

JOBWIRE CANDIDATE QUICK GUIDE

REGISTER FOR AN ACCOUNT

- Select "Set up a personal account to view jobs, upload your resume and cover letters, and set up job alerts." at <https://www.naceweb.org/Jobwire/Jobwire.aspx?referral=connections&menuID=271&nodetype=4>.
- Select either the "Register" tab or the "Register" link <https://jobwire-csm.symplicity.com/students/>
- Fill out the Candidate Registration Form - Complete each field, noting that fields with an asterisk (*) are required. Click on submit.
- You will be sent an e-mail to verify the validity of your e-mail address. You must click on the verification link in the e-mail to confirm your e-mail address for your registration to be processed.
- A screen will be displayed stating your e-mail has been verified, and you will receive an e-mail that will contain your username and password and a link to login.

PERSONAL INFORMATION

- Select "Profile" from the navigation bar to update your personal information and password. The Personal Information tab displays your basic information (name, address, e-mail). The Privacy tab allows you to opt out of receiving e-mails from NACE. The Password/Preferences tab allows you to change your password.

ADDING RESUMES, COVER LETTER, AND REFERENCE LETTERS

- Select "Documents" from the navigation bar to add new or display existing resumes, cover letters, and reference letters that have been uploaded.
- Select "Add New" to upload a new document. Label the document, select a type (Resume, Cover Letter, or Reference Letter), and browse for a file on your computer. Once uploaded, documents are converted to PDF.

VIEW JOBS

- Select "Jobs" in the navigation bar to view a list of current jobs.
- To review/apply to a job, click the name of the position.
- A summary page is displayed where you will see information about the position.

JOB SEARCH AGENTS

- Select "Jobs" in the navigation bar. The "Advanced Search" Tab provides the ability to create and save search agents by checking the "Save As" box and entering a descriptive name in the Search Agent field, choose the criteria and submit. All Search Agents will be saved in the Search Agents tab. To schedule your saved search agents to run and e-mail the job list automatically, click the "Schedule" button in the Options column.