

# Phoenix Recruitment Online/PRO Student User's Guide 2009-2010



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## What can PRO do for me?

*Phoenix Recruitment Online (PRO)* allows students and alumni the opportunity to connect with employers & organizations for post graduate jobs, internships, and on-campus & off-campus student employment opportunities. This includes posting resumes online, UW-Green Bay's job and internship database, a calendar of workshops and events sponsored by Career Services and on-campus interviews with employers. *PRO* houses the *Phoenix Network* our campus alumni career development network where students can learn about various career fields, shadow professionals in the field and discover a variety of things about select career fields and opportunities. *PRO* also enables students to easily register personal & academic information, upload resumes & cover letters, search for jobs & internships and sign-up for campus interviews all from a single software application.

### Special Highlights of PRO include:

#### ABILITY TO LIST YOUR RESUME ONLINE

Create a professional resume using MS Word and upload it into PRO. You can directly market your candidacy to employers by making it VIEWABLE to employers in PRO.

#### SAME-DAY REFERRAL TO EMPLOYERS

Many employers request information on available candidates. We can fax, email or direct mail your resume that is posted in PRO to employers when your qualifications meet their needs.

#### CAREER SERVICES EMAIL LIST:

When your account in PRO was created, your campus email address was included. You will receive regular emails from Career Services about special programs, workshops and changes to PRO. You can opt out at any time!

#### DATABASE OF JOB AND INTERNSHIP OPENINGS

Direct access to job and internship listings in business, industry, government and education using PRO will give you a competitive edge. PRO contains on-campus/off-campus student employment opportunities that are both work-study and non work-study eligible.

#### ON-CAMPUS INTERVIEWS

Numerous organizations visit campus each semester to interview students for both full-time positions and internships. Utilize PRO to check the current schedule of recruiters, apply for jobs of interest and sign-up for interviews of interest to you.

#### CAREER SERVICES' EVENTS CALENDAR

24 hour access to discover the dates, times and locations of workshops and special programs designed to enhance the career development of UW-Green Bay students. Search employers attending our career fairs. Submit resumes in advance of the event.

## Access to Phoenix Recruitment Online

1. Navigate to UW-Green Bay Career Services' website at <http://www.uwgb.edu/careers>. Click on "Students". Click on "Access PRO." Click on "PRO System: Login".
2. Your username for PRO is your UW-Green Bay Campus ID number (9 digit number following the 200 on your Student ID) with "uwgb\_" as the prefix and your password for PRO is your birth date. Be sure to include slashes and zeroes i.e. 02/14/60.

## How can Career Services help me?

1. Assistance in identifying what type of jobs you will seek and how your education and experiences fit
2. Resume and correspondence development, critique and advice
3. Practice mock interviews
4. Assistance in planning and carrying out your job search
5. Access to directories to identify and research potential employers
6. Information about career fields using the Internet, printed resources and the UW-Green Bay Phoenix Network
7. Confidential consultation and support of your goals

## UW-Green Bay's Phoenix Recruitment Online



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# Student Feature Overview

*Phoenix Recruitment Online (PRO)* is a powerful online system. It is your best link to opportunities and information to help you plan your future. Listed below are the specialized features of PRO. PRO is an extremely valuable resource. All students at UW-Green Bay should connect to PRO regularly! The main features of Phoenix Recruitment Online/PRO include:

## **My Profile under My Account**

The “My Profile” feature enables you to edit and view your own information pertaining to personal, academic and career interests. This is where you “define” your candidacy and indicate your interest in pursuing certain types of opportunities.

## **My Documents under My Account**

The “My Documents” feature enables you to manage the documents (resumes, cover letters, etc.) that you will post online for employers to view and to apply for opportunities. PRO provides the ability to upload existing documents created in Microsoft Word and save them in your account. If you have not yet created a resume, sample resumes are available to help you.

## **My Activity under My Account**

The “My Activity” feature enables you to a record of your ACTIVITY in PRO. It houses your job search agents, noted which organizations have received/viewed your resume, tracks online applications and notes Phoenix Network volunteers with whom you have expressed interest. This feature also lists on-campus interviews for which you are considered, interviews for which you are selected and your interview timeslots with organizations.

## **Employers**

The “Employers” feature enables you to search for organizations to see if jobs are listed, to locate organization websites and to view contact names in order to explore employment opportunities or internships.

## **Current Jobs & Internships under JOBS**

The “Current Jobs & Internships” feature enables you to search for opportunities made available by employers & organizations through Career Services and the Student Employment Office. You can define one-click searches for regular use of PRO. After searching the database, you can view detailed position descriptions and apply to jobs/internships online or apply directly to an employer. You can establish Email Job Search Agents to receive email notification when an opportunity of interest is posted in PRO.

## **Past Internships under JOBS**

The “Past Internships” feature displays a directory of internships offered in the past to UW-Green Bay students. You can use this as a way to plan for the future and to contact organizations in advance to see when and if internships will be open.

## **Campus Interviews**

The “Campus Interviews” feature highlights those organizations that are visiting the UW-Green Bay campus to interview students directly for full-time employment and/or internship opportunities. Receiving a face-to-face interview has never been easier!

## **Career Events**

The “Career Events” feature is a calendar that lists all upcoming programs and workshops offered by Career Services on-campus. It does also list regional and statewide opportunities that are open to college students. For job fairs on campus, you can see attending organizations, submit resumes in advance as well as communicate prior to the event.

## **Phoenix Network**

The “Phoenix Network” is UW-Green Bay’s alumni career development network designed to assist students/alumni with career planning and job search related needs by connecting them with individuals who are successfully employed. Members of the Phoenix Network include UW-Green Bay alumni, faculty and staff as well as parents of UW-Green Bay students and community members. Members of the Phoenix Network can give students & alumni valuable insights into careers, professions and industries of interest.

## **External Resources**

Facts on File – an online career and employment resource and Going Global are accessible through this menu item.



# UW-Green Bay's Phoenix Recruitment Online Student Quick Start Sheet

To help you get acquainted with *Phoenix Recruitment Online (PRO)*, this Quick Start Sheet provides you with information about frequently used functionality, including:

- Managing Your Account
- Finding Employers and Information
- Reviewing the Campus Events Calendar
- Exploring Job Fairs
- Reviewing Applications & Interviews
- Uploading Resumes
- Searching for & Applying for Jobs
- Searching for Internships
- Signing up for Campus Interviews
- Using the Phoenix Network

## Managing Your Account

*PRO* enables you to enter and store information about yourself using **My Account**. The My Profile section contains personal and academic information used by Career Services in the recruitment and referral process. Before beginning the job application process or search for internships, you must enter information about yourself in My Profile under My Account.

### To enter information/edit My Profile:

1. Click the **My Account** button on the main navigation bar and select **My Profile**.  
Your Profile is divided into the following sections:
  - Personal Information
  - Demographic Information
  - Miscellaneous Information
  - Job Interests/Skills/Experience/Certifications/Eligibility
  - Additional Information
2. You can edit each individual section by clicking on the **Edit** button for that section. Enter or edit the information as needed.
3. Click the **Save** button in the respective edit page when you are finished editing each section.  
Your Profile automatically updates to reflect the changes you have made.
4. **Personal Information, Demographic Information and Jobs/Skills/Experience/Certification/Eligibility** sections are important to complete, as this information is how you convey your interest areas, qualifications and skills and contact information to Career Services and to employers.
5. The **Additional Information Section** controls whether employers can see your resume online and if you desire to work with staffing agencies or third party recruiters to find employment. Refer to the section of this guide on ***Making Resumes Viewable to Employers (page 5)*** for more explanation.
6. **Miscellaneous Information** section allows you to control your subscription to the Career Services Email list, define what type of opportunity you seek, and indicate your minor(s) if appropriate.

## Formatting Documents for Uploading into PRO

Documents that are uploaded into PRO are converted to a .PDF format. In order to minimize problems with the uploading process, it is recommended that you follow the tips and guidelines below when creating a document. Unfortunately, documents that don't comply cannot be uploaded and will return an error message to the user. **You may upload documents that are MS Word (both DOCX. and .DOC), Adobe (PDF) document or a Rich Text Format (RTF) document. The original MS Word (.DOC only) or Rich Text document is retained for future use and you can download any documents for future editing. You cannot download the PDF document.**

If creating a document for upload into PRO using MS Word, **do not use any tracking features**. Tracking features mark the document and show all edits and deletions. When your documents are uploaded, they are converted to PDF for viewing by employers. The tracking is converted and the viewable documents in PRO show/display the tracking.

1. **Paper and print size:** The only acceptable paper size is 8 1/2" x 11". European formatted pages should be resized. Likewise, the system can't process documents that have had the margins extended beyond 8 1/2" x 11".
2. **Fonts:** Adobe supports only so-called TrueType fonts. In practice, you're safe with any font supplied as standard in the Word system, e.g. Arial, Courier, Times New Roman, etc.
3. **Tables and macros:** At this time, Adobe does not support either tables or user macros. If user documents contain these, an error will occur when uploading.

## Uploading Resumes and other Documents

As a student user, you will need to create and upload documents, such as resumes and cover letters, which are used when applying for jobs and internships posted by employers. Uploading documents is the process of selecting a document that you have created and saving it in PRO. You may also upload a copy of your unofficial transcript that you can obtain in .PDF format from the Registrar's Office.

### To upload documents for online use:

1. Click on **My Account > My Documents**. Navigate and click on **Upload File** in the top right of the document box.
2. Enter a name for the document to be uploaded in the **Document Name** field. Be specific to note the type of resume – Education Resume or associated with your name like Jane Smith Resume.
3. Click the **BROWSE** button to select a document from your computer that you want to upload. Highlight the name of the document and click on **OPEN**. The selected document name is displayed in the field.
4. Click the **UPLOAD** button. The uploaded document undergoes a conversion process. The screen returns to the **My Documents** main page. Once a resume or any document is uploaded into PRO, it is recommended that you click on the link for the document and verify that the conversion process did not alter the document organization or presentation.
5. If you receive an **ERROR** message next to the document or above the document categories, delete the document and complete the upload process again. If you routinely receive an error message, please consult with a staff member in Career Services.
6. The first RESUME uploaded into PRO becomes your **DEFAULT** resume. The default resume is the document that employers will view online. You can make any resume the **DEFAULT** resume by clicking on **SET AS DEFAULT** next to the name of the document that you want employers to see.
7. To **Delete** any document that is uploaded, click on the **"REMOVE"** button. The REMOVE button will not appear unless more than one resume is uploaded into PRO. It appears for documents that are not the **Default Resume** only.
8. You can **UPDATE** any resume in PRO – you actually upload a new resume from a source document – To do this, click on **UPDATE** next to the document that you want to update and follow the steps to upload a resume.
9. If you need to revise the current resume online in PRO or if you lose the copy of your resume, you can **DOWNLOAD** the copy that is in PRO. Click on **DOWNLOAD**. Edit the document as needed and do a "Save As" in MS Word to record the changes. Upload this revised resume by clicking on **UPLOAD FILE**.

## Making Resumes Viewable to Employers in PRO

As a student user, you will need to give permission for EMPLOYERS to view your resume online.

### To make your resume viewable to employers:

1. Click on **My Account > My Profile** and Navigate to **"Additional Information"**. Change the default answer to **EMPLOYER CAN SEE RESUME** to **YES**. Click on **"SAVE"**.
2. Once this has been done, be sure to upload a resume into PRO by navigating to **My Documents** and following the instructions noted on the previous page about Uploading Resumes.
3. If you no longer want employers to see your resume, navigate to this section and change the answer to **"NO"**.

## Finding Employers and Organizational Information

PRO houses an online employer directory for your use. If an organization does not have current opportunities posted, you can still locate employers, review websites and identify staff to contact for applications and information.

### To access the Employer Directory:

Career Services, University of Wisconsin-Green Bay  
 SS 1600, 2420 Nicolet Drive, Green Bay, WI 54311-7001  
 Phone: 920-465-2163 Fax: 920-465-2920  
 careers@uwgb.edu <http://www.uwgb.edu/careers>

1. Click on **Employers**. Enter criteria for your search.
2. Information displayed indicates any jobs posted, interview schedules on campus or any special events.
3. Click on the hyperlink for the organization. See any descriptive information, website address, contacts or jobs with the organization.

## Searching for and Applying for Jobs & Internships

Finding and applying for a job requires that you search *PRO* for available job and internship listings. However, you also have the ability to define a saved search that will facilitate future searches for opportunities as well as define a Job Search agent for regular notification of employment postings by email. Once you locate a position of interest, you may be able to directly refer your resume to the open position for review online by employers or apply directly to the employer by email, direct mail or fax.

### To find Jobs and Internships of interest in PRO:

1. Click on “**JOBS > CURRENT JOBS & INTERNSHIPS**” on the main navigation bar. Enter the criteria by which you want to search for jobs using the available search fields. The more criteria entered, the more limited your search results will be. A **keyword** search will review job title and job description only. Click the “**SEARCH**” button to complete the search. A list of jobs that match the search criteria are displayed.
2. You can click on the hyperlinks for each column title to be able to sort results in alpha or numeric order.
3. Click on the **JOB ID** hyperlink or the **JOB TITLE** hyperlink that you are interested in to view the job description and how to apply. Once in the job profile, click on the **EMPLOYER NAME** hyperlink to get details on the employer.

### To SAVE a search for Jobs and Internships:

1. Once the search results are listed for the criteria selected, click on “**SAVE SEARCH**” to the right top of the search results box. A window will open prompting you to **NAME** the search. Enter a name unique to the search to distinguish it from other saved searches. Click on **SAVE**.
2. Saved searches are visible on all pages navigated in PRO on the left tool bar under **QUICK LINKS**.
3. Click on the hyperlink name for the search you wish to run. Click the red **X** next to any search you wish to delete.

### To define a JOB AGENT for notification via email of Jobs and Internships posted regularly in PRO:

1. Once the search results are listed for the criteria selected, click on “**CREATE JOB AGENT**” to the right top of the search results box. A window will open prompting you to **NAME** the Job Agent. Enter a name unique to the Job Agent to distinguish it from others. Click on **SAVE**.
2. You can view all of your **Job Agents** by clicking on **My Account > My Activity** on the main tool bar. Select the tab named **Job Agents**. From here you can disable/enable, view/run or remove Job Agents.

### To print a copy of a job posted in PRO:

1. Once you have completed a SEARCH of jobs and internships and the results are displayed, click on the **JOB ID** hyperlink or the **JOB TITLE** hyperlink that you are interested in printing.
2. Once in the job profile, click **PRINT FORMS** on the left tool bar and select **PRINTER FRIENDLY JOB LISTING**. A window will open displaying the job in a PDF document. Click on the **PRINTER ICON**.

### To find a job or internship and then apply for it online:

3. Click on “**JOBS > CURRENT JOBS & INTERNSHIPS**” on the main navigation bar. Enter the criteria by which you want to search for jobs/internships using the available search controls.
4. Click the **Search** button to complete the search. A list of jobs/internships and their respective employers that match the search criteria are displayed.
5. Click on the **JOB ID** hyperlink for the name of the job that you are interested in to display the Job Details page.
6. If online applications are allowed, a **CLICK TO APPLY IN PRO** button will appear at the TOP of the job information. If after reading the job you decide that you want to apply, click on the “**CLICK TO APPLY IN PRO**” button. A Self Referral window will appear allowing you to select DOCUMENTS that are uploaded in your profile. Click on **SELECT DOCUMENTS** to identify documents to forward to the employer.
7. A Student Message box appears and allows you to send a message to the employer. Entering text similar to a letter of application/cover letter would be preferred over a brief statement. Click on “**SUBMIT**”.
8. A statement will appear above the job stating “**YOU HAVE SUCCESSFULLY SUBMITTED YOUR RESUME**”. A record of your application will be recorded under **MY ACCOUNT > MY ACTIVITY** in PRO.

## Finding and Signing-up for Campus Interviews with Employers

Various organizations visit UW-Green Bay each year to interview and potentially hire UW-Green Bay students for jobs and internships. PRO allows you to search for campus interviews, submit resumes directly online and sign-up for campus interviews. After applying for a position in PRO by submitting your resume or requesting a campus interview, all of your applications are tracked and recorded in the **MY ACCOUNT > MY ACTIVITY** section. Any decisions made by employers are also tracked.

Interviews may be either **OPEN** or **PRE-SELECT (PRS)**. For **Open Interviews**, you are able to immediately select an interview time and are guaranteed an opportunity to interview. If the schedule is full, you can join a wait list.

For **Pre-Select (PRS) interviews**, you must submit a resume **FIRST** to be considered by the organization. Each organization will review submitted resumes and **GRANT** interviews to those students that they wish to interview. You may be granted an interview, selected as an alternate or request to be on the wait list. If you are concerned that you were denied an interview or selected as an alternate, please discuss those concerns with a staff member in Career Services.

### To search for campus interviews:

1. Click on **“CAMPUS INTERVIEWS”** on the main navigation bar.
2. All current campus interviews appear.
3. Click on the **ID** hyperlink to view details of the campus interview. You can review the position for which the organization is hiring, the type of schedule (Open vs. Pre-Select) and the interview date.
4. To submit your resume to request an interview on a **PRE-SELECT** Schedule, click on **REQUEST INTERVIEW** in red on the left tool bar. A window will appear asking you to select the resume and/or other documents to submit to the employer in advance of the interview. Select the documents from the drop down menu for each category and click on **SAVE**. A notice will appear at the top of the screen that states – YOU HAVE SUCCESSFULLY SUBMITTED A REQUEST TO INTERVIEW. You can then track this activity in the **MY ACTIVITY** section of **MY ACCOUNT**.
5. To select an interview time on an **OPEN** Schedule, click on **SIGN-UP** in RED on the left tool bar. Click on the **INTERVIEW DATE** hyperlink.
6. Scroll down to see available interview times. Click on **SIGN-UP** next to the available time slot during which you would like to interview. A window will appear asking you to select the resume and/or other documents to submit to the employer in advance of the interview. Click on **SAVE**. A prompt will appear in RED that states YOU SUCCESSFULLY SIGNED UP FOR THE REQUESTED INTERVIEW.
7. If all timeslots are taken, you can get on the **WAIT LIST** by clicking **JOIN WAIT LIST** in RED on the left tool bar.
8. If no available interview times are convenient, you can request to get on the **WAIT LIST** by clicking on the **JOIN WAIT LIST** in RED on the left tool bar.
9. Navigate to **MY ACCOUNT > MY ACTIVITY** to review your interview and online application history.

## Reviewing Online Applications and Campus Interviews

PRO allows you to submit resumes directly online and sign-up for campus interviews. After applying for a position in PRO by submitting your resume or requesting a campus interviews, all of your applications are tracked and recorded in the **MY ACCOUNT > MY ACTIVITY** section. Any decisions made by employers are also tracked here.

### To review your online applications and interviews:

1. Click on **“MY ACCOUNT > MY ACTIVITY”** on the main navigation bar.
2. **REFERRALS** will list all positions to which you have applied and organizations that have received your resume from Career Services.
3. **PLACEMENTS** will list all internships that have been officially recorded at the University – either credit bearing or paid experience. Please contact Career Services directly if there is an experience that you have had that is not noted.
4. **SCHEDULES** will list all campus interviews for which you have requested and/or been granted by the organizations.
5. To **cancel** an interview or **change** an interview time, click on the link for the interview in question. Enter the session you are signed up on. Click on **CANCEL** to cancel the interview or click on **SWITCH TIME** to select a different interview time. Please beware that all of your decisions regarding applications to employers are reported to the employer.
6. Students can view and print a list of all upcoming campus interviews. Click on the **“Schedules”** under **MY ACTIVITY**. Click on the link to the top right of the display box – **Print Upcoming Interviews**. A secondary browser window will open – click on the printer icon or File > Print to print the list of upcoming interviews.

## Using Career Events to Locate Workshops and Events

*Phoenix Recruitment Online* has a built in calendar that allows you to view:

- Career/Job Fairs
- Employer Information Sessions
- Etiquette Events
- Campus Workshops with Career Services
- Speakers/Presentations/Forums
- Graduate School Information Sessions

**To review the Events in PRO:**

1. Click on **“CAREER EVENTS”** button on the main navigation bar. Select the **Event Category** of interest and Click on **Search**.
2. Click on the **name** of the event of interest to review details about the event.

## Exploring Job Fairs

All job fairs at UW-Green Bay are listed in PRO. You can see those employers attending, review detailed information about positions recruiting for, information on the organization and much more. You can also submit resumes in advance of the event.

**To review job fairs in PRO:**

1. Click on **“CAREER EVENTS”** button on the main navigation bar. Select CAREER/JOB FAIR from the **Event Category** of interest and Click on **Search**.
2. Click on **SEARCH EMPLOYERS** next to the job fair of interest. In order to see **ALL** employers attending, click on **SEARCH** leaving all field values empty. Those organizations attending the job fair are listed.
3. Click on the organizational name hyperlink to see details for that organization for the fair including positions recruiting for, desired majors and degrees, overview of the organization and the name(s) of individuals attending.
4. To submit a resume in advance, click on the **DROP RESUME** button that appears in RED on the LEFT tool bar for each organizational listing for the fair.
5. Indicate the **drop reason** for the event. Click on **SELECT** to select resumes and other documents to submit to the employer. Include a message to the employer which can be comparable to a mini cover letter.
6. Click on **SUBMIT** to send the resume and message to the employer.
7. To check on the activity of the resumes that you submitted, click on **Career Events** and navigate to that specific event. Click on the link labeled **Dropped Resumes**.

## Using the Phoenix Network

The Phoenix Network is a computerized program designed to assist students and alumni with career planning and job search related needs by connecting them with individuals who are successfully employed in areas of interest. Phoenix Network volunteers include UW-Green Bay alumni, faculty and staff as well as parents of UW-Green Bay students and community members. Through this database, students and alumni can get contact information for individuals in specific career fields, industries, employers and geographical regions of interest. Discussions with members of the Phoenix Network can give students and alumni valuable insights into careers or industries of interest.

**To access the Phoenix Network in PRO:**

1. Click on the **“PHOENIX NETWORK”** button on the main navigation bar.
2. Enter criteria for which you desire to search. A keyword search will match against the volunteer's employment information and education history including majors studied. Employer name is not included in the keyword search as it has its own search field. Please be aware that more criteria entered will minimize your search results. It is best to search on industry, job function or enter a major for keyword. Click on **SEARCH**.
3. To view information on each Phoenix Network volunteer, click on the name hyperlink for the volunteer. Then click on **CONTACT MENTOR** in RED on the left tool bar to display the individual's contact information.
4. Contact information, educational background, current employment information and other areas is displayed. Contact the volunteer using the guidelines the volunteer defined ***in preferred method of contact***.
5. The **Additional Information** section indicates in what areas the volunteer is willing to provide assistance.
6. After you connect with a Phoenix Network volunteer you are strongly encouraged to send a letter or email of thanks and gratitude for the assistance provided and the time devoted by the volunteer.

## Browser Troubleshooting in PRO

It is essential that you understand the basic system requirements needed to use PRO successfully. Based on technical support experience, most problems users encounter are due to incorrect system settings or incorrect browser versions.

### System Requirements in PRO:

#### 1. Browser/Platform

IE 5.5 or higher, Netscape 7.0 or higher – IE is recommended.  
Adobe Acrobat 6.0 or higher  
Resolution of 800X600

To determine what browser version is installed on your computer, click “help” on the Internet tool bar. Next, scroll to the last option on the drop list and click on “about.....”. The browser version will display here.

#### 2. Adobe Acrobat Reader:

To determine if Adobe Acrobat is installed, navigate to the start menu, select programs then scroll to the top of the list of programs. The lists of programs installed on the machine are in alphabetical order. If you do not see Adobe Acrobat listed, then you must install Adobe Acrobat. It is available for download free at:

Adobe Acrobat: <http://www.adobe.com/prodindex/acrobat/readstep.html#reader>

#### 3. Internet Explorer 5.5 and 5.5 Settings

##### Cache (Temporary Internet Files)

1. Remove all temporary Internet files from your computer.

##### Cookies

While still under Internet Options, choose the Security Tab

1. Select Custom Level
2. Scroll down to two items under the heading "cookies"
  - Enable ALL cookies
  - a. allow cookies that are stored on your computer
  - b. allow per-session cookies
3. Click on OK

##### Delete Cookies

Make sure you have no other programs open when you do this

1. On the Toolbar, choose tools
2. Select Internet options
3. Under Temporary Internet Files, click Delete Files (choose the check box option to remove off-line content)

##### *Additional System Settings*

##### Cookies

Cookies: Must be set to “accept all cookies”

The cookies setting is located in a different place within the browser depending on what version you use. This setting is usually found within “Internet options” in one of your menus such as “view” or “tools”.

Symptoms of “cookies” being set incorrectly:

If a user is trying to log into your site and they keep reverting back to the main list of schools or to a different school’s log in screen.

##### Cache

Cache: Must be set to “every visit to the page”

The cache setting is located in a different place within the browser depending on what version you use. This setting is usually found within “Internet options” in one of your menus such as “view” or “tools”.

##### Symptoms of “Cache” being set incorrectly

If a user is editing information on a page, saves it and the information does not update.

# On-Campus Recruitment and Resume Referral Policies

University of Wisconsin-Green Bay, Career Services

July 1, 2003

1. Students, alumni and community members registering with Phoenix Recruitment Online (PRO) via the Web assume total responsibility for the accuracy and completeness of the information contained in their profile and on their resume. Career Services staff reserves the right to not forward a resume to an organization if information within the demographic/registration section of the student PRO record contradicts or is in conflict with the required qualifications of the position.
2. Resumes that are forwarded to organizations for resume referrals or on-campus recruitment are recorded electronically. An individual may check the status of which organizations received a resume at any time by phone or in person. Individuals are not automatically notified of this action.
3. When publishing a resume to the Public Resume Book in Phoenix Recruitment Online, students are asked to grant Career Services the right to release her/his resume at their discretion and in her/his concern within the realm of services provided by said office.
4. Demographic information (i.e. sex, age, ethnic background, physical disability, etc.) requested in PRO is not forwarded to an employer. This information is only used for statistical purposes internally in Career Services.
5. The campus ID number is a required submission of the PRO system to be used for a username. PRO uses it as a way to generate a unique record for an individual. This number is used only internally and is never shared with an employer.
6. Career Services will release contact information over the phone to employers if they are unable to contact an individual with the information listed on the resume that was received. This applies to e-mail information as well.
7. Students must meet qualifications as stated by the employer to be eligible for an on-campus interview or for a resume to be forwarded through a resume referral.
8. Students are advised to not abuse the on-campus recruitment or the resume referral program. Examples of abuse would include failure to show for an on-campus interview, failure to provide 24 hours advance notice when canceling an interview with Career Services and failure to show professional courtesy to an employer by not responding to phone or written correspondence. Repeated abuse will be addressed by Career Services staff and privileges to participate in the recruitment programs may be revoked.
9. If Career Services is notified by an employer of unethical or inappropriate behavior of a student during an interview, Career Services staff reserves the right to address the issue with the student. If the behavior is severe, the student may be referred to the campus judicial process. Interview and referral privileges will be removed.
10. Any student not meeting the qualifications for an on-campus interview may request to have the name of the contact person for that organization and can personally forward a letter to the contact person in order to request directly for consideration and a personal interview. (i.e. A student is not accepted for a pre-select interview schedule.)
11. The University does not accept responsibility for the actions of any on-campus or off-campus employers during interviews. Students are encouraged to bring to the attention of Career Services staff any unethical, unprofessional or inappropriate behavior of an interviewer or host organization. The situation will be explored and the issue addressed with the organization in question.
12. Students, alumni and community members must be currently registered in the PRO system with Career Services and any appropriate fees paid in order to participate in on-campus recruitment and the resume referral program.

13. Currently, your resume is critiqued automatically by a staff member when it is uploaded into PRO for the first time. Students will receive a critique of the document via direct mail. It is the individual's responsibility to contact Career Services for follow-up regarding the critiqued resume and/or to make changes to the initial document in PRO.
14. Interview schedules are open or closed (Pre-select). Students will submit documents online for open and closed interview schedules. All sign-ups for campus interviews are handled electronically in PRO. A student must have a resume uploaded into her/his student profile in PRO in order to sign-up for campus interviews online. Students are not allowed to sign-up for campus interviews without current registration in PRO.
15. For open interview schedules, students are automatically granted an interview upon submitting applications materials in PRO. Notification is given in PRO and via email. If a schedule fills, the student will still be able to apply and submit documents to the employer online. The employer can indicate in PRO if the organization is still interested or if they will interview the student at another time.
16. For closed interview schedules, the employer in question will review materials submitted by the students. The student will be notified in PRO and via email of the employer's decision to interview. In all cases, 25% of the available interview slots are reserved for students who have an interest in the organization but may not have been invited to interview. Open interview slots are assigned on a first-come, first-served basis by the date that students submit documents in PRO. Once the slots are taken, students should contact Career Services about being placed on a waiting list. Students are called in the order in which they were placed on the waiting list once slots have opened. All students on the waiting list will have their documents submitted to the employer via PRO.
17. It is an individual's responsibility to inform Career Services if she/he is not interested in having her/his resume referred to employers or if he/she has become employed. When notification is received, the individual's resume is removed from the Public Resume Book in PRO therefore preventing the individual's resume from being forwarded to organizations for consideration for employment. However, the individual's account in PRO will remain active until the designated expiration date – in most cases 6 months past a date of graduation. If repeated employers note incorrect address information, or that a person is employed, Career Services will, without direct notice from the candidate, remove her/his resume from the Public Resume Book in PRO.
18. If at any time you have questions about the on-campus recruitment process, interviews, policies or specific examples of occurrences during campus interviews, please contact Career Services at 920-465-2163 or stop by SS 1600 to see a staff member.

