

JOBS4JACKS

CAREER SERVICES

STUDENT & ALUMNI GUIDE

Access: www.jobs4jacks.sfasu.edu < Click on the Student or Alumni button

New Users Registration

- Click on [Click Here to Register!](#) to begin
- Complete all sections. Make sure to provide your accurate Student ID number (You will use this to log into Jobs4Jacks upon every visit.)
- Click on [Register](#) and then on [Submit Profile](#)

ALUMNI: To register on Jobs4Jacks, please contact our office at (936) 468-3305 for registration instructions.

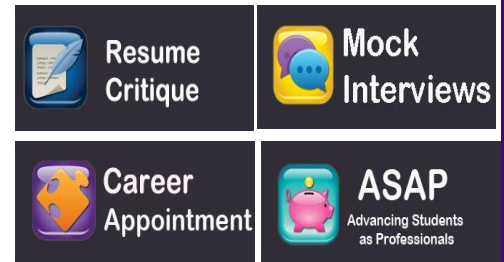
NOTE: Once you have submitted your profile, your account will be in pending status. Upon approval, you will receive an email notification within 48 hours.



ASAP Training | Document Critique | Mock Interview | Career Appointment

Click the appropriate button < Fill out the form

- For [ASAP Training](#), a confirmation email will be sent to you reflecting your scheduled training date and time.
- For a [Document Critique](#), please email your document to careerservices@sfasu.edu
- For a [Mock Interview](#) or [Career Appointment](#) request, we will contact you via phone to schedule an appointment time
- Place your cursor over [My Account](#) and select [My Documents](#) to view all documents reviewed by Career Services.



Update Your Profile

- Place your cursor over [My Account](#) and select [My Profile](#)
 - You will see sections "Personal Information," "Demographic Information," "Skills" and "Additional Information"
- Click on [Edit](#) to edit fields within each section and click [Save](#)

NOTE: The more detailed information you provide on your profile, the better Jobs4Jacks will be able to assist you.

Upload Your Documents

- Place your cursor over [My Account](#) and select [My Documents](#)
- Click [Add](#) < Click [Choose File](#) to find your document < Select the correct document and name it < Click [Save](#)

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 when accessing Jobs4Jacks.

Search for Full-time Jobs, Part-time Jobs and Internships

- Place your cursor over [Job Search](#) and select [Job Search](#), [Internship](#), [Part-time: off campus](#), [Full-time](#), [Volunteer](#), or [SFA Graduate Assistant](#)
- Click on the [Job ID](#) to see the specifics of the position and how to apply

IF YOUR ACCOUNT IS PENDING, YOU WILL HAVE ACCESS TO INTERVIEWSTREAM. HOWEVER, THE OPTIONS ON THE BACK ARE NOT AVAILABLE UNTIL YOUR ACCOUNT IS ACTIVATED.

Search for On-Campus Interview Schedules

- Place your cursor over [On-Campus Interviews](#) < select [Interview Schedule](#) < Select the Schedule ID/Position Title
- Click on the [Position Title](#) to see the specifics of how to apply

Preselect Schedules

Preselect Schedules require you to *request* to be interviewed by submitting your resume before the Request Period Closed date. Employers will select qualified candidates using application, resume and Jobs4Jacks profile.

- Click on [Request Interview](#) to submit yourself as a preselect candidate
- Select additional documents to submit for preselection process (your default resume has already been submitted)
- If selected to interview, you will be notified via email. You will then need to sign-up for a specific interview time through Jobs4Jacks

Open Schedules

Open Schedules allow you to directly choose an open interview timeslot.

- Click on [Sign Up](#) to directly sign up for an interview time < Click [Session ID](#) number
- To the right of the time you would like to sign up for, click on [Sign-up](#)
- Select the documents you would like to submit for your interview

Search for Career Events & Information Table/Sessions

- Select [Career Events & Information Table/Sessions](#)
- You will see a list of all current Career Events (Career Expos, Teacher Job Fairs, Information Tables/Session workshops, etc.)
- To view more details about the event, click on the Career Event's name
- To see a list of employers/school districts registered, click on [View Employers Attending](#)

View Your Activity

- Place your cursor over [My Account](#) and select [My Activity](#)
- There are four types of activity that you can view:
 - **Referrals:** Resume referrals you've submitted to an employer's job, Career Services has submitted on your behalf or an employer has completed a resume download
 - **Placements:** Current job placements and details
 - **Schedules:** Interviews, information sessions or waiting lists that you are signed up for. Under Preselection Activity section you can view any Preselection Activity that is still pending
 - **RSVPs:** Career Events for which you have already RSVPed

Practice Your Interviewing Skills

InterviewStream is an online interview [simulation](#) where you can practice, develop, and perfect your interviewing skills

- Each practice interview can be tailored to the position in which you are applying to create realistic interview scenarios
 - Click on InterviewStream on the left hand side of the page
 - **Make sure to allow pop-ups!**
 - Click on **Conduct Interview**
 - Click on **Take Premade Interview**
 - Choose your Interview (Click on ASSIGNMENTS Tab, if needed)
 - Begin internet and webcam test (takes just a few seconds)
 - Interview begins! Respond to questions
- After each interview you will watch your own reactions to each question
 - You can correct personal behaviors such as posture or eye contact
 - Fine tune your responses to better showcase your skills
 - Email your simulated interview to a friend, professor or colleague for constructive feedback

INTERVIEW STREAM®

Questions about Jobs4Jacks?

936-468-3305 | careerservices@sfasu.edu | Rusk Building, 3rd Floor