

Bucks Online Job Board Getting Started Guide for Students

Create a Free Account

1. Visit www.bucks.edu/jobs and click on Students under Online Job Board Access
2. Click the Register button
3. Complete the brief registration form
4. **Check your email.** You will receive an automated message with your starter password. This step prevents random people from pretending to be you on the site.
5. Login using the password that was emailed to you and **change your password** to something easy to remember. Click on the **Profile** button, then the **Password/Preferences** tab

Post Your Resume

1. **Login to your account and click on Documents.**
2. On the **Documents** tab, you can upload your resume in PDF or Word format. Click the **Add New** button to select your file. If you upload a Word document, the system will convert your resume to a PDF. This process can take a while. However, you can browse job postings while it converts. Your resume will need to successfully convert to a PDF before you can use it to apply for jobs from within the system.
3. If you do not have a resume, create one using the **Resume Builder**. Click on the **Resume Builder** tab within the **Documents** menu and click the **Add New** button. Follow the prompts to complete your resume.
4. **Opt-in** resume books. Periodically, Career Services may offer you the option of submitting your resume to an Opt-in resume book. These are resumes that students choose to share with employers in a target industry.
5. **A Note About Privacy:** Career Services does not grant access to *any* resume book for home-based businesses or private families. All employers are screened prior to access to resume books being granted. When you register, you can select whether or not you want your resume included in the All Student Resume Book (all viewable resumes.)

Search Jobs

1. Login and click on **Jobs and Internships**
2. Search by position type (e.g. part-time, work study, internship, etc.), job function, industry or keyword. You can also tell the system to ignore nationwide job postings.
3. You can save job postings to your Favorites by clicking on the Add Favorite icon on the right
4. You can print job postings by selecting the checkboxes and clicking "View Printable Job List"
5. Create a job search agent by running an **Advanced Search**, saving it and scheduling your agent