



STUDENT and ALUMNI GUIDE

Access www.jobs4jacks.sfasu.edu and click on [Student and Alumni Login](#).

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. If your registration is approved, you will receive an email notification. If you do not receive your email notification within **48** hours, please contact our office.

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
- Carefully go through each section and complete all fields, making sure to click on [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 on [Upload File](#)
- Click on [Browse](#) to find your document
- Select the correct document and name it
- Click on [Upload](#)

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 [Jobs](#) and select [Job Listings](#)
- Fill in the search criteria to narrow down your job search OR just click on [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

IF YOUR ACCOUNT IS PENDING, THEN THE OPTIONS BELOW ARE NOT AVAILABLE.
ONCE YOUR ACCOUNT IS ACTIVATED YOU WILL HAVE ACCESS TO THESE FEATURES.

Search for On-Campus Interview Schedules

- Place your cursor over [On-Campus Interviews](#) and select [Interview Schedule](#)
- Click on the [Schedule ID](#) to see the specifics of the position and 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
- 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

- Place your cursor over [Career Events](#) and select [Career Events](#)
- You will see a list of all current Career Events (Career Fairs, Teacher Job Fairs, workshops, etc.)
- To view more details about the event, click on the Career Event's name
- To see what employers/school districts are registered, click on [View Employers Attending](#)

NOTE: Not all events accept RSVPs or allow students to search the list of employers registered for the event.

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 that you are currently RSVPed for

Questions about Jobs4Jacks?

Contact Career Services at (936) 468-3305, email careerservices@sfasu.edu
or stop by and visit us on the 3rd floor of the Rusk Building!