

LionJobs for Students

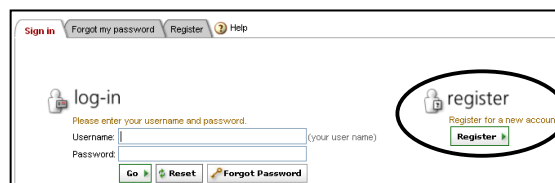
Registration & Job Search Instructions

Part-time & Full-time * On- & Off-Campus * Internships & Co-Ops

Register with LionJobs to view and apply for jobs. LionJobs lists local part-time positions both on- and off-campus, as well as local and national full-time positions, internships, and co-ops. All students, in particular graduating seniors, are encouraged to register.

FIRST TIME REGISTRATION:

1. Go to career.una.edu/LionJobs. Click **FOR STUDENTS**.
2. Click **REGISTER**. Enter the information requested and click **SUBMIT**.
3. Next you will receive two emails at the address you entered. One has a confirmation link that you must click to complete the registration process. The other email contains your **username and password**.
4. Log in and complete the remaining sections of the **PROFILE** tab. (You must do this to access the other tabs. You can change your password on the **PASSWORD/PREFERENCES** tab if you wish.)

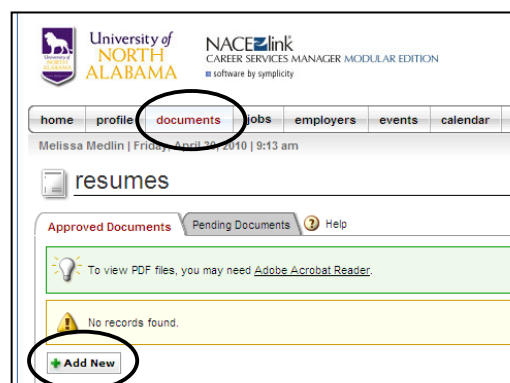


To apply for most jobs, you must have an “approved” résumé in the LionJobs system. We recommend you submit a résumé shortly after registering. You won’t be able to apply for most jobs until your résumé is approved. ***Don’t forget to update and re-submit your résumé each semester!***

TO UPLOAD A RÉSUMÉ:

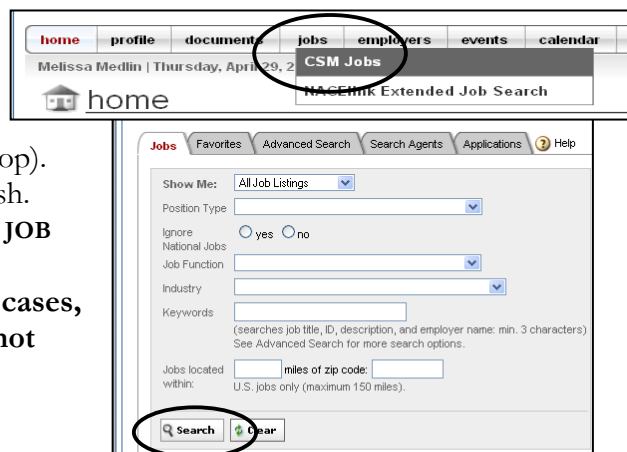
First, view sample résumés at career.una.edu! When your résumé is finished and you’re ready to submit:

1. Click the **DOCUMENTS** tab.
2. Click **ADD NEW**.
3. **BROWSE** to the location where your résumé is saved. Click **SUBMIT**.
 - Your résumé will be reviewed by the CPD staff
 - If it needs to be corrected or changed, you will receive an email with comments and instructions
 - Make the suggested changes and re-submit
4. **WHEN YOUR RÉSUMÉ IS APPROVED, YOU WILL BE ABLE TO APPLY FOR JOBS.**



TO SEARCH FOR JOBS:

1. At the top of your profile page, click the **JOBS** tab. Next click **CSM JOBS**.
2. Indicate the **POSITION TYPE** you are seeking (part-time or full-time, on- or off-campus, internship or co-op).
3. Click **SEARCH**, or further restrict the search as you wish.
4. Scroll down to view the list of positions. Click on the **JOB TITLE** of the position that you wish to review.
5. Follow the instructions to apply for the job. **In most cases, you will not be able to apply for the job if you do not have an approved résumé on file.**



Please email careerservices@una.edu or call (256)765-4276 if you have any questions.