful for professional development.
6. From the home page, there are a variety of functions. Click “My Account” to add or change your personal information. You can edit your education, work experience, projects completed, etc. To market yourself to employers. This will help in job searching as well as help employers find you. “Profile Complete” percentage can be found at the top right corner of the screen, clicking on it will take you to the next step to input. Once you have enough information, you can change to “Publish” and employers can see your page.
7. Documents:
 - 7.1. In order to complete your profile, you will need to submit a resume. Click “Add New” and then submit your preferred document. Your first submitted document will have to be approved by CUHired administrators.
 - 7.2. You can find resume and cover letter templates under the “Resources” tab.
8. Notifications:
 - 8.1. you can decide what you would like to be notified about, including events, jobs, and updates to your profile.
9. Career Explorer:
 - 9.1. View different careers and leading industries, as well as requirements, pay, duties, and job outlook.
10. Career Finder:
 - 10.1. Helpful quiz that will help you determine interests and skills that apply to you and potential careers based on your answers
 - 10.2. Breakdown results: Best fit and great fit for careers on the left-hand side then personality analysis based on interests on the right-hand side.
11. Use the Calendar to view upcoming events and RSVP now!
12. Job and Internships:
 - 12.1. Job postings that fit your custom profile, suggestions based on previous searches and major, use the search bar to find specific jobs using keywords and phrases.
 - 12.2. The Extended Job Search section allows you to search for jobs that are posted for everyone.