



Work toward greatness.

## Career Services Pace eRecruiting Basics

### Student Login Procedures

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Log on to eRecruiting at:

<http://pace.experience.com> (direct website link) OR [www.pace.edu/careers](http://www.pace.edu/careers) (Career Services home page)

Your username is: your **University ID#** obtained through the Pace Portal or through your campus Career Services Office.

Your password is: **pace** (all lower case); we recommend you change this when you first log on.

### Locating University ID# on My Pace Portal

- Log onto My Pace Portal
- Click on Students Tab
- Click on Registration and Grades link
- Click on any one of the links (except class schedule link) on this page to access your University ID#; it will be located on the upper right hand corner of the page, before your name. The format to use is **U99999999**.

After logging in, use the navigation bar at the top of the page to guide you through eRecruiting. Options will appear when your cursor is over the following tabs:

**[Home](#) • [Profile](#) • [Documents](#) • [Applications](#) • [Calendar](#) • [Jobs & Internships](#) • [Employers](#)**

### *Profile*

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When you log in for the first time, you will be required to complete all sections of your profile. Go into each of the following categories, select edit and fill in all relevant information. Make sure to scroll down to the bottom and click save. This is used regularly as a way to notify students about events that are relevant to their interests and academic focus.

**Personal / Academics**  
**Career Preferences**  
**Continuing Academics**  
**Administration**

After you edit and save your profile, feel free to change your password as well.

### *Documents*

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You must have at least one resume (**that has been approved by your Counselor**) uploaded to apply for jobs online. You can upload as many resumes and cover letters as you like onto the Pace eRecruiting database. **Do not use a resume template, tables or columns as it interferes with the formatting once you upload your document into eRecruiting.** Documents must be in **MS Word or RTF format ONLY**. Some jobs may also require a cover letter.

Select **Documents** → **Upload a Document** and follow directions

- Your documents will be saved in PDF format
- You will not be able to edit them on the Pace eRecruiting database
- If you wish to make changes, you will need to edit your original and then upload a new document
- **You should show all changes to your counselor to make sure they are consistent with the rest of the resume's format**
- You may upload a resume, cover letter, writing sample or "other" document; other documents can include an application, transcript, research project, or other information requested by the employer

**WARNING: It is important to recheck all of your uploaded documents into eRecruiting to be sure that there are no formatting errors caused by the conversion of your document from MS Word to a PDF.**

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## Jobs & Internships

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To search for open positions, put your cursor over the Jobs and Internships tab on the grey bar and click **“job/internship search”**. This is the Basic Search page. Searches using this page will show opportunities at Pace as well as opportunities posted nationwide through the Experience network (viewable by many schools) which are noted with a green circle next to the job link.

A quicker way to access jobs posted through Pace is to use the links on the left side of the page

- For Co-op Internships Click **“Pace Co-op Internships”**
- For Campus Recruiting Program Jobs for the Graduating Class, Click **“Pace Jobs Upon Graduation”**-- these jobs start after graduation
- For full time jobs available immediately click **“Pace Jobs for Immediate Hire”**

Once you select a job category, you can refine further by reviewing the various drop down boxes. Make sure to hold down the control key when selecting multiple choices in a given drop down box. Remember, this database is shared by all campuses. Apply only to jobs for which you are qualified and can commute to.

Saving Your Searches/Job Search Agent

- In the **“More Options”** section select **“Save Your Search”**
- Name the search and say, **“Yes”** to the question about receiving e-mail notifications of a job match; you will be notified via email every few days of postings that match your criteria
- Click **“Save”**

Applying for Jobs/Managing Applications

**“Application Restricted”**: Some jobs may have restrictions on who can apply. For example, an employer may request a certain major or graduation date. In that case, you may see a message in the application box saying “Application Restricted.” It should indicate to you what information is missing. If you feel there is a discrepancy, contact your Career Services counselor.

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## Applications

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- **“Your Active Applications”** are those that are still accepting applications
- Once you have applied to a position, the Application Date will be listed. The majority will also list the Employer Decision as Offline. This means that you will only know the status of your application if an employer contacts you directly by phone or email to follow up
- Once a job application deadline has passed, you can retrieve the description under **“Your Past Applications”**
- All job descriptions from Career Services will be stored in the database for your reference at any time in the future
- Job applications from “All Available Sources” are not stored and cannot be retrieved here. They must be saved in a separate folder if you want a record of them

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## Miscellaneous Jobs

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This category is for full-time/part-time positions that fail to meet Co-op criteria or do not require a college education. These opportunities can be a good source of income, but are not monitored by the Career Services Office.

- Log onto your eRecruiting homepages and select **“Pace Miscellaneous Jobs”**
- Apply to each position as instructed directly in the posting; you will not need to upload a resume for these positions

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## Employers

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- Search for an employer to find if that employer has a job or co-op opportunity available or to find the employer’s URL
- Search on Industry if you would like to develop a list of companies
- Search for previously marked “favorite employers”

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## Calendar

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Find out about workshops and events on all campuses and register for those that interest you. You are welcome to attend events on any of Pace University’s three campuses.

- Click on **“Calendar Search”**
- Search by **“Event”** type
- You can then search by **“Campus”**
- Click on **event name**; then click **“Signup”** to register
- If you cannot attend, go back to the specific event, and then click on **“Withdraw”** to remove yourself from the attendance list
- View events for which you have registered