

Student Instructions for Hire a Flyer - Applying for Student Employment Jobs

Access your Hire a Flyer Account

- Go to the Career Services website <http://www.udayton.edu/careerservices> and hover over Hire a Flyer
- Click on **Student Login**
 - Use your UD Novell/ LDAP (Porches) login information to sign in.

Update Your Account and Attach Resumes or Other Documents

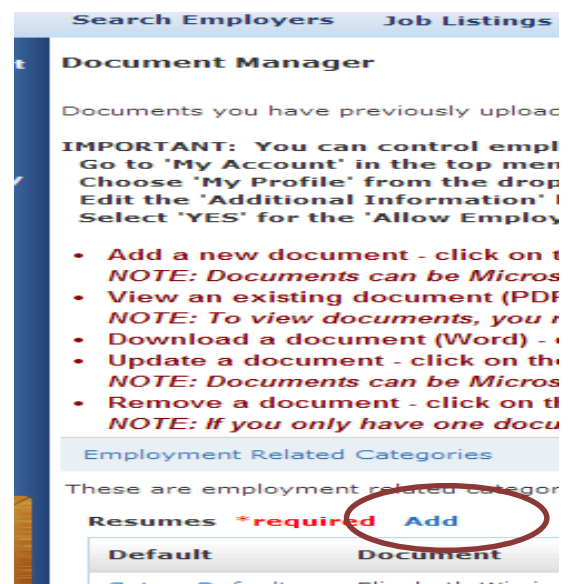
Update your Profile

- Select **My Account** from the top drop down menu and select **My Profile**
- Update your Profile in the **Demographic Information Section** by clicking **Edit**
 - Verify Graduation date and month
 - Under the **Position Seeking** field select *Student Employment On-Campus Job*
 - You can add more than one Position Seeking type by holding down the control key and selecting multiple options
- **Save** your changes and **Continue**

Upload/ Update a Resume/Other Documents

*A resume is required to apply for on-campus employment. If you do not have a resume, please go to page 5 for instructions on creating a resume.

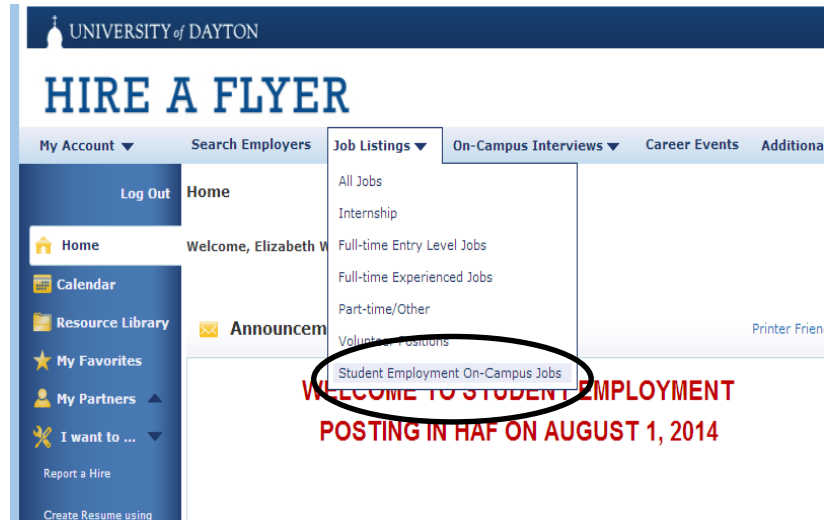
- Select the **My Account** drop down menu and select **My Documents**
- Under **Resumes** click **Add or Update**
 - If you are adding a new Resume to your Profile, Add will attach the new resume to your list of documents
 - If you are updating your resume, you can click update next to the resume you wish to replace. If you have applied for any jobs using the old resume, the updated copy will be replaced for the supervisors to see.
- Chose a **Document Name** and **Upload your Resume**



- Click **Save**
- For any other documents, click **Add** next to the document you wish to upload
- After uploading your resume into Hire a Flyer, it will be reviewed. If necessary you will receive an email with feedback on your resume.

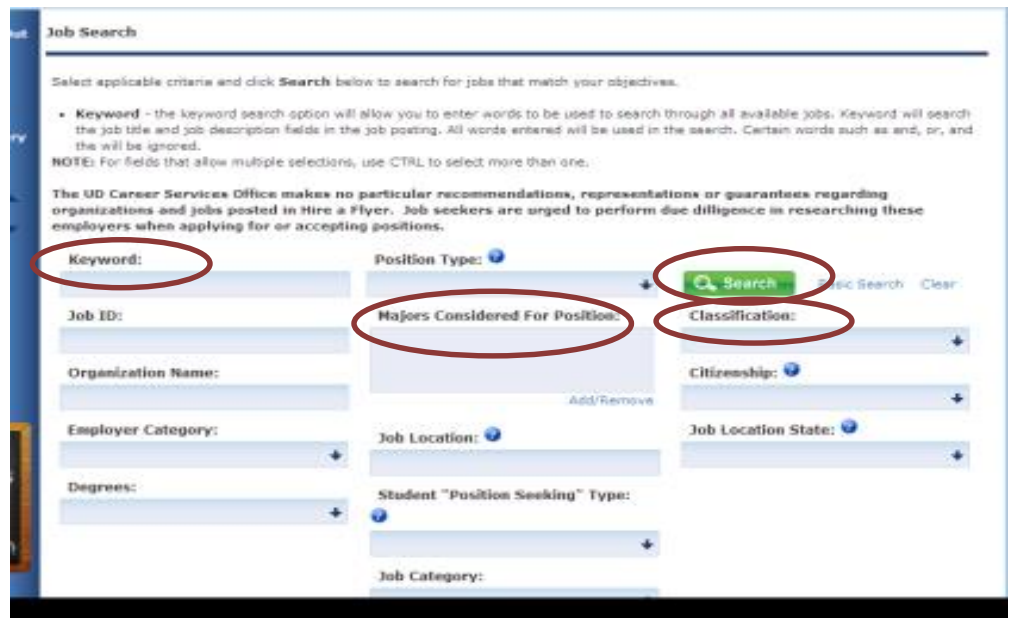
Search for Student Employment Jobs

- In the Home Screen of Hire a Flyer hover over **Job Listings** from the top drop down menu, then select **Student Employment On-Campus Jobs**
- This will show you the complete list of open on-campus jobs.



Advanced Search Options

- Once you arrive at the Job Search Screen, you can use the Advanced Search feature to help narrow down the jobs.
- To do this click on **Advanced Search**
- You can enter in your Major(s) under **Majors Considered for This Position**
- If you are looking for a specific job, you can search for it in the **Keyword** text box
- You can search for jobs specific to your education level by selecting a class year under **Classification**
- Click **Search** to apply your search settings



Save your Search

- Select **Save Search** on the Job Search page when you have all of your job search criteria entered
- Enter a name to represent this saved search
- Select **Save**
 - You can access it from the Quick Links section on the **Home** page under Saved Searches.

Receive an E-mail When New/Updated Jobs Match your Search Criteria

- Select **Email me new Jobs** on the Job Search page when you have all of your job search criteria entered
- Enter a name to represent this saved search
- Select **Save**

Position Type: [Dropdown]

Majors Considered For Position: [Text Area] Add/Remove

Job Location: [Dropdown]

Student "Position Seeking" Type: [Dropdown]

Job Category: [Dropdown]

Search Interviews Only

Save Search Email me new Jobs

Sort By: Post Date

Submit your Resume to Apply for a Job

- Click on the blue **job title**
- This will take you to that job's detailed information
 - If you are not qualified for a job, it will notify you in red which requirements you do not meet and will NOT let you apply
- Be sure to read the information in **Application Instructions**. It will tell you which **additional documentation**, if any, needs to be attached and any **additional questions** that should be answered for the specific position for which you are applying.
- Select **Submit Resume**

UNIVERSITY of DAYTON

HIRE A FLYER

My Account Search Employers Job Listings On-Campus Interviews Career Events Additional Resources

Log Out Job Posting

Add To Favorites Submit Resume Email to Friend

43615 / Test student worker
Chris Wiley

- Under the **Submit Resume** Screen you will:
 - Answer any additional questions in the **Student Message** text box
 - Select which resume you would like to attach using the drop down arrow next to **Resumes**
 - Attach any other documents you have uploaded in Hire a Flyer
- Select **Save**
- You will be taken back to the job posting page and will see this message: **“You have successfully submitted your resume”**

Submit Resume

Select the resume you wish to send to this employer. You can also enter a message to this employer if you wish.

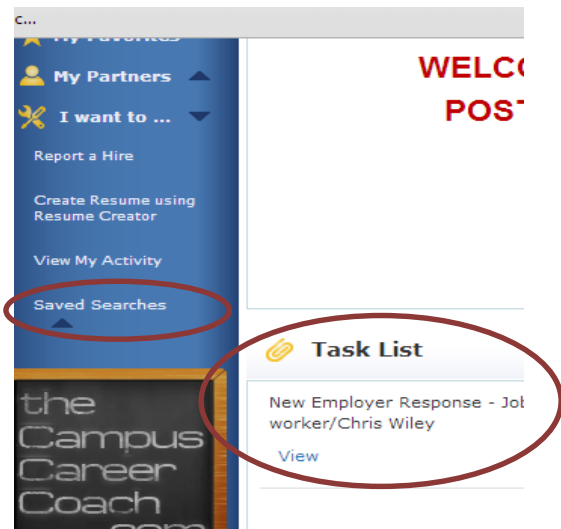
Job: Test student worker
 Employer: Chris Wiley
 Student Message:

Category	Document
* Resume:	Resume ↓
Academic Record:	↓
Work/Study Calendar:	↓
Cover Letters:	↓
References:	↓
Letters of Recommendation:	↓

Save Cancel

Check on Status of Application/Resume

- Select **View My Activity** from the left side menu on the Home Screen of Hire a Flyer
 - Select the **Referrals** tab
 - For more information on the status of your application select **View**
- All new changes will show up under the **Task List** box on the home screen. You can see what the change is by selecting **View**
 - **Employer Response** will let you know the status of your application/resume

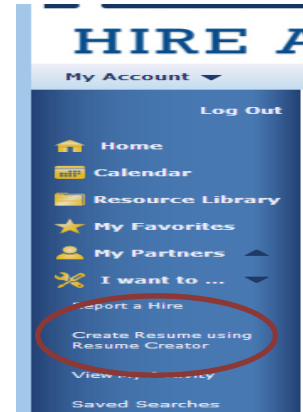


Frequently Asked Questions:

How Do I Create a Resume?

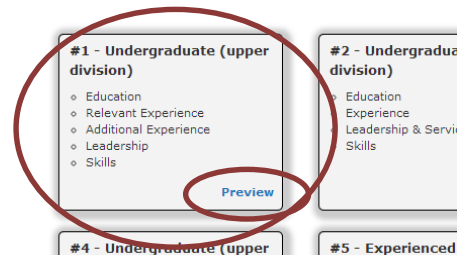
If you need help preparing your resume, you have several options:

- Go to the Career Services page, select the Students tab and in the FOR MORE INFORMATION box select **Resume/Cover Letter Tips**
- You can use a Microsoft Word Template
- To view sample resumes, check out the CSO Resume Gallery at: http://www.csoresearch.com/resume_gallery
- Contact Career Services at careerservices@udayton.edu or 937-229-2045 for assistance
- Use the Resume Creator in Hire a Flyer by clicking **Create Resume using Resume Creator** under the left side menu on the Home screen:

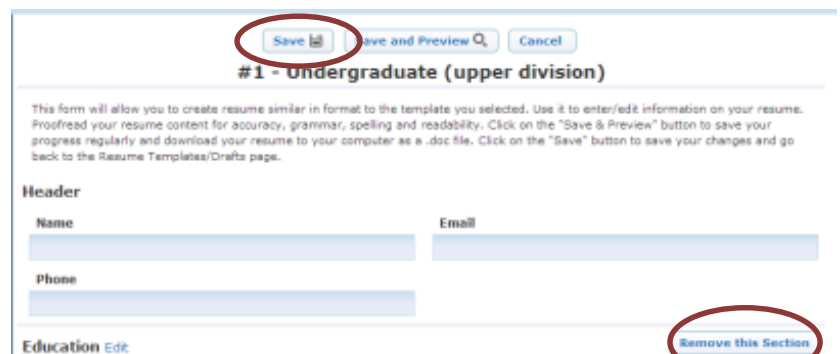


Viewing Record
Review the resume templates below and select the format that will best represent your education, experience, skills and characteristics to potential employers. To access your unfinished resumes, go to My Draft Resumes in the Documents section of your account. If you need additional resume information, contact the campus career center and/or download the Resume handout from the career center.

- To preview a resume template click **Preview**
- To use a template click anywhere in the box of the template



- Fill out all of the boxes that apply to you. You can remove a section that you do not wish to include in your Resume by selecting **Remove this Section**
- Once you have filled out all of your information, select **Save** located at the top of the screen



#1 - Undergraduate (upper division)

This form will allow you to create resume similar in format to the template you selected. Use it to enter/edit information on your resume. Proofread your resume content for accuracy, grammar, spelling and readability. Click on the "Save & Preview" button to save your progress regularly and download your resume to your computer as a .doc file. Click on the "Save" button to save your changes and go back to the Resume Templates/Drafts page.

Header

Name _____ Email _____

Phone _____

Education Edit _____ **Remove this Section**

I do not have a Submit Resume button for a job. Why is that?

You are missing qualifications that the supervisor indicated as necessary for the position. If you feel this is an error, please contact Student Employment

Who do I contact to check on my application?

Please be patient! Departments have different time frames for hiring; it is not unusual for departments to take several weeks to look over resumes and notify applicants for interviews after a position has been closed.

What number do I call for help with Hire a Flyer?

You can call the Student Employment office at 937-229-3249 or you can email us at studentemployment@udayton.edu

What is the difference between Federal Work Study (FWS) and University Funded employment?

These are both awards that allow a student to work part-time on campus in order to earn money for educational expenses. The FAFSA is used to determine if a student qualifies for Federal Work Study, a need-based program in which the government subsidizes half of a student's wages. Students who qualify can apply for any on-campus jobs (for which they meet the requirements) listed on Hire a Flyer, including those in the Federal Work Study Community Service Program (these will have 'FWSCS' in the job title).

University Funded Employment is awarded to any student who does not qualify for FWS and university funds are used for the student's wages. All students are eligible for University Funded Employment, even if they do not receive it on their financial aid package. Students who receive University Funded employment can apply for all jobs (for which they meet the requirements) listed on Hire A Flyer, except for those in the Federal Work Study Community Service Program (these will have 'FWSCS' in the job title).

View your award letter on Porches to determine if you qualify for Federal Work Study or University Funded Employment

I am not FWS eligible, but all of the jobs I want to apply for are restricted to FWS students. Can I be updated to FWS status?

FWS eligibility is determined by the FAFSA. The financial aid office reviews your FAFSA results and will award your eligibility based on federal requirements. If you have questions about this, you can contact the financial aid office atfinaid@udayton.edu.