

Guide to **the BRIDGE** *e-recruiting*

<http://bucknell.experience.com/er/security/login.jsp>

Update Your Profile

- Log in to your BRIDGE account
- **Username: bisonBUID# , Password: bison**
- Select **View/Edit Profile Data** under the **Profile** tab on the navigation bar
- Select the desired view: **Personal Info, Academic Info, Career Preferences, Continued Academics or Administration**
- Click the **Edit** link at the top of the section you wish to edit
- Update your profile information as often as necessary
- Click **Save**

Upload Your Documents

- Select **Upload a Document** under the **Documents** tab on the navigation bar
- Choose the document type on the **Upload a Document** page and click **Next**
- Click **Browse** to select your document
- Choose the correct document and click **Open**
- Click **Upload**

Searching for Jobs or Internships

- Select **Job/Internship Search** under the **Jobs & Internships** tab on the navigation bar
- Use the **Basic Search** to search by **Keywords, Job Function and/or Location**, or select one of the other searches in the **More Searches** section
- After selecting your job search criteria, click **Search**
- Use the yellow toolbar to further **Refine** your search results
- Click on the **Job Titles** to view the details of the jobs
- For other quick, easy job searches, use the **1-Click Searches** on the **Job Search** page

Creating and Using Search Agents

- Select **Job/Internship Search** under the **Jobs & Internships** tab on the navigation bar
- Use the **Basic Search** to search by **Keyword, Job Function and/or Location**, or use one of the other searches in the **More Searches** section.
- After selecting your job search criteria, click **Search**
- Under **More Search Options** in the top left hand corner, select to **Save Your Search**
- Name the search in the **Saved Search Name** field
- Choose whether to receive email notifications of job matches
- Select the job source from the **Show Me Jobs...** section
- Click **Save**

Applying for a Job


- Search for Jobs (*See Searching for Jobs section*)
- Select a **Job Title** from **Search Results** page to open the **Job Details**
- Locate **How to Apply** section at the bottom of the **Job Details** page
- Click **Apply**
- Select a **Resume, Cover Letter or Other Document** that meets the requirements
- Click **Submit**

Creating a Favorite Jobs Folder

- Search for Jobs (see Searching for Jobs section on previous page)
- The Search Results page displays all relevant positions
- Select the checkbox to the left of the jobs you would like to save to a folder
- Locate the Save Jobs As Favorites drop down box in the lower left hand corner of the results page
- Choose Create A New Folder from the drop down box or select an existing folder
- Click Go
- Enter a name for the new Folder
- Click Save

Searching for a Career Event

- To browse all events, select **Career Center Calendar** under the **Calendar** tab on the navigation bar
- To find events on a specific day, use the **Monthly Overview** and click on the desired numeric day link
- To search for a specific event by event type or employer name, select **Calendar Search** under the **Calendar** tab on the navigation bar
- Search using the **By Event Type** drop down box to search for a specific type of event
- Search by **Employer Name** to search for events hosted by a specific employer
- From any calendar search results, click on the **Event Name** for more event details

Job listings with the  icon have been posted with a specific interest in recruiting Bucknell students. You can also search for a broader range of jobs through the Experience network. Searching this way will give you all of the jobs listed on the BRIDGE as well as a wide variety of others that are not specifically targeting Bucknell students.

APPLICATION DEADLINES:

Starting on Monday, September 19, 2011, at 11:59 PM, and continuing throughout the semester, student applications deadlines will occur for various job and internship opportunities. If technical problems occur, e-mail recruiting@bucknell.edu to report the situation and request assistance.

BRIDGE Questions? Email recruiting@bucknell.edu

Walk-in office hours: Mon-Fri, 3– 4pm

For individual appointments, please call x71238.

August 2011

Ethics Guidelines & Bucknell Recruiting Policies

Conduct preliminary research on prospective employers. You are able to access employer profiles, job descriptions and organization web pages via the BRIDGE. Read job/internship descriptions carefully. Look at specific requirements for the position and locations. Use the Career Development Center, Bertrand Library and the Internet to find additional information about any organization.

Submit electronic documents for each position as outlined in the application instructions. Adhere to deadlines posted on the BRIDGE. The deadline for resume submission to specific organizations each week is typically Monday evenings at

11:59pm. Submit your documents (resume, and perhaps a cover letter or transcript) electronically for each position in which you are interested. By submitting a resume you are indicating you will accept an interview if selected for one.

Interview sign-up. If the employer is visiting campus, and you have been selected for an interview, sign up for an interview slot on the BRIDGE. If you are chosen as an alternate, you may sign up at the appropriate and indicated time. If you have a conflict with your schedule, contact the Career Development Center to determine the options available to switch an interview time with a fellow Bucknellian.

AN INTERVIEW IS A BUSINESS COMMITMENT. Once you apply to a BRIDGE posting and are granted an interview, you are **expected to accept** the interview. Make sure to research the company and the opportunity before you submit your resume. By not showing up for an interview, you have demonstrated unprofessional behavior, jeopardizing your own professional reputation and potentially the reputation of all Bucknell students. **Thank you in advance for your cooperation.**

The Career Development Center does NOT advocate missing classes for interviews. Please try to schedule interviews so they do not conflict with classes.

If under extenuating circumstances you need to cancel an interview, please do so in a timely manner. Email madams@bucknell.edu with an explanation for the cancellation.

NO SHOW POLICY: If you cancel on the day of the interview or do not show up for an interview **you will be suspended from the BRIDGE**, until you: 1) Schedule a meeting with the Manager of Recruiting, 2) Send a letter of apology to the organization explaining why you did not show up for your appointment, 3) Copy the email you have sent to madams@bucknell.edu

Prepare for interviews. Consider attending an interview workshop, scheduling a mock interview, or attending an interviewing tips session at the Career Development Center. Attend any scheduled information session for the employer listed in the BRIDGE.

Arrive early. Most interviews are held on the top floor of the career center. The employer representative will meet you in the student lounge to escort you to the designated interview room.

Write/email a thank you note. Interviewers may give you their business cards or will leave them with the Career Development Center. It is recommended that you send an email, and optionally an additional thank you note, within 24 hours of the interview.

Stay in contact with the organization regarding the status of their decision. Friendly and polite follow-up is encouraged if you do not hear back from the organization within one or two weeks.

Accepting Offers. Once you accept a position verbally or in writing, you **MUST** honor this commitment. Continuing to interview after accepting an offer, or renegeing on an accepted offer, is highly unethical in **all** employment industries. If you encounter a problem after accepting an offer, the circumstances should be discussed with a career counselor/advisor. You should confirm an accepted offer in writing and request that organizations confirm their offers in writing also.

Notify the CDC when you have accepted an offer of employment. Alumni contacts within various organizations are a vital and important part of our operation. Pay it forward by becoming a member of the alumni employer community and assist your fellow Bucknellians!

August 2011