



HireCrowderFirst.com

Crowder College – Neosho MO
Career Services Offices
Newton Hall 224

Student Quick Guide

Log In & Registration

Access the following website: www.HireCrowderFirst.com. Click on “Enter” under the “Students/Alumni” heading.

New Users- Registration

Click on “Click here to Register!” and follow the directions on that page.

1. Click on the “Click here to Register!” link.
2. Complete all sections and click on the “Register” button.
Required (*) fields are marked with an asterisk.
3. Upload your resume. If you do not have a resume, please stop by the Crowder College Career Services Office for assistance.
4. Click on the “Submit Profile” button.

NOTE: Once you have submitted your profile, your account will be in pending status. An administrator will review your profile. 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 at (417) 455-5618.

Existing Users- Login

1. Enter your username and password and hit enter.
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My Account -

Update Your Profile

Note: Your Job Seeker Type affects which schedules you can see and which jobs you can apply for. Pick all that apply (Internship, Full-time, etc).

1. To update your profile click **My Account** and select **My Profile**.
2. You will see sections containing Personal Information, Demographic Information, Skills, and Additional Information. Click on the **[Edit]** link which will then allow you to modify your profile. Carefully go through each section and complete all of the fields making sure to click on the “Save” button. Required fields are marked with an asterisk (*).
3. After modifying your profile click **Save**.

NOTES: The more detailed you fill out your profile, the better we can assist you and the better the employer response. Applicant type indicates the type of job your seeking only choose full-time if you are seeking a regular full-time job, choose part-time for all part-time jobs (including full-time seasonal jobs).

Upload Your Documents

1. Put your cursor over **My Account** and select **My Documents**.
2. Click on the **[Upload File]** link.
3. Click **Browse...** to find your document.
4. Select the correct document and name it.
5. Click **Upload**.

NOTE: When uploading more than one document, make sure your most generic resume is your default. Your default resume is the document that employers can view when accessing our system.

Jobs

Search for Jobs, Internships and Co-ops

1. Make sure that you have uploaded a resume and that it has been reviewed. Only students with reviewed resumes may search all jobs. Students without a resume may browse a list of part-time/seasonal/internships/co-ops but they cannot search or apply for jobs.
 2. Put your cursor over **Jobs** and select **Search All Jobs (Select Search)**.
 3. Fill in the search criteria to narrow down your job search OR just click **Search** (without entering any search criteria) to view all current jobs.
 4. Click on the “Job ID” to see the specifics of the position and how to apply.
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Employer Directory

Browse the Employer Directory

Note: You cannot see the Employer Directory unless your profile status is “Active.” Your resume must first be uploaded to the site.

1. Click **Employer**
 2. Fill in the search criteria to narrow down your search OR just click **Search** (without entering any search criteria) to view all current employers.
 3. Click on column headings to sort by “Organization Name,” “Location,” “City,” “State,” or “Employer Category.”
 4. Click on “Organization Name” to view employer or contact information. Click the number listed under the “Jobs” heading to view that employers active jobs.
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Career Events

RSVP to Career Events

1. Put your cursor on **Career Fairs/Workshops**.
 2. All active events will appear. To read more information about the event click on the event.
 3. To RSVP for the event click **RSVP to Event**. The event’s information will appear again and the following message will be displayed, “You have successfully RSVPed for this event. You will find this history in ‘My Activity’”
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On-Campus Interviews

Sign-Up for Interviews

Note: You cannot see interview schedules unless your profile status is “Active.”

1. Put your cursor on **On-Campus Interviews** and click on Sign Up for Interviews
2. Schedules that appear are interviews that you qualify for. Click on the Schedule ID to review more information about the position and interviews.
3. Click on request interview button **Request Interview** and submit your resume for consideration. You will receive email notification if an employer would like you to interview.
4. Login to HireCrowderFirst.com, click on the Schedule ID, and select an interview timeslot.

View All Interviews

Note: Your Job Seeker Type (My Profile) affects the schedules you can access.

1. Put your cursor on **On-Campus Interviews** and click on View All Interviews
2. On the Search screen, select criteria to screen interviews or click on the **Search** button to see all interviews occurring on campus.

3. Click on the Schedule ID to view more about the schedule and whether you qualify.