

**DIGGERecruiting “How To” Guide for Students**

1. Register for DIGGERecruiting
2. Update Your Profile
3. My Documents – Resumes & Cover Letters
4. Search for Jobs & Internships
5. Apply Online to Jobs & Internships
6. Sign up for Campus Interviews
7. Register for Information Sessions
8. View Career Events
9. View Your Activity
10. Manage Your Home Page
11. Sign Out of DIGGERecruiting

<http://www.mtech.edu/career/DIGGERecruiting/students.htm>

**1. Register for DIGGERecruiting**

Once registered or if currently registered, you are eligible to:

- o access information on internships and full-time permanent jobs
  - o become part of the online employer resume search
  - o participate in the on-campus interview program
- To register, go to Career Services Home Page at: <http://www.mtech.edu/career> or <https://www.myinterfase.com/mtech/student/>, scroll to the bottom and Click Here to Register!
  - Fill out the form as completely as possible. All areas marked with an asterisk (\*) are required. You must have your ID number and use the legal name you have registered with at Montana Tech.
  - To select your major, click Add/Remove and pick from the options. Click the + sign to expand the list. Majors are listed by the appropriate colleges.
  - Be sure to read the bolded legal release and check “Yes” before saving.
  - Once you’ve registered, you have access to view jobs and post your resume. Your account will be activated within one business day. After that time, you can search and apply for jobs online as well as sign-up for on-campus interviews.
  - Enter your Username and Password (**you created this when you first registered**). Click Login.
  - If you forget your User ID and/or Password, call Career Services at 406.496.4140 or send an email to [careerservices@mtech.edu](mailto:careerservices@mtech.edu)

**2. Update Your Profile**

**NOTE: Uploading a resume is highly encouraged. Without a resume, you will not be able to apply for positions online.** Keep in mind, employers can view the following fields within your profile: name, address (permanent and local), daytime phone, email, website, classification, grad date, major, degree, awards/achievements/clubs & organizations and skills/certifications/experience.

- To update your profile, hover over **My Account** on the Menu Bar and click “My Profile.”
- Click [Edit] in the upper right corner of each section: Personal, Demographic, Skills/Certifications, and Additional Information. **Note:** *Required fields are denoted by an asterisk (\*) and must be completed.*
- Be sure to click Save at the bottom of each section or ALL CHANGES WILL BE LOST.
- To add a major and minor, click Add/Remove. Navigate through the list using the + and – symbols. Click the box for your major/minor; click Continue to Close Window.
- To select Skills/Certifications, select the skills you possess from the available text area on the left (hold down the CTRL key to multi-select). Click the forward arrow to move the skills to the selected side. Click the back arrow to remove the skills from the selected side. When finished, click Save.
- **Important:** Under the Additional Information section, you must set the **Legal Release** field to YES to allow employers to view your resume as a result of searching the database and also agree to the On-campus Interviewing Recruiting Policy.

### 3. My Documents – Resumes and Cover Letters

**Important:** Throughout the year, employers contact Career Services asking us to electronically send them resumes of candidates who meet their hiring criteria. Employers can only view your resume if you have answered “YES” to “Allow Employer Viewing” within the Additional Information section of your profile.

- To upload a resume, hover over **My Account** on the Menu Bar and click on “My Documents.”
- Click Upload File next to the appropriate category, name the document and click Browse to select the file.
- Click Upload; the uploaded file will appear in the Document Manager.
- To **upload** additional documents, select Upload File. Proceed to name the document and browse to select the file.

**PLEASE NOTE:** If you choose to **upload multiple documents**, be sure to use a specific document name. Your first resume will be noted as your Default Resume and should be your general resume. This will be the one that employers see when searches are conducted. Additional resumes that you upload will only be viewable by you for use in applying for positions or signing up for on-campus recruiting.

- To **view** a document in Adobe Acrobat Reader (download is available free at [www.adobe.com](http://www.adobe.com)), click View under Action. It is recommended that you view your resume after you upload it, so that you can check how it will look to employers. Watch for extra pages.
- To **download** a document into MS Word, click Download under Action. You will need to save any changes on your computer and then update the document.
- To **update** a document, click Update under Action.
- To **remove** a document (if multiple documents have been uploaded), click Remove under Action. You will not be allowed to delete your default resume.
- To **change your default** document (if multiple documents have been uploaded), click “Set as Default.” **IMPORTANT:** Make sure your most generic resume document is set as the Default.

**Remember:** You are responsible for the accuracy of your resume including proofreading. Watch out for typos! Career Services can help you customize your resume to best represent you and your strengths. Call 406-496-4140 or email [careerservices@mtech.edu](mailto:careerservices@mtech.edu) to make an appointment today.

### 4. Search for Jobs & Internships

**Note:** The more search criteria entered, the narrower the search becomes. To view more opportunities, make your search criteria more broad.

- Select **Job Search** from the main menu bar.
- Enter the information you wish to search for (hold down the CTRL key to multi-select) and click Search. To add a major and minor, click Add/Remove. Navigate through the list using the + and – symbols. Click the box for your major/minor; click Close Window.
- Click the Job ID or Title to view the position’s details and how to apply.
- If you frequently search companies based on the same search criteria, you are able to save it through the [Save Search] feature on the search results page. The searches you save appear in the **View Saved Search** on your home page on the upper left-hand side.
- To receive email when new jobs with your criteria are posted, use [Create Job Agent]. Once created, you can view the agents in **My Activity**.
- To search for all jobs do not enter any search criteria, only click Search.
- To search for campus jobs use the Position Type criteria only. Select Student Employment; click Search.
- To sort the list, click on any column heading.

## 5. Apply Online to Jobs & Internships

**NOTE: Some full-time permanent jobs and internships allow potential applicants to submit resumes directly to the employer through DIGGERecruiting. Read the Application Instructions carefully.**

- Select **Job Search** from the main menu bar and enter search criteria.
- To **view** the details for a position, click the Job ID or Title.
- Follow the Application Instructions listed in the Position Information section.
- If the employer allows you to submit applications directly: then an "Apply Now" button will appear at the top of the page.  
To **apply**, click Apply Now at the top of the screen. **Note:** If Apply Now is not visible: 1.) You may have already submitted your resume to the position. Click "My Activity" in **My Account** in the main menu bar to verify your referrals, 2.) You may not have full access within the system. Please allow one business day after submitting your profile for full access, 3.) Employer is not allowing online referrals, check the application instructions of the position, 4.) You may not be qualified for the position based on the information you have entered in your DIGGERecruiting profile. Make sure your profile is current. Contact Career Services for additional information.
- Select your resume or other documents by clicking "Select Documents." To include a message to the employer, enter it in the Student Message text area. When finished, click Submit.
- After submitting your document and message, an employer can reply. Check for employer messages in "Task List" on your Home Page **OR** under "My Activity" in **My Account** (New Responses under Referrals tab).

## 6. Sign up for On-Campus Interviews

- Hover over **Interview Schedules** from the main menu bar click
- "Qualified Schedules" will list only the schedules for which you should be qualified to apply. Engineering students will be the only ones to see engineering firms' schedules, while business students will only see those schedules for which an employer wants to interview business students. However, in some cases the filters allow schedules to appear in this section for which the student is not qualified. **Please read the job qualifications before signing up for an interview.**
- "Future Schedules" will list all schedules that will be taking place at Montana Tech. This is a view-only function.
- To see schedule details click on "Qualified Schedules." To sign up for an interview, click the Schedule ID, Organization Name, or Linked Job. The process of how to sign up will vary as to the kind of schedule, open or pre-select.
- To sort the list, click on any column heading.

### Open Schedules:

- View the schedule's Posting Information and Requirements.
- To **signup**, click your preferred Interview Date in the Sessions section; a list of timeslots will appear.
- Select an available timeslot and click Sign Up. The system will automatically fill in your name and post the information on your calendar.
- To **cancel** an interview timeslot, click on Cancel.
- To **switch** to another available timeslot, click on Switch Time.

### Preselect Schedules:

- View the schedule's Posting Information and Timeline. The timeline dictates the activity of a schedule.
- To be considered for an interview, click Request Interview at the top or bottom of the screen.
- An email will be sent to all candidates after the employer decision has been made or you can check your status in "My Activity" under **My Account**.
- If you are accepted to interview, login to DIGGERecruiting, select **Schedules**. Click the Interview Date in the Sessions window and select a timeslot. The system will post the information on your calendar.

## 7. Register for Information Sessions

If an employer you are interviewing with has an Information Session, you should attend.

- Hover over **Interview Schedules** from the main menu bar, and click "Qualified Schedules."
- Select the Schedule ID to view the schedule posting information.
- Select the Linked Info Session date and time in the posting information section.
- Click Register for Event at the top of the screen if you plan to attend. The date and time of the information session will appear on your calendar.
- To cancel registration, repeat above steps and click Cancel Registration at the top of the screen.

## 8. View Career Events

- To view Career Events such as career fairs, information sessions and workshops select **Career Events** from the main menu bar. You will see a search page.
- Select the desired Category and click search.
- A list of events will appear on the following page. Click the Career Event Name for more information, dates, times and list of employers and to register.

## 9. View Your Activity

- Select "My Activity" under **My Account** from the main menu bar. There are six types of activity: Referrals, Placements, Schedules, Event Registrations, Survey Responses, and Job Agents.
- To view your **Referrals**, how many times your resume has been submitted to employers, click the Referrals tab. An envelope in the New Response Column indicates a message from an employer. View details of any of your referrals by clicking View in the Action Column.
- To view your **Placements**, how many positions you have been placed in, click the Placements tab. View details of any of your placements by clicking View in the Action Column.
- To view your **Schedules**, how many interviews you are signed up for, click the Schedules tab. View the details of Interviews, Information Sessions, Preselection Activity, Waitlist Activity or General Activity by clicking a specific Job Title within the desired category.
- To view your **Event Registrations**, how many career events for which you have registered, click the Event Registration tab.
- To view your **Survey Responses**, click view to the right of the survey name.
- To view your **Job Agents**, click view in the Action Column.

## 10. Manage your Home Page

- Announcements: View all announcements posted by the Career Services Office
- Upcoming Events: added to the home page in place of the full calendar. This feature shows a list view of the next 5 upcoming events. This function contains a link to easily access the full calendar.
- Calendar (link in upper left): Times for registered Career Events (such as Information Sessions) or an interview time are automatically posted on your calendar.
  - Week View: (is the calendar default on your home page)
    - To add an Event, click [Edit]; click the icon in the lower left side next to the date.
  - Month View: (click [Month View] to see an entire month or further into future)
    - To add an Event, right-click on date and select "Add New Event..."
    - To view an Event, right click on date, select "Goto Week View..." Once you are in the week view, select Event Name to view and/or update details.
- Task List: Referral Responses from Employers (will automatically drop off after 30 days from the Referral modified date) and Schedule Activity requiring action.
- I Want To – Report a Hire: Please report if you have accepted a position for a job or internship.
- I Want To – View My Activity.
- I Want To – View Saved Searches: You have the option to save any searches for future reference and they will appear here.

## 11. Sign out of DIGGERecruiting

- To protect your account, **Sign Out** in the main menu bar. You are now logged out of the system.
- To log back in, click the link; you will be taken back to the Student Login Page.

**For additional information on DIGGERecruiting and other services available in our office, contact:**

Career Services | Engineering Hall 103 | 406.496.4140 | careerservices@mtech.edu | www.mtech.edu/career