



JOBS FOR AGGIES JOB BOARD “HOW TO’S”

Student Training

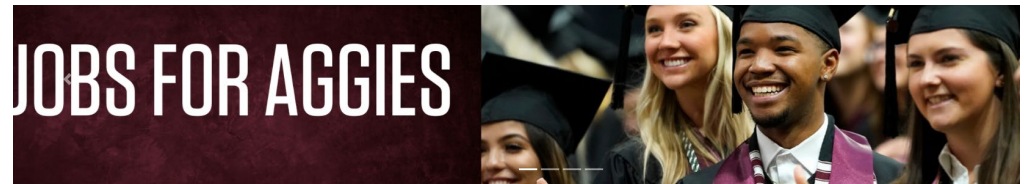
Revised July 2023



TEXAS A&M
UNIVERSITY

Go to [Jobsforaggies.tamu.edu](https://jobsforaggies.tamu.edu)

- Click on “*FIND a Part-time Job*”
- This will redirect students to the Jobs For Aggies Job Board landing page.



Welcome To Jobs for Aggies

Division of Human Resources and Organizational Effectiveness (HROE) is proud to support the educational goals of Texas A&M undergraduate and graduate students by providing access to employment opportunities. We serve student campus employers by maintaining an online job database and by offering training as needed for students, supervisors, and HR professionals.



Students



Employers



Find a Part-Time Job



Training & Workshops



Post a Part-Time Job



Celebrate Students

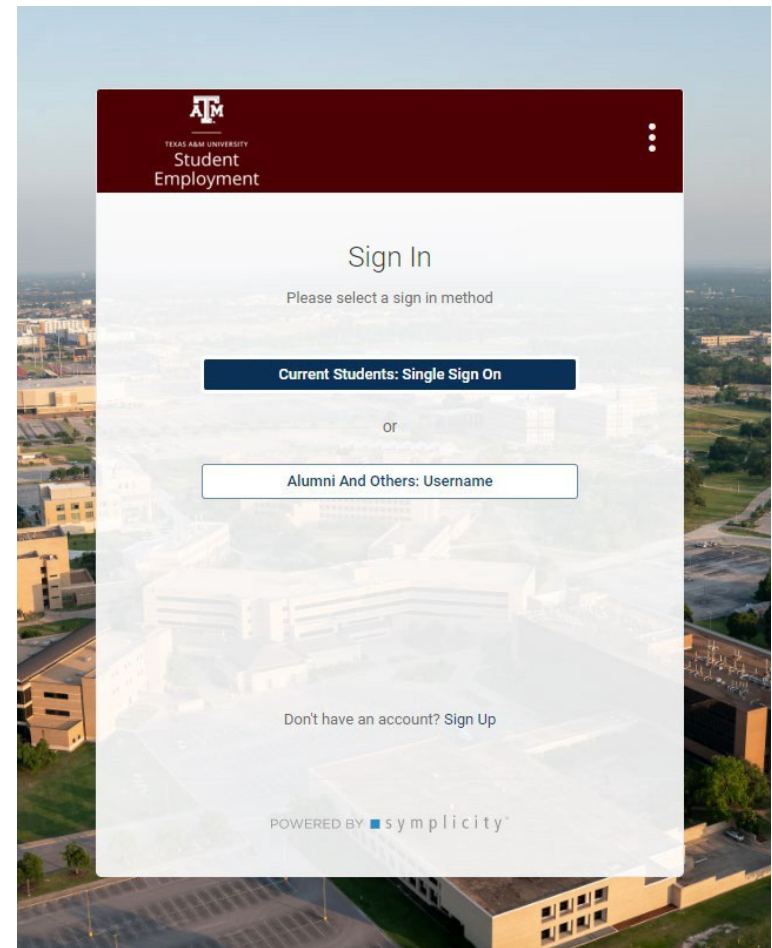
About Us

Contact Us

Landing Page

Students will login using their NetID and password

- Individuals will not be allowed to create an account



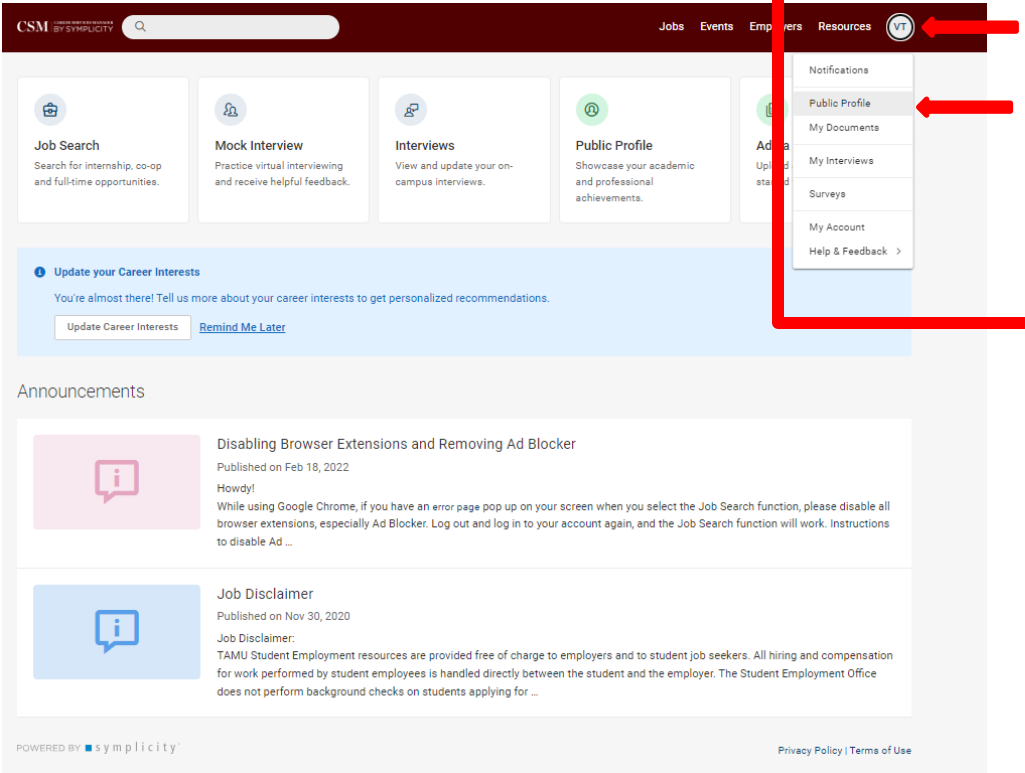


HOW TO: Complete Your Profile

Student Profile

Before you start applying for jobs, you will need to complete your student profile.

- You can do this by clicking on the **“profile”** tab in the top right corner, and selecting **“Public Profile”** from the dropdown list.



The screenshot displays the CSM by SIMPLICITY website interface. The top navigation bar includes a search bar, a search icon, and links for Jobs, Events, Employers, and Resources. The Resources link is highlighted with a red arrow. A dropdown menu is open under Resources, listing options: Notifications, Public Profile (highlighted with a red arrow), My Documents, My Interviews, Surveys, My Account, and Help & Feedback. Below the navigation bar, there are four main content cards: Job Search, Mock Interview, Interviews, and Public Profile. The Public Profile card is highlighted with a red circle. Below these cards is a section for updating career interests, followed by an Announcements section with two posts: 'Disabling Browser Extensions and Removing Ad Blocker' and 'Job Disclaimer'. The footer contains the text 'POWERED BY ■ simplicity' and 'Privacy Policy | Terms of Use'.

Student Profile (cont.)

You will see a percentage at the top of your profile, this number tells you how much of your profile is complete

- Completing your profile will consist of the following:
 - Uploading documents
 - Add information to sections
 - Education
 - Experience
 - Projects
 - organizations & activities
 - skills & competencies

The screenshot shows a student profile page for 'TEST Student'. The profile is currently 0% complete, as indicated by a red circle around the '0% Profile Complete' status. The page includes sections for 'Add Personal Statement', 'Education', 'Add Experience', 'Add Projects', and 'Add Organizations and Activities'. There are also options to 'Add Resume' and 'Add Website', and a 'Publish' toggle.

Student Profile (cont.)

You will be required to have a resume on file before you begin applying to jobs

- If you do not have a resume on file, you will not have the option to apply for various positions
 - You can add your resume here, or by going to the **“My Documents”** tab

The screenshot shows a student profile page for 'TEST Student' on the TAMU Student Employment website. The profile is currently 0% complete. A red box highlights the '+ Upload Resume' button in the top right corner. Another red box highlights the '+ Add Resume' button in the bottom right corner. The profile includes sections for Personal Statement, Education, Experience, Projects, and Organizations and Activities.

TEST Student
Bachelor - + Add Major(s) - May 2021
+ Add Class Level
+ Add Experience
<https://jobsforaggies-tamu-csm.symplicity.com/profiles/test.stu...>

Profile Complete
+ Upload Resume

+ Add Personal Statement
Describe the unique value you bring to the organizations and people you work with.

Education
Graduation Date: May 2021
Bachelor -
TAMU Student Employment Office
GPA:

+ Add Experience
Add your previous work, co-op or internships and describe key roles that you played.

+ Add Projects
Add projects or work samples that exemplify your skills and achievements.

+ Add Organizations and Activities
Showcase your participation in on-campus or external clubs and organizations to highlight your contributions outside the classroom.

+ Add Resume
+ Add Website

0 Unique Profile Views

Documents

Under the “*My Documents*” tab, students will be able to upload various documents to be used to apply for jobs

- By clicking “*Add New*”, students can upload resume’s, cover letters, unofficial transcripts, and much more.

CSM BY SYMPPLICITY

Jobs Events Employers Resources **ST**

Home / Documents / My Documents

Resumes

Please upload all documents as Word documents when possible. Please note that only files 200KB or less can be uploaded into this system. When a transcript, you may have to select an option that allows you to save it as a smaller file.

No Records Found

Add New

Related Resources

- Mock Interviews

Help & Support

- Send a Question or Comment

POWERED BY symplcity

Privacy Policy | Terms of Use

Documents


Here, students will upload their document, and give it a **“Label”** or document name

- The text that is entered as the label is what the document will be titled when submitted with an application
- Please make sure you are selecting the correct **“Document Type”** for the file you are uploading, for it will be vital during the application process

your documents. If you are unable to open the PDF from the "View as PDF" link, re-save the system.

* indicates a required field

Student Document

Label * 

Document Type

Resume

Cover Letter

Unofficial Transcript

Other Documents

Maximum file size: 65536kb

File *

Please select your document to upload.

No file chosen

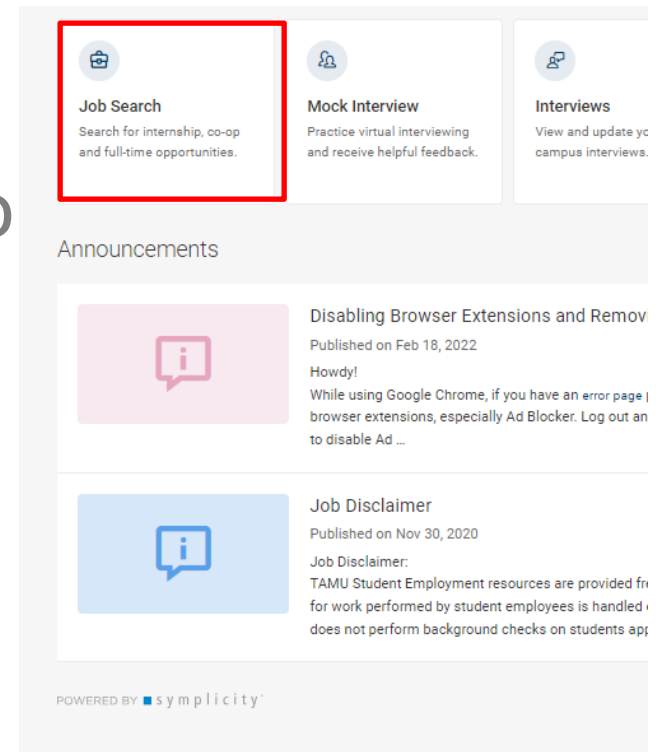


HOW TO: Search For Jobs

Search Job Postings

From the homepage, you'll select "**Job Search**"

- This is where you will go to view active job postings and previous applications
- Click on the "**Search**" tab to view a list of active job postings



The screenshot shows the TAMU Job Search homepage. At the top, there are three main navigation tabs: "Job Search", "Mock Interview", and "Interviews". The "Job Search" tab is highlighted with a red border. Below these tabs is an "Announcements" section with two items: "Disabling Browser Extensions and Remove" and "Job Disclaimer".

Tab	Icon	Title	Description
Job Search	🔍	Job Search	Search for internship, co-op and full-time opportunities.
Mock Interview	🎤	Mock Interview	Practice virtual interviewing and receive helpful feedback.
Interviews	🗣️	Interviews	View and update your campus interviews.

Announcements

Announcement	Published On	Content
Disabling Browser Extensions and Remove	Feb 18, 2022	Howdy! While using Google Chrome, if you have an error page in your browser, it may be caused by browser extensions, especially Ad Blocker. Log out and to disable Ad ...
Job Disclaimer	Nov 30, 2020	Job Disclaimer: TAMU Student Employment resources are provided for work performed by student employees is handled and does not perform background checks on students applying for positions.

POWERED BY **symplcity**

Removing Ad Blocker

While using Google Chrome, if you have an [error page](#) pop up on your screen when you select the Job Search function, please disable all browser extensions, especially Ad Blocker. Log out and log in to your account again, and the Job Search function will work. Instructions to disable Ad Blocker on this webpage are provided below.

1. Login to the Jobs for Aggies Job Board.
2. Once on the home page, click on the Lock icon (it looks like a padlock) to the left of the web address.
3. Click **“Site Settings”**.
4. Under the Permissions section, scroll to Ads and select **“Allow”**.
5. Close the Settings tab and on the webpage you are removing Ad Blocker from, click **“Reload”**.

If you are still receiving an error, please contact the Student Employment Office at 979-845-0686.

Filter Job Postings

You will have the option to filter postings based on your preferences

- This action can be performed before and after any keyword or advanced search
- Students can sort job postings by:
 1. Position Type
 2. Industry
 3. Job Function

Home / Jobs / Search

Job Postings

Search Favorites Applications Expired Jobs

Keywords Location 25mi Search

Show Me Position Type Industry Job Function More Filters Job Alerts (0) All Jobs

Latest Jobs

rokbox, Inc.	Fish Daddys	Student Affairs
Real Estate Client Care Representative Part Time Student Employment 3d ago	Server or Host Part Time Student Employment 3d ago	Returning Orientation Leader (ROL) Part Time Student Employment 3d ago
☆ ↻	☆ ↻	☆ ↻

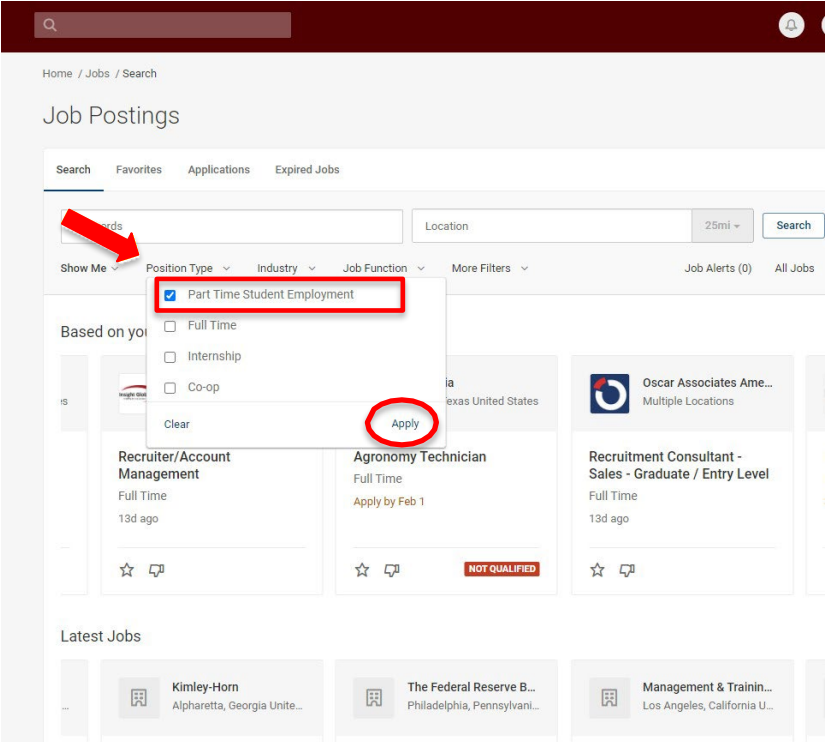
Jobs Expiring Soon

Part-Time Job Search Filter

If you have an account with the Hire Aggies Job Board, you are likely to see both their job postings, as well as the postings on Jobs for Aggies.

- In order to ensure that you are only viewing part-time postings on the JFA job board, perform the following steps on the **“Job Search”** page:

1. Click on **“Position Type”**
2. Check **“Part Time Student Employment”**
3. Click **“Apply”**

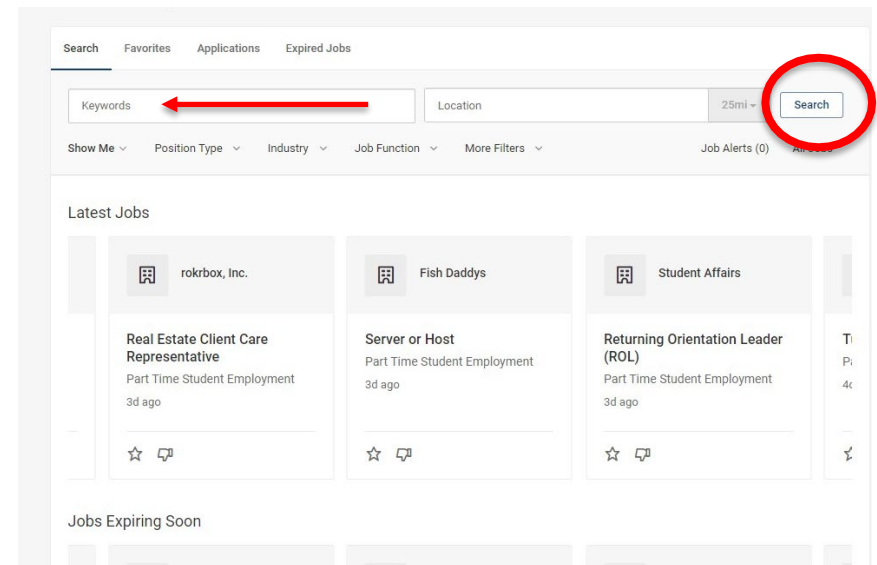


The screenshot displays the 'Job Postings' search interface. A red arrow points to the 'Position Type' dropdown menu, which is open and shows 'Part Time Student Employment' selected with a red box. The 'Apply' button is also circled in red. Below the filter, job listings are visible, including 'Recruiter/Account Management' and 'Agronomy Technician'. The 'Agronomy Technician' listing has a 'NOT QUALIFIED' badge. The 'Latest Jobs' section at the bottom shows 'Kimley-Horn', 'The Federal Reserve B...', and 'Management & Trainin...'.

Keyword Search

Using the search bar at the top of the job list, you will be able to search for job postings by typing in keywords such as:

- Job Title
- Company
- Location



* See next slide for advanced usage *

Advanced Usage

The search will be performed on the following sections in order of relevancy:
 Job Id > Position Type > Employer > Job Title > Description

Sign	Function	Description	Example
+	AND	A leading plus sign indicates that this word must be present	+apple +juice Find items that contain both words.
-	NOT	A leading minus sign indicates that this word must not be present	+apple -macintosh Find items that contain the word "apple" but not "macintosh".
No Operator	OR	If no operator is used items that match more words will be rated higher	+apple macintosh Find items that contain the word "apple", but rank items higher if they also contain "macintosh".
“ ”	EXACT PHRASE	A phrase that is enclosed within double quote (" ") characters matches only items that contain the phrase	"some words" Find items that contain the exact phrase "some words" (for example, rows that contain "some words of wisdom" but not "some noise words").
?	REPLACE CHARACTER	Use in place of any <u>one</u> character (can not be used in the beginning of the word)	te?t Matches words like "text" or "test" but not "tempt".
*	PLACEHOLDER	Use in place of zero, one or multiple characters (can not be used in the beginning of the word)	apple* Find items that contain words such as "apple", "apples", "applesauce", or "applet".

Advanced Search “More Filters”

Click on the “*More Filters*” option on right of the 3 general filter options

- Here you will be able to narrow your job search by selecting criterion based on your personal preferences
- Once you have set all your filter preferences, scroll down and click “*Apply*” to see jobs that meet the criteria established by the filters selected

The screenshot shows the 'More Filters' section of a job search interface. The 'More Filters' dropdown menu is highlighted with a red box. The interface includes the following sections:

- Exclude:** Exclude Nationwide Jobs, Exclude Jobs I've Applied For
- Work Authorization:** US Citizen or US National, Legally authorized to work in US (Permanent US Resident, Political Asylee, Refugee or DACA), Will now or in the future require visa sponsorship
- Apply By:** Any time, Next 24 hours, Next week, Next month
- Job Location:** Off-Campus, Off-Campus (TAMU Payroll), On-Campus, On-Campus (Non-TAMU Payroll)
- Desired Majors:** [Dropdown menu]
- Ignores jobs with 'All Majors' selected:** Yes, No
- Posted Date:** Any time, Past month, Past week, Past 24 hours
- Job Category:** Work Study Eligible, Work Study Not Required, Work Study Required, Work Study Preferred, Graduate Assistantship
- Position Category:** [Dropdown menu]

At the bottom right, the 'Apply' button is highlighted with a red circle.

View Job Posting

Click on the job title of the position you are interested in to view details.

- Here you will be able to see the description, location, pay rate, application method, and any additional information

The screenshot shows a job posting interface. At the top, there is a search bar and navigation icons. Below the search bar, the breadcrumb path is "Home / Jobs / TESTING TESTING 123 (146...". A blue notification bar contains two messages: "Keep a list of Favorite Jobs by clicking the star located to the left of the position title." and "Before applying for a job, the Career Center staff encourages you to review the resume writing and interview preparation information on our website. For more information, please contact the Career Center or visit us online." The main job card features a dark blue header with a white "S" icon, the job title "TESTING TESTING 123" with a star icon, and the text "Part Time Student Employment" and "Cisco Household". A "+ Follow" button and an "Apply" button are also present. Below the job card, the job details are organized into two columns. The left column includes "Position Type" (Part Time Student Employment), "Description" (Be cool.), "Qualifications" (Be cooler.), "ID" (146630), and "Salary Level" (10). The right column includes "Important Dates" (Posted On: Oct 22, 2020; Application Deadline: Oct 22, 2020) and a "Job Disclaimer" regarding TAMU Student Employment resources and background checks.

Home / Jobs / TESTING TESTING 123 (146...

Keep a list of Favorite Jobs by clicking the star located to the left of the position title.

Before applying for a job, the Career Center staff encourages you to review the resume writing and interview preparation information on our website. For more information, please contact the Career Center or visit us online.

S TESTING TESTING 123 ★
Part Time Student Employment
Cisco Household [+ Follow](#) [Apply](#)

Position Type
Part Time Student Employment

Description
Be cool.

Qualifications
Be cooler.

ID
146630

Salary Level
10

Important Dates
Posted On:
Oct 22, 2020
Application Deadline:
Oct 22, 2020

Job Disclaimer: TAMU Student
Employment resources are provided free of charge to employers and to student job seekers. All hiring and compensation for work performed by student employees is handled directly between the student and the employer. The Student Employment Office does not perform background checks on students applying for jobs, nor on employers posting job opportunities. Employers and students are encouraged to request reference information from

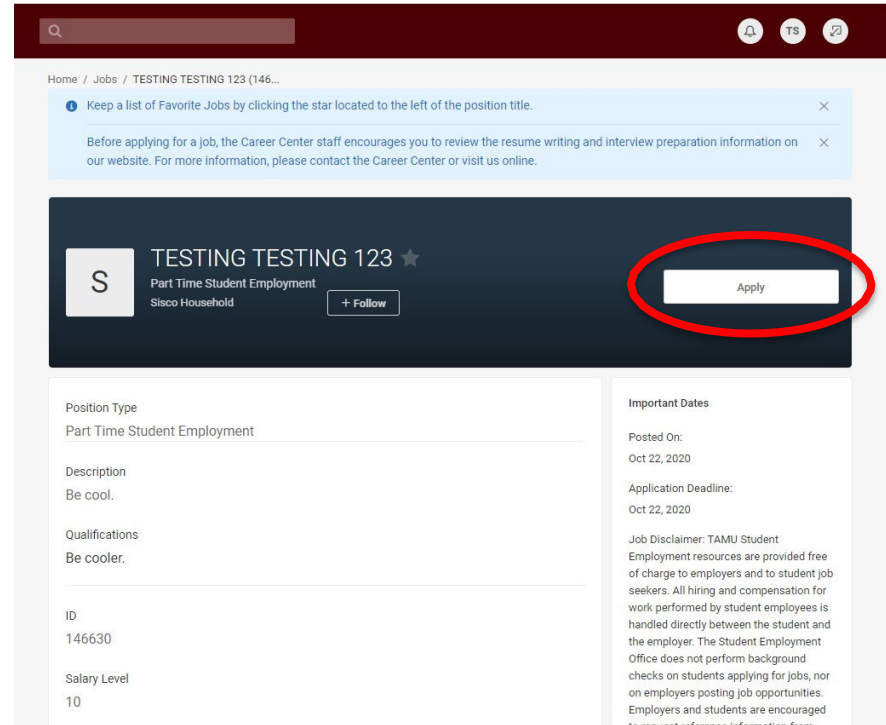


HOW TO: Apply For Jobs

Application Methods

Student will apply for job using the **“Apply”** button at the top of the job posting

- Employers will either require students to apply through the job board using **“Online Applications”** by submitting document, or students will **“Apply On Website”**



The screenshot shows a job posting interface. At the top, there is a search bar and navigation icons. Below the search bar, there is a breadcrumb trail: Home / Jobs / TESTING TESTING 123 (146...). Two informational banners are present: one about favorite jobs and another about resume writing. The main job listing is for 'TESTING TESTING 123', a 'Part Time Student Employment' position at 'Cisco Household'. A '+ Follow' button is next to the job title. The 'Apply' button is highlighted with a red circle. Below the job title, there are sections for 'Position Type', 'Description', 'Qualifications', 'ID', and 'Salary Level'. To the right, there is an 'Important Dates' section with 'Posted On' and 'Application Deadline' information, and a 'Job Disclaimer' section.

Home / Jobs / TESTING TESTING 123 (146...)

Keep a list of Favorite Jobs by clicking the star located to the left of the position title.

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S TESTING TESTING 123 ★
Part Time Student Employment
Cisco Household + Follow **Apply**

Position Type
Part Time Student Employment

Description
Be cool.

Qualifications
Be cooler.

ID
146630

Salary Level
10

Important Dates
Posted On:
Oct 22, 2020
Application Deadline:
Oct 22, 2020

Job Disclaimer: TAMU Student
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Online Applications

If an employer has elected to have students apply online, there will be an **“Apply”** button on the top left side of the job posting

- Depending on what documents the employer has requested, you will see various document upload fields
- If you have uploaded these documents to your profile, they will automatically fill these fields
 - However, if you would like to add a new document or replace the document on file, you will have the option to do so by clicking **“Add New”**

The screenshot shows a web application interface for a job posting titled "TESTING TESTING 123". A modal window titled "Apply" is open, displaying a form with the following fields:

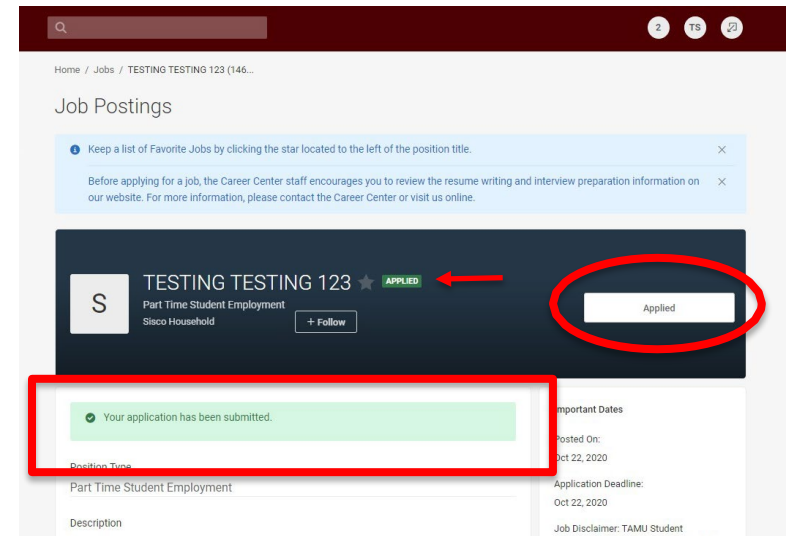
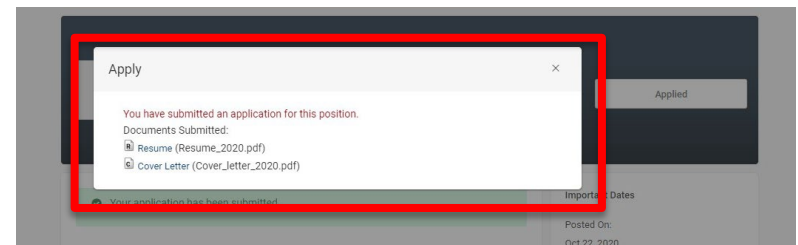
- Resume ***: A dropdown menu showing "Resume 2020*" with an "Add New" button to its right.
- Cover Letter**: A dropdown menu showing "Cover Letter 2020" with an "Add New" button to its right.
- Cover Letter 2020**: A text input field with a blue highlight, indicating it is selected.
- Submit**: A blue button at the bottom of the form.

Red annotations highlight the "Apply" button in the top right corner of the job posting and the "Add New" buttons next to the Resume and Cover Letter fields. A red box also surrounds the Resume and Cover Letter dropdown menus.

Online Applications (cont.)

Once the required and/or recommended documents have been uploaded, you will press **“submit”** to complete the application process

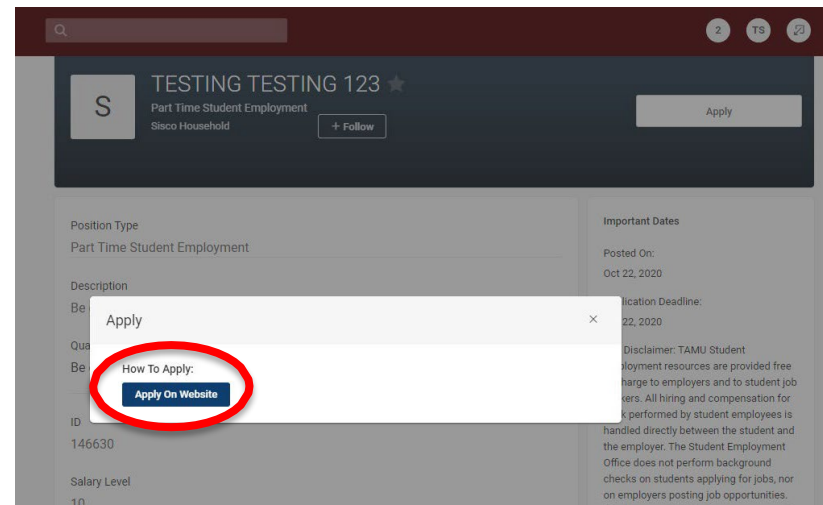
- Students will see a confirmation message pop up on the screen stating **“You have submitted an application for this position”**
- The apply button will change to say **“Applied”**
- Additionally, the Student will receive an automated system message in their email



Apply on Website

Employers who do not use the Job board application function, may choose to have students apply by visiting an external link or on the company's website

- By clicking the **“Apply”** button on the job posting, you will see this screen that will take you to the external application once you click the **“Apply On Website”** button



View Application History

Under the job search page, you will see a tab titled *“Applications”*.

- This is where you can go to view any applications you have previously submitted

