

GEO·SOURCE

ONLINE CAREER SERVICES SITE FOR
STUDENTS AND EMPLOYERS

LOGIN

- Go to <http://www.geo.utexas.edu/careers/services>
- **First Time? “Click here to register!”**
- **You set a User Name and Password**
- **System is populated with your name and UTEID**
- **Complete your profile; Click on Register button**
- **Required fields are marked with ***
- **Click on the Submit Profile button**

AFTER LOGIN

- On Home Page- 4 tools
 - Announcements
 - Resource Library
 - Quick Links
 - Calendar
- Upload Your Documents - [My Account]
 - Select [My Documents]
 - [Upload File] [Browse] for .doc, .docx, .pdf
 - Click Upload button

SEARCH FOR JOBS

INTERNSHIPS AND JOBS

- ❑ Cursor over [Jobs]
- ❑ Select [Job Listings]
- ❑ Click Search button to see ALL jobs
- ❑ Click on [Job ID] to see specifics and How To Apply

SEARCH FOR SCHEDULES

QUALIFIED AND FUTURE INTERVIEW SCHEDULES

- ❑ Qualifications are set by the employer
- ❑ Only apply if you are qualified under the **Qualified Schedules** menu
- ❑ Cursor over [Interview Schedules]
- ❑ Select [Qualified Schedules]
- ❑ Click on [Schedule ID] to see specifics and How To Apply

SCHEDULES

PRESELECT SCHEDULES

OPEN SCHEDULES

- Two types of Schedules
- **PRESELECT** – You will request to be interviewed
 - ▣ Apply during the *Open Request Period*
- **OPEN** – You will be allowed to choose an Open Interview Timeslot
- View Future Schedules only

CAREER EVENTS

SECOND ANNUAL FALL CAREER FAIR '09

- Search for Career Events
- Click on Career Events menu
- List all current Career Events
 - ▣ Career Fairs
 - ▣ Speakers
 - ▣ Special Campus Visits
- Click on Career Event name to see specifics, registered employers, RSVP

VIEW YOUR ACTIVITY

MY ACCOUNT

- **Referrals** – when you submit a resume to an employer’s job; CSO submits for you; Employer downloads your resume
- **Placements** – Job

MY ACTIVITY

- **Schedules** – shows interviews, info sessions, waiting lists
 - Preselection-waiting for your response
- **RSVP** – if required for workshops, events

INTERVIEW SCHEDULES TIMELINE

TIMELINES & TIMESLOTS

- 4 weeks before interview date
 - ▣ Request Period Open-Students view jobs and submit resume
 - ▣ Request Period Closes after 2 weeks
- Employers have the next week to review and make their Pre-selections
- You will be notified via email
- Preselected Students have next week to sign up for a Timeslot

FINAL THOUGHTS

ARE YOU READY?

- ❑ Check the online Events Calendar frequently
- ❑ Click on the Events Calendar icon on the DGS or JSG website-Save as a Bookmark
- ❑ Use GEOSOURCE frequently
- ❑ Resume must be approved first!
- ❑ Attend Interview Skills Workshop

SECOND ANNUAL
FALL CAREER FAIR '09

WEDNESDAY, SEPTEMBER 16, 2009

TEXAS UNION BALLROOM

10:00 AM – 3:00 PM

Dress: Business Casual