



Alumni Jobseeker Quick Instructions

- ◆ Contact Career Services at careers_support@notes.udayton.edu to obtain a username and password.
- ◆ From the Career Services web site (<http://careers.udayton.edu>), click on **Alumni Jobseeker Login**.
- ◆ Login using your new username and password. First time users read instruction carefully and click **Submit Profile**.
- ◆ Place cursor on **My Account** from the menu at the top of the page then choose **My Profile** from the drop down box.
- ◆ Update all your demographic information by clicking the **Edit**.
- ◆ Click Submit Profile
- ◆ Under **My Account**, select **My Documents**. Upload your resume and/or other document.
- ◆ You now have the ability to search job opportunities under **Job Listings** tab. You also have the ability to set up a **Job Agent**. Click **Save Search** then name the search and check the box to receive an email when any new jobs matching this search are available.

Within 1-2 business days you will receive an e-mail. If approved, you will have full access to the Hire a Flyer Network and be able to:

- Search the **Employer Database** for company contacts.
- View upcoming events – Select **Career Events**

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Career Services

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