

Sooner Job Search

<http://hiresooner.com>

Logging In – Current Sooner Job Search Account

- Click on the **Sooner Job Search Login** button and log into the system using your User Name and your Password. *NOTE: Your User Name is your 4+4. **If this is the first time you have logged in, use the Forgot Password link to obtain your password.***

New Users – Registering

- Click on the **Sooner Job Search Login** button and click **Register**. The system will verify that you are a current OU student and will allow you to open a Sooner Job Search account.
- Please allow Career Services one business day to activate your account.
- After your account is activated, click on the **Sooner Job Search Login** button and enter your User Name and your Password. *NOTE: Your User Name is your 4+4. **Use the Forgot Password link to obtain your password.***

Update your Profile

- Put your cursor over My Account and select **My Profile**.
- You will see sections containing Personal Information, Demographic Information, 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 detailed you fill out your profile, the better we will be able to assist you.

Searching for Career Events

- Put your cursor over Career Events and select **Career Events**.
- You will see a list of all current Career Events (Career Fairs, Workshops, etc.).
- To view details or see the employer's attending, click on the Career Event's name.

Upload your Documents

- Be sure you have had your resume critiqued by a Career Services Assistant Director during Career Services walk-in hours, Monday through Thursday, 1:30-4 p.m. or by appointment, before you upload it to Sooner Job Search.
- Put your cursor over My Account and select **My Documents**.
- Click on the **[Upload File]** link.
- Click the Browse button to find your document. Documents may be in Word 2003 or 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 search documents.

NOTE: When uploading more than one resume, make sure your most generic resume is your default. Your default resume is the document that 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 that you need additional resume assistance.

Searching for Jobs and Internships

- Put your cursor over Jobs and select **Job Search**.
- Fill in the search criteria to narrow down your job search OR just 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. To receive an email each time a job is posted that matches that search, click the email box.

NOTE: You will not be able to apply to jobs until your account is activated. Please allow Career Services 24 hours to activate your account after you register.

Searching for On-Campus Interviews: Current Schedules

- Current Schedules includes all On-Campus Interview Schedules for which you may currently apply.
- Put your cursor over On-Campus Interviews and select **Current Schedules**.
- Click on the Schedule ID to see the specifics of the position and request to be interviewed if you are interested.

Searching for On-Campus Interviews: All Schedules

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

- Put your cursor over On-Campus Interviews and select **All 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.

Viewing Your Activity:

- Put your cursor over My Account and select **My Activity**.
- There are 2 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.

Schedules – The Schedule Activity shows any interviews, or waiting lists for which you are signed up. You can also see any Pre-selection Activity that is still pending for you, under the Pre-selection Activity section.