

getting started

1

Go to www.hiresooner.com and click the “HIRESOONER login” button

Enter your OU User Name. Your User Name is your 4+4 (first four letters of your last name and last four digits of your student ID). To obtain your password click on the “forgot your password?” link and a password will be e-mailed to your OU e-mail account. (You may change this once you log in).

2

Complete Your Profile

This information is very important. The profile provides the criteria by which employers search for potential employees.

IMPORTANT - For employers to be able to find you, you must select ‘YES’ under Allow Employer Viewing in the Additional Information section.

To update your Profile:

- Put your cursor over My Account and select ‘My Profile’.
- You will see sections containing Personal Information, Demographic Information, Education, Skills and Additional Information.
- Each section will have an [Edit] link. Click on this link to edit fields within the section.
- Carefully go through each section and complete all of the fields making sure to click on the ‘Save’ button. Required fields are marked with an asterisk (*).

NOTE: The more completely you fill out your profile, the better we will be able to assist you.

3

Upload Resume(s), Cover Letter, etc.

Be sure you have had your resume critiqued by a Career Services Assistant Director during Walk-In Hours, Monday through Thursday, 1:30 - 4 p.m. or by appointment, before you upload it to your HIRESOONER account.

- Put your cursor over ‘My Account’ and select ‘My Documents’.
- Click on the ‘[Upload File]’ link and click the ‘Browse’ button to find your document. **Documents can be in Word 2007 or an earlier format and should not have imbedded tables.**

NOTE: The Microsoft Word resume template uses imbedded tables. This will create problems when uploading.

- Select the correct document and name it (i.e. Marketing Resume or Resume).
- Click the ‘Upload’ button.
- You can upload resumes, cover letters, transcripts or other job application documents.

NOTE: When uploading more than one resume, make sure your most generic resume is your default resume. Your default resume is the document employers can view in the OU Online Resume Books.

Once you have uploaded your resume, it will be reviewed by a Career Services Assistant Director.

You will be contacted if it is determined you need additional resume assistance.

4

Search Employers

With over 5,000 employers in this database, this section is a great resource to identify companies that interest you. To search companies:

- Select ‘Search Employers’.
- Fill in the search criteria to narrow down your employer search OR just click the ‘Search’ button (without entering any search criteria) to view all employers.

- Click on the Organization Name to view specific information about the company including profile, address and contact information.

5

Search for Jobs and Internships and Set Up a Saved Search

- Put your cursor on 'Online Job Board' and select 'Job Search'.
- Fill in the search criteria to narrow down your search OR simply click 'Search' (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.
- To save the search, click on the '[save search]' link and name the search, i.e. Jobs in Dallas or Advertising Jobs.
- To receive an email each time a job is posted that matches that search, click the email box.
- Put your cursor on 'Online Job Board' and select 'More Jobs From Experience' for additional job postings.
- When you search for jobs in the 'Online Job Board' you will also be able to view job postings from MonsterTrak.

6

Search for On-Campus Interviews: Apply for Interviews

- The Apply for Interviews section includes all On-Campus Interview Schedules for which you may currently apply.
- Put your cursor over the On-Campus Interviews and select 'Apply for Interviews'.
- Click on the 'Schedule ID' to view information. To request an interview, click the 'Apply for Interview' link at the top of the page. To view the specifics of the job, click on the 'Job ID' located below 'Linked Jobs'. However, you cannot apply for the interview on this job specific page.

NOTE: You cannot apply for an on-campus interview unless you have uploaded a resume.

Search for On-Campus Interviews: View Schedules

In our system you will be able to look at all of the on-campus interview schedules in the system under the View Schedules menu, but you cannot apply or sign-up on these schedules. Go to 'Apply for Interviews' to apply or sign-up on a schedule.

- Put your cursor over On-Campus Interviews and select 'View 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 on-campus interview schedules.
- Click on the 'Schedule ID' to see the specifics of the position.

7

Career Events

- Select 'Career Events' and fill in the search criteria to narrow down your search OR simply click 'Search' (without entering any search criteria) to view all current you will see a list of all current workshops, careers fairs, etc.
- To view details or see the employers attending, click on the Career Event's name.

8

View Your Activity

- Put your cursor over 'My Account' and select 'My Activity'.
- There are 2 types of activities that you can view:
 - (1)Referrals- These are resume referrals that you've submitted to an employer's job, our office has submitted on your behalf or indicates that an employer has downloaded your resume.
 - (2)Schedules- The Schedule Activity shows any on-campus interviews or waiting lists for which you are signed up. You can always see any Pre-selection Activity that is still pending for you, under the Pre-selection Activity section.