



STUDENT & ALUMNI GUIDE

Access the system through the UST Career Services site, www.stthom.edu/career.

Username: your stthom email address

Password: your student ID

If your stthom email address and student ID do not allow you to access the system, please contact Career Services at 713-525-3160 or Career.Services@stthom.edu.

ATTENTION ALUMNI -

If you graduated prior to 2005, you will need to contact Career Services for access to the system – (713) 525-3160.

NOTE -

Once you have submitted your profile, you will have access to view jobs, sign up for on-campus interviews, view the events calendar, RSVP for events, and view company information.

Upload Documents – Resumes, Letters, References, etc.

- Place your cursor over “My Account” and select “My Documents.”
- Click on the [Upload File] link.
- Click the “Browse” button to find your document on your computer or on disk.
- Select the correct document and name it.
- Click the “Upload” button.

NOTE -

When uploading more than one document, make sure your most generic resume is your default. Your default resume is the document that employers can view when accessing our system.

Search for Jobs, Internships and Co-ops.

- Put your cursor over “Jobs” and select “Job Listings.”
- Fill in the search criteria to narrow down your job search OR just click the “Search” button (without entering any search criteria) to view all current jobs.
- Click on the “Job ID” to see the specifics of the position and how to apply.

Searching for On-Campus Interview Schedules: Qualified and Future Schedules

Qualified Schedules:

In our system, you will only be able to sign up for interviews for which you meet all of the requirements. You can view these schedules under the “Qualified Schedules” menu.

- Place your cursor over “Interview Schedules” and select “Qualified Schedules.”
- Click on the “Schedule ID” to see the specifics of the position and how to apply. If this is a **Preselect schedule**, then you will be requesting to be interviewed. If this is an **Open schedule**, then you will be allowed to choose an open interview timeslot.

Future Schedules:

In our system, you will be able to look at all current schedules in the system under the “Future Schedules” menu, but you cannot apply or sign-up for these interviews. Go to the “Qualified Schedules” menu to apply or sign-up for an interview.

- Place your cursor over “Interview Schedules” and select “Future Schedules.”
- Fill in the search criteria to narrow down your interview schedule search OR just click the “Search” button (without entering any search criteria) to view all current interview schedules.
- Click on the “Schedule ID” to see the specifics of the position.

Searching for Career Events

- Click on the “Career Events” menu.
- You will see a list of all current Career Events (Career Fairs, Teacher’s Expos, etc.).
- To view details, employers registered and/or RSVP, click on the Career Event’s name.

Viewing Your Activity

- Put your cursor over “My Account” and select “My Activity.”
- There are 4 types of activity that you can view:
 - *Referrals* – These are resume referrals that you’ve submitted to an employer’s job, our office has submitted on your behalf, or an employer has downloaded your resume.
 - *Placements* – These are current job placements and details of those.
 - *Schedules* – The Schedule Activity shows any interviews, information sessions, or waiting lists that you are signed up for. You can also see any Pre-selection Activity that is still pending for you, under the “Pre-selection Activity” section.
 - *RSVPs* – These are the Career Events that you are currently RSVPed for.

NOTE:

Not all events accept RSVPs or allow students to search the list of employers registered for the event.

If you have any trouble accessing or navigating the system, please call us at (713) 525-3160.

UST Career Services

Phone: (713) 525-3160

Fax: (713) 525-3880

Email: career.services@stthom.edu

Website: www.stthom.edu/career

CAREER SERVICES

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