



# CAREERS4ENGINEERS

**Careers4Engineers (C4E)** provides University of Maryland engineering students with one convenient online portal for accessing relevant engineering employment opportunities, from your first internship to your first full-time job after graduation. The system gives you 24-hour access to engineering job listings (co-op, internship, and entry-level).

## Through Careers4Engineers, you can

- upload your resume
- research companies that hire Maryland students
- apply to internships, co-ops, and full time jobs
- research employment abroad or in U.S. cities through GoinGlobal
- schedule a time when invited to an on-campus interview
- sign up for mock interviews and resume clinics with recruiters-in-residence
- track where you have applied

## **Careers4Engineers (C4E)** is linked to **Careers4Terps (C4T)**, the campus-wide career portal.

Most – but not all – jobs are listed in both portals, but Careers4Engineers gives you access to a wider range of engineering contacts.

Careers4Terps also gives you access to:

- Focus 2 (free, online career interest assessment)
- Interview Stream (virtual mock interviews)
- Vault (industry guides)
- Candid Career (advice videos)

## ACCESS TO CAREERS4ENGINEERS

### **Who can access Careers4Engineers (C4E)/Careers4Terps (C4T)?**

- Current degree-seeking students and alumni of the A. James Clark School of Engineering
- Engineering Career Services Staff
- Employer contacts approved by Career Services staff

### **How do I activate my C4E/C4T account?**

Before you can access C4E, you must first have your resume critiqued in the Engineering Career Services Office. Bring your printed resume to our office any time Monday-Friday, 8:30-4:15. No appointment is necessary for a resume critique. We will activate your C4E account during your resume critique meeting.

In our *Find an Internship (or Co-op)* and *Internship Search Tips for International Students* workshops, we share tips and best practices for using Careers4Engineers. New students are also strongly encouraged to attend our Resume Writing workshop before requesting C4E activation. For a current schedule and descriptions of our workshops, visit our website.

# GETTING STARTED WITH CAREERS4ENGINEERS

## Logging into the System

Once Engineers Careers Services staff have activated your account, you can log in and start using Careers4Engineers.

**Current Students:** On our website, you will see a link to log in to Careers4Engineers. Make sure to choose **Student** and then log in on the next screen using your UMD Directory ID and password – i.e. the same username and password you use to access Testudo.

**Alumni:** A few months after you graduate, you will receive an email with instructions to log in as an alum. If you are unable to log in to the system, please contact Engineering Career Services for assistance.

## Updating Your Student Information

Before you can apply to job postings in C4E, you must answer some required questions under each tab in **My Account** and upload your resume.

PERSONAL

ACADEMIC

PRIVACY

PASSWORD

ACTIVITY SUMMARY

NOTIFICATION SETTINGS

- **Personal:** Includes your name, email address, phone number, mailing and permanent address. Be sure to update your contact information regularly.
- **Academic:** Includes your major and minor programs of study, GPA, expected graduation, current class standing. Indicate whether you are seeking internships, co-ops, full time or other type of employment. Your responses to these questions should be accurate and up to date for your current degree program at the University of Maryland.
- **Privacy:** Here is some guidance to help you answer questions in this section.
  - *Policy Affirmation* – You must click the box acknowledging that you have read and agree with these terms in order to be able to use C4E. See Policies, below.
  - *Resume Books* – Choose **Yes** if you want your default resume to be distributed to approved employers in C4E that are seeking candidates with your characteristics.
  - *Promote Me to Employers* – Choose **Yes** only if you feel comfortable with any employer in C4E having access to see your C4E Profile.
  - *Enable Text Message Alerts* - If you would like to receive alerts to your mobile phone. If you enable this option, you should still log in to C4E for the most accurate updates.
- **Password:** Current students should **NOT** change your password here, since you log in through the secure university portal.

**Should I also update my Profile in C4E?** Completing the LinkedIn-style profile is optional and will not affect your ability to search and apply for jobs through C4E. We encourage you to first build a great resume and LinkedIn profile. If you choose to “Publish” your C4E **Profile**, you will be assigned a public URL you can share on social media, in your email signature, etc. Employer contacts will be able to view your published **Profile** through resume books and C4E job applications. You will be able to track profile views in C4E.

If you do use the **Profile**, you must still make the periodic updates to your core personal and academic information through **My Account**, not **Profile**. You cannot edit your GPA and some other information in **Profile**.

## Accuracy of Account Information

Information you provide in your Careers4Engineers account, profile and documents **MUST** be accurate. If you are not sure how to respond to a question in My Account, including Major or GPA, please ask us. If you are dishonest, your C4E account will be blocked and you may be reported to the Office of Student Conduct for a possible violation of the Code of Academic Integrity.

Be sure to review our website for additional policies for using our services, including Careers4Engineers.

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# UPLOADING DOCUMENTS IN C4E

## Resumes, Cover Letters, and Other Documents

1. For the fastest upload and the best preservation of your formatting, first save your resume as a .pdf. Include your first and last name in the file name, for example *SmithJ-resume* or *SmithJ-auto-resume*.
2. Choose **Resumes & Other Documents** on the left navigation bar. On the Resumes screen, click on **Add New**. Select the type of document that you want to upload and label it.
3. You may upload multiple versions of your resume. Be sure to select your most recent version as the default resume that employers will see in resume books.

## Transcripts

You may only have one transcript in Careers4Engineers at a time. To obtain your unofficial University of Maryland transcript, follow these steps:

1. Navigate to Testudo: <http://www.testudo.umd.edu/>, then click on **Unofficial Transcript** on the right column. Log in using your directory ID or UID and directory password.
2. Click on Print this Document, then select Save as PDF as your printer type in the Print dialog screen. Save the PDF File on your computer with the file name, **lastname\_transcript**.

If you need to mail an **official transcript** to an employer, you may do so directly through Testudo (<http://www.testudo.umd.edu/apps/transreq/>). You will need to know the employer's address. Please note that the registrar charges a small fee for each official transcript issued.

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# C4E AND YOUR JOB SEARCH

## Search Employers

Research companies by industry, geographic location and/or keyword. Identify contacts from the company, view open positions, and see if and when the company will be at the next campus-wide career fair. Use the **Events** tab to find out about and RSVP for **Information Sessions**, where you can learn information that isn't on the company website and ask questions. Campus-wide career fair information is also listed under **Events**.

## Search for Jobs and Internships

To search for a specific position, write the job title, position ID number, or company name in the search box.

**Advanced Search** filters your results based on major, position type, etc. Choose **Yes** to **Ignore Jobs for All Majors**. **Saved Searches** can be scheduled to run automatically at given intervals and email you any new jobs that meet your saved search criteria.

## Applying for Jobs and Internships

Once you've found some positions that interest you, you must submit an application to be considered by the employer. For some positions, you will simply submit your uploaded resume and other required documents within Careers4Engineers. For others, you will need to apply on the company's website. Some employers require you to apply through both C4E AND the company website. Be sure to follow instructions. It is worth the effort!

## Job Posting Fraud and Scams

We do our best to screen jobs that are submitted to Careers4Engineers, but we are unable to perform extensive background checks on employers posting opportunities. Students are urged to perform due diligence in researching employers when applying for or accepting employment.

Do NOT pay for training and always be skeptical of requests for money as part of a job offer. Payment forwarding plans, money order deposits, cash transfers, requests for bank accounts, and social security numbers should all be considered red flags. If you suspect employer fraud or if you receive any unusual requests, contact Engineering Career Services immediately. Please provide the employer name and the job title of the posting in Careers4Engineers.

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## C4E AND YOUR JOB SEARCH, CONT'D.

Once you apply for a position, it can be difficult to wait for an answer. Remember, it is important to be professional in your interactions with employers and to be respectful of their hiring processes and timelines.

### Tracking your Applications

Click on **My Job Applications** and **My OCR Applications** under **Jobs & Internships** to display the jobs you've applied for through C4E. You can select **Interviews** to check the status of applications with on-campus interviews.

### Campus Interviews

Positions for which employers will conduct interviews on campus are clearly indicated in C4E. After you apply for these positions, the position will be listed under **Requested Interviews**. If the employer selects you for an interview, you will receive an email notification (to the email you've listed in your C4E profile). You must then log in to C4E to select an available time slot for the interview. Once you've selected a slot, the position will appear under **Scheduled Interviews**.

### Interview Cancellation Policy

If you cancel or miss an on-campus interview without notifying Engineering Career Services at least 2 business days in advance, you will be considered a no-show. Your Careers4Engineers account will be blocked and you will not be eligible to participate in other on-campus interviews until you write a letter of apology for the employer. This letter must first be approved by Career Services staff.

An appropriate apology letter should:

- *Express sincere regret for inconveniencing the recruiter.*
- *Acknowledge that you behaved unprofessionally by failing to cancel or neglecting to show up for the appointment.*
- *Explain your reason for missing an appointment/interview without blaming an external factor.*

Any student with two (2) no-shows will be ineligible to use Careers4Engineers or participate in on-campus interviews for the foreseeable future.

### Following up

If you applied through the company website or an external job board, and did not receive confirmation that your application was received, you may want to contact an employer to check on the status of your application. In general, you should wait at least 7-10 days from the time you submitted the application to the time you call or email.

### Waiting for the Call

Make sure that your outgoing voice mail message sounds professional and includes your name. If an employer calls, you should return the call as promptly as possible. If you wait a few days, the position might be filled! Be enthusiastic when you speak to an employer on the phone. Don't save it just for the interview.

If you receive a call from an employer that does not interest you, return the call anyway. It is the polite and professional thing to do. Simply say, "No, thank you." This way the employer can begin to call other candidates.

### Accepting a Job Offer & Consequences of Reneging

Once you accept an offer, including verbally, you are obligated to that position even if you receive a better offer later. After you accept an offer, you should notify other employers that are considering you and you should stop submitting new applications. If you're not sure how to respond to an offer, please contact Engineering Career Services staff for advice.

If you renege on your commitment to an employer, your Careers4Engineers account will be blocked, and you will be barred from participating in campus recruiting activities. Reneging damages not just your professional reputation, but that of the Clark School of Engineering. Your actions can jeopardize opportunities for other Clark School students.

If a company/organization rescinds its offer of employment to you, please notify the Engineering Career Services office immediately.