Search Hire@TU for Internships, Part- and Full-Time Jobs

- Log in to your account from the Career Center’s homepage/Hire@TU widget with your TU net ID
- Go to the “Jobs” tab and select “job search”

You can conduct a basic search by selecting the “position type” and entering a key word or words in the designated box. The result will be an unfiltered list of all jobs designated as that type (full- or part-time job, internship, etc.).

However, if you would like to target your search, perhaps for an internship, select “advanced search” for more options. On the advanced search page, you can go to the “Internship Type” menu and select the desired major(s), then close. Be sure to hold down the CTRL key if you want to select more than one major/internship type.
After you close the menu, click "search." When the postings filter, the resulting number of internships designated for the selected major(s) will appear on the jobs tab. In the list of jobs, click on the job ID number or job title to view details about the job.

In the example above, the jobs tab indicates there are 14 internships designated for political science. In the “Jobs” tab you will find jobs that employers have posted specifically for Towson students and alumni. The next two tabs, “Internships.com” and “Indeed Jobs” are national databases that you can search as well. You can use the expanded fields in the advanced search for part- and full-time job searches as well as for internships.

If you go back to the original “Jobs” tab on the menu bar, you can select “historical jobs” to access the list of archived postings. This is helpful if you want to know if an employer of interest has posted a job or internship in the past. You may want to contact that employer to learn if that same opportunity will be available again during a future semester.

Search Hire@TU for all upcoming Career Events

- Select the “Career Events” tab and either scroll down to view all the events of select “Advances Search” to type in the name of the event you are looking for.

- Before attending a job fair make sure you research the employers that will be there. You can do this by selecting the “View Employers” box on the right side of the event. Then click the employer’s name to learn more about them.
Search Hire@TU for alumni that can give career advice

- Select the “Mentor Search” tab. Read the instructions at the top of the page and visit http://www.towson.edu/careercenter/students/explore/mentor.asp for more information

- Clicking on the mentor’s name will allow you to read more about his/her experience. If you decide to reach out to the mentor, simply click the “Contact Mentor” box at the top to send an email. A sample career mentor email can be found here: http://www.towson.edu/careercenter/students/explore/mentor.asp
• Make Sure you look at the “Mentor’s interests” before contacting him/her. Some mentors only want to be contacted to speak in classes and at student organization events. If the mentor has listed “email networking” than you can send him/her an email.
Search Hire@TU for upcoming On-Campus Interviews (On-Campus Recruiting)

- You can meet with employers interested in hiring TU students through our convenient On-Campus Recruiting (OCR) program.
- Log in to your Hire@TU account from the Career Center’s homepage/Hire@TU widget with your TU net ID and password.
- Complete your Hire@TU Profile and upload your resume by selecting “My Documents” (a resume review by the Career Center is strongly recommended).

To upload a file, select the file to be uploaded by clicking the “Update” button and selecting the document to be uploaded.
- Click on the “Upload” button to upload the document.
• After your resume has been uploaded, click “Schedule” then click “Qualified Schedules.”

You will see a list of all interview schedules that are available for viewing on-line for which you meet the minimum requirements.

• Click on the position of interest to you, to learn more information and to request an interview.
• Click “Request Interview.” Choose your resume document and send. The application deadline is one week prior to the interview date; make sure you apply on time.

• Following the application deadline, you will receive an email regarding employer decisions. If your application is accepted, you will be instructed to sign up via Hire@TU for an interview slot on a first-come, first-served basis.