Alumni User Guide

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Your HireTigers Home Page

On the Homepage Screen alumni can view at-a-glance features such as the calendar, announcements and shortcuts by clicking on the “Home” tab in the top tool bar.

Alumni can review messages from employers and Career Services in the “Announcements” section. Messages placed in your news feed will be based on the geographic and industry preferences you select when setting up your profile.

You can access system sections with one click by clicking on the various Shortcuts.
Completing Your Profile

The alumni profile is divided into three sections: academic, personal and privacy. Please complete your profile with updated information.

Please note: Based on your academic and privacy setting selections, your home page news feed will list personalized announcements regarding job opportunities, information sessions, programs and other events based on your selections.

Once your profile has been completed, you will be able to search for jobs, upload documents and apply for jobs.
Searching for Jobs

The Job Postings section displays employer job postings.

1. View job postings by clicking on “Jobs” from the navigation bar at the top of the page.

2. Use the “Search” field to find jobs by title, location, field and more.

3. Click on the “SORT BY” drop down to view jobs by posting date, employer, deadline, or job title.

4. From the “Advanced Search” drop down next to the “Search” field, you can refine the job list by utilizing Majors, Job Functions, Industry, Work Authorization, Locations, Position Types, etc. and click the “Search” button.

5. Click on the job title to see more information about the job, including how to apply.

6. In the main Jobs Page you can view information specific to each posting, such as the description, important dates, and location, by hovering over the Quick View (binocular) icon.

7. Don’t forget to add a job to your Favorites list by clicking the star icon.
Document Library

You can view helpful documents uploaded by Princeton University Career Services in the “Document Library” tab under the “Shortcuts” menu, including resume and cover letter samples to help guide your document creation.
Adding Documents

View existing documents and upload new documents (writing samples, transcripts, or other documents) by clicking on the “Documents” main Navigation.

**NOTE:** If you are uploading a document file (e.g. “*.doc”), the system will automatically convert the document to pdf. Alternatively, you can upload a “*.pdf” directly to the system. **All documents uploaded must be smaller than 500KB.**

Click on the “Add New” button at the bottom of the screen to upload a new document.

The “Default” button designates a main resume that will default when submitting a resume.
Resources – Career Explorer

From the drop down “Resources” tab you will find “Career Explorer” which provides you with career exploration information from the Department of Labor’s O*Net library. This is where you can learn about various job functions, projected growth of job functions, general salary information and much more!
Resources – Career Finder

In the “Career Finder” resource you can further explore what your interests are and how they relate to the world of work. Career Finder helps you decide what types of careers you might want to explore.

On each screen in the “Career Finder” tool, click the Next button at the bottom to continue. You can use the Back button at the bottom to re-read the instructions or change your answers.

In the “Document Library” section of the “Resources” tab you can view documents and links, such as the link to the NACE salary calculator, to further inform your job, internship, or fellowship search.
Applying for Jobs

The Job Postings section displays employer job postings.

1. View job postings by clicking on “Jobs” from the navigation bar.

2. From the “Advanced Search” tab, refine the job list by utilizing Majors, Work Authorization, Locations, Position Types, etc. and clicking the “Submit” button.

3. Use the search filters to search by desired criteria and click “Search”.

4. View information such as the description, important dates, and location by hovering over the Quick View (binocular) icon.

5. Apply, check application status, and review application documents by clicking the “Apply” or “Applied” button.

6. Use the drop-down menus to select which documents you want to attach to your application and click “Submit” to apply for a position.

After applying you may view all submitted job applications by clicking on the “Applications” tab.
Types of Job Postings Listed on HireTigers

Search our database of employers that post positions specifically for Princeton alumni. View organization profile and company URL. If visible, view employer contact information. Employer contact information is visible on the majority of active job postings. “Princeton Alumni Only” lists employers that have posted positions specifically targeted at recruiting alumni from Princeton. Jobs posted via the “All Professionals” drop-down selection are positions posted to by employers recruiting individuals from multiple universities.
Calendar

As you begin to apply for jobs, reminders will begin to appear on your calendar. The HireTigers calendar can be synchronized with Google calendars. Your “Synchronization Options” are listed in the “Profile” tab under the “Privacy” section.