



HireAggies Quick Tips

HireAggies is the online posting system for all full-time, internship and co-op positions for current and former students at Texas A&M University. Through the system you have access to thousands of opportunities and 4,000+ employers and online resources like CareerShift, GoinGlobal, The Career Insider by Vault and SIGI3.

To Access HireAggies

Go to the Career Center's website at HireAggies.com.

- Select **Current Students** and then click "Access HireAggies" in the **Quick Links** box
- Enter your NetID and password
- The first time you click on "Access HireAggies," you will be asked to complete your profile.
- Select **My Account** in the left navigation pane and select **Personal**.
- Complete the personal and academic profile.
- Select your work authorization & type your initials in the **Terms and Conditions** sections. Complete the information in the **Privacy** tab.

Uploading Resume & Other Documents

How do you upload resume/documents?

Click **Documents** in the Navigation Menu. Click **Add New**. We suggest you label your resume with your first name and last name. Under some circumstances, the employer will see the label. Click **Browse** and find your resume(s)/document(s) on your computer. You may upload up to 20 different resumes/documents. Please refer to the Career Center website or meet with a Career Coordinator for tips on creating a professional resume.

How do you edit your resume/documents once they have been uploaded?

You may edit your resume/document outside of HireAggies and upload the edited version. Within **Documents** under **Approved Documents**, you can delete existing documents. You may change your default resume by clicking on the Default button. Changing a default resume only affects future resume submissions. *Remember, resume/document submissions to job postings or interviews (OCR Schedules) are final and newly uploaded documents cannot take the place of those previously submitted.*

Forgot if you submitted your resume or changed your profile?

Check **Jobs->My Job Applications** or check **Interviews->Requested Interviews** for information on those opportunities for which you have already applied.

Jobs & Employer Search

What opportunities are in the Jobs section?

Select **Jobs** in the Navigation Menu and select HireAggies Job to find opportunities. The Advanced Search options will allow you to filter job opportunities in a variety of ways.

How do you view/search all Interviews & Job Listings by position type?

Click on Job Postings on your HireAggies header. Select Advanced Search and filter by Show Me/All Jobs & Interviews and in Position Type choose full-time, internship, co-op, or part time. Click Search.

How do you submit your resume for a Job Listing?

Click on the Title of a position of interest. Click the **Apply** button. Select the appropriate documents and click **Submit**. A cover letter is recommended if requested by the employer.

Where can you access a list of employers?

Click on Employers and select **Employer Directory**. All companies registered in our database will be listed in alphabetical order.

What does favorite employer mean?

If you have selected an employer as a favorite, the employer is listed under the Favorite Employer. The system will indicate if the company is conducting on-campus interviews, holding an information meeting, etc.

What is listed under the events tab?

Information Sessions and Workshops are found under the events tab. An information session is an opportunity for a company to talk about their organization and positions available to interested students in a casual atmosphere. It is important for you to attend these events if you have an interview. If the company is not interviewing, this is an excellent opportunity to network with the employer representative(s). Workshops are generally facilitated by the Career Center.

Interviews

How to submit your resume for an interview schedule?

Go to Jobs -> **HireAggies Jobs** and select **Job Postings** in the header. Under Advanced Search, select Interviews I Qualify For and click Search. Click on the title of the position and carefully review the job description. Next, click the **Apply** button on the right hand side of the page. Select the appropriate document(s). Click submit.

How do you sign up for an interview time?

On your HireAggies Home tab, if you receive a Notification, click on the link which takes you to the Position Information page. In the upper right hand corner, you will have the option of selecting an interview time. If you are invited to an interview, you will see an alert. Click on the alert and select your interview time. Once the interview time is selected your interview will then show up under the Interviews tab.

Where can you see a list of companies where you have submitted your resume?

From your HireAggies Home tab, click Applications Submitted or OCR Applications Submitted for details.

Where can you see a list of scheduled interview dates/times? How do I cancel or change an interview time?

Under Interview in the Navigation Menu, you can view Scheduled and Requested Interviews. To cancel or change the interview, click the 3 vertical dots on the appropriate interview schedule. Click Cancel Interview or the Reschedule. If you are no longer interested in the position, you should cancel your interview no later than 48 hours before the date of the interview. Please contact a member of the Service Team at 979.845.5139 if you need to make changes to your interview within 48 hours of your scheduled interview.

What happens if you miss an interview?

If you miss an interview, the Career Center will enforce its No Show and Late Cancellation policy. To review the policy in full, please refer to the Resources tab, Document Library and select No Show and Late Cancellation Policy link.

What do Pre-select, Alternate, and Open mean related to interview schedules?

Pre-Select: Qualified candidates submit their resume prior to the resume submission end date for the company to review and select interviewees.

Pre-selected candidates will be notified through the system and should sign up for an interview time quickly, as interviews are taken on a first come, first served basis.

Alternate: Company has the option of choosing alternate candidates who may sign-up for any time slots still available after pre-selected candidates have signed up.

Open: There are two types of Open Schedules: (1) The company may allow qualified candidates to sign up for an interview time immediately, without first submitting a resume for review. (2) The company has the option of opening up their preselect interview schedule to all qualified candidates without prior resume submission. Check for these interviews frequently as new interviews may be added daily.

How are you notified if you have been preselected or chosen as an alternate?

You will receive email notification. You will also receive notification on your HireAggies Homepage. In addition, you can select Interviews to view your status.

How are you notified when a Pre-select schedule goes to Open sign-up?

You will receive a system generated e-mail if you previously submitted your resume for pre-selection.

The Career Center believes that classes and academic success come first in the lives of students. To that end, when scheduling interviews with employers, please make every attempt to schedule them at times that do not conflict with classes.

A special "thank you" to the Iowa State University College of Business Career Services for providing content and formatting for this student resource!

Please make an appointment with your Career Coordinator or join us for Walk-in Advising, held Monday through Friday from 8:30 – 11:00 am and 1:30 – 4:00 pm, if you would like additional assistance with HireAggies.

