TommieCareers: Getting Started

TommieCareers is a job-posting site exclusive to the St. Thomas community and employers interested in hiring our students and alumni. It is fast and easy to use—all you need is your UST NetID and password to get started!

Most of the resources you will need to get started are located within a purple menu bar across the left hand side (Home, My Profile, etc)

Update Your Account (My Account menu)

1) Go to tommiecareers.stthomas.edu and log in with your **UST NetID** and **password**.
2) From here, you may fill out your information under **My Account**. Most of the information will be entered for you upon first login.
3) Adjust your graduation date, if needed, under the **Academic** tab.
4) To receive email messages such as the weekly Career Scoop go to the **Messaging and Privacy** tab and choose "Yes" for **Receive Email Notifications**.
5) You may also choose to have reminders for interviews and your registered events sent to your phone via SMS (text messages).

Uploading Documents (My Resumes and Documents menu)

1) You can upload documents such as your resume and cover letter. To get started, go to **My Resumes and Documents** and choose **Add New**.
2) Name your document, choose a document type, and then click **Browse** to find the document on your computer. Once the document is chosen, click **Submit**.

Seminars and Events / My Career Calendar menus

TommieCareers features different ways to keep track of the career-related events that matter to you. The **Seminars and Events** tab allows you to browse, find information, and RSVP to events hosted by the Career Development Center.

The **My Calendar > Agenda** tab allows you to keep track of career events to which you have RSVP'd, as well as On-Campus Interviewing appointments. It makes keeping track of your professional life easy to manage.

Resume Books (Under My Resumes and Documents menu)

The Career Development Center offers students the opportunity to post their resume in a resume book for employer viewing. For more detailed information on resume books, see "TommieCareers: Resume Books" documentation.

1) To add your resume to a resume book, click on the **Documents** tab, then the **Resume Books** sub-tab. (Note, you must already have uploaded a resume. See: Uploading Documents on other side of this page)
2) Choose the best book—or books—based on your interests and select a resume from the drop down to the right of the book.

Job Search (Job Listings menu)

Go to the **Job Listings** menu and choose **TommieCareer Listings**. Search functionality allows you to search by **keyword**, **location**, **and academic major**. There is also an Advanced Search option next to the search box.

During the search, you also have the option to **Favorite** employers or job postings. Simply click the star next to the posting or employer name, and you will be able to revisit it at a later date, without the need to search again.

Saved Searches (Job Listings menu)

You may set up saved searches with automatic email notifications.

1) Go to the **Job Listings** menu and select **TommieCareer Listings**.
2) Perform a search in the text box or by using Advanced Search.
3) Click on Saved Searches.
4) Give your search a name and determine if and how often you wish to receive results via email. Click **Save**.
5) In the future you may click on the search title to perform the search within TommieCareers, or use **Edit** or **Delete** to modify.

University of St. Thomas Career Development Center
Questions? Contact Us!

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