



CENTER FOR CAREER MANAGEMENT  
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## Quick Guide to ZIProfessional™

These instructions are intended to walk you through the process of utilizing the ZIProfessional system as part of the full-time or co-op/internship job search. We encourage you to take time to review these procedures so that you may utilize the system to its full potential. Please make an appointment with your CCM advisor if you have specific questions about how to use ZIProfessional. *Please note, after 60 days of inactivity, your account will be inactivated.* To reactivate your account please contact your CCM advisor. (Alumni fees may apply).

### Creating/Accessing your Account

- A quick link to your ZIProfessional account can be found at [www.uakron.edu/ccm](http://www.uakron.edu/ccm).
- Click on the link for ZIProfessional and then the link for the ZIProfessional Log-in page.
- Log in to your account using the username and password provided below.  
Username: ua\_\_\_\_\_ (\*don't forget the ua in front of your ID)  
Password: \_\_\_\_\_

\*If you forget your username and password please contact our office.

**NOTE: The following steps are required to complete the registration process. Co-op/Internship students must complete them prior to established co-op/internship enrollment deadlines.**

## Part 1: Registration

### Editing Your Profile

- The first time you log in, you will be asked to complete certain required fields in your profile
- Select **View/Edit Data** under the **Profile tab** on the navigation bar.
- Once you have completed all four sections (**Personal Info, Academics, Career Preferences, Continued Academics, and Administration**), click **Save**
- To make changes to your profile, click on the **Profile** tab on the navigation bar
- Click on the desired view: Personal Info, Academics, Career Preferences, and Continued Academics
- Click **Edit**
- Update your profile information
- Click **Save**

**Note:** Remember to keep your profile current at all times; update your e-mail address, GPA, etc. An alternate e-mail other than your uakron e-mail should be used whenever possible. **Your Profile sections need to be answered honestly and ethically.**

### Uploading Documents (Resume)

- Click on the **Documents** tab on the navigation bar
- Choose the document type on the **Upload Documents** page and click next
- Click **Browse** to select your document
- Choose the correct document and click **Open**
- Click **Upload**

**Note:** Remember to keep your profile current at all times, you can update your resume at any time

**Note:** The first resume uploaded will be designated as your **Primary Resume**. You may have several resumes in the system but only one will be designated as your Primary Resume. When our office conducts referrals we will send your Primary Resume to employers.

- To change which resume is marked as Primary go to **Documents** then **Your Resumes** on the right hand side of the page you will see a box that says **Change Your Primary Resume**. Select which resume you would like to mark as primary from the drop down menu, then click **change**.
- To see which employers have received your resume through our center, go to **Documents** then **Your Resumes**. Click on the number under **Employer Views**.

## Part 2: Using ZIProfessional

### Publish a Resume to a Resume Book

One way that employers can view candidate's resumes is through Resume Books. In order for your resume to be searchable by employers, you must add it to a resume book.

- Select **Publish a Resume** under the **Documents** tab on the navigation bar
- View the Resume Books in the **Additional Resume Books** section
- Choose your resume from the **Publish Resume** dropdown on the coordinating resume book entry
- Click **Save**


**Note:** If you make changes to your resume you must re-publish it to a resume book.

### Searching for Jobs, Internships, and Co-ops

- Click on the **Jobs & Internships** tab on the navigation bar; select job/internship/co-op search
- In the Specific Search section, choose to search for **Jobs (full-time or part-time)**, **Internship** or **Co-op**
- Use the **Basic Search** to search **by Keywords, Job Function** and/or **Location**, or select one of the other searches in the **More Searches** section
- After selecting your job search criteria, Click **Search**
- Use the yellow toolbar to further **Refine** your search results
- Click on the **Job Title** to view the details of the job
- For other quick, easy job searches, use the **1-Click Searches** on the **Home** page of your account
- To save your searches, **Check** (  ) box in front of the job; at the bottom of the page you will see a scroll down menu that says "save jobs as favorites", **click create new, name** and **save your jobs**
- **Note:** Default will be for jobs that are posted by CCM; remove the  next to "show only jobs from my career center" to see all jobs posted by other Experience Network users
- **Note:** ZIPro displays local, regional, national, and international jobs and is updated daily with new opportunities. Be sure to check back regularly.

### Creating and Using Search Agents

- Click on the **Jobs & Internships** tab on the navigation bar
- Use the **Basic Search** to search **by Keywords, Job Function** and/or **Location**, or select one of the other searches in the **More Searches** section.
- After selecting your job search criteria, Click **Search**
- In the **More Search Options** box, select to **Save Your Search**
- Choose whether to receive email notifications or job matches
- Select the job source from the **Show Me Jobs** Section
- Click **Save**
- To save favorite jobs, **Check** (  ) box if front of the job; at the bottom of the page you will see a scroll down menu that says "save jobs as favorites", **click create new, name** and **save your jobs**

**\*IMPORTANT\*** Please note that jobs and internships marked with a  have been posted by The University of Akron. Internship positions that have been posted by The University of Akron have already been approved by the appropriate departments. If you find an internship position that has not been posted by The University of Akron it will have to be approved by the department chair of your degree-granting college. For more information on the this process please contact your CCM advisor.

## Part 3: Applying for Jobs

### Applying for a Job

- Click on the **Jobs & Internships** tab on the navigation bar
- Select a **Job Title** from **Search Results** page to open the Job Details
- Locate **How to Apply** section at the bottom of the Job Details page

**Some positions will ask that you apply through ZIProfessional, for other positions you may have to apply through the company's website, e-mail the recruiter, etc. Make sure to read all of the application directions carefully**


- For positions that require you to apply thorough ZIProfessional:
  - Click **Apply**
  - Select a **Resume, Cover Letter** or **Other Document** that meets the requirements
  - Click **Submit**
  - Not all positions can be applied to directly from the database; you may have to submit your application through the company website, e-mail or by hard copy
  - Pay close attention to any posted deadline dates

### Withdrawing Your Application From A Job Posting

- **Select** your **Active Applications** under the applications tab on the navigation bar
- **At the bottom of the page you will see the list of all jobs you have applied to through the system**
- **Select** the desired application and click details
- **Click** withdraw link
- Confirm your decision by **clicking** withdraw
- Once an application deadline has past, you will not be able to withdraw your application

## Part 4: Using On-Campus Recruiting

### Sign up for an Interview


- This feature is only for positions that have interviews for the On Campus Recruiting (OCR) program. If a company is participating in OCR a  icon will appear next to the company name and position. For a full list of companies that are participating in OCR view the "Interview Schedules" list found on the left hand side of the ZIProfessional home page in the calendar section; click on the job title, read the application process at the bottom of page, and submit resume
- Once you have applied for a position, select **Your Active Applications** under the **Applications** tab on the navigation bar
- The status of your active applications is displayed in the **Employer Decision** column
- If an employer has **Accepted** your application and the interview sign up date has arrived, you may sign up for an interview slot (all decisions will be undecided until the employer makes their selection)
- Click on **Details**
- On the Application Details page, under **Employer Decision**, click on **Sign up for Interview**
- On the Interview Sign Up Page, find the schedule date you would like to sign up for and select the **Time** radio button associated with the time slot you desire
- Click **Save** and your slot will be reserved
- *On the day of your interview arrive in the CCM and check in for your interview at least 10 minutes prior to your interview time, dress professionally and do your research about the company prior to the interview.*

## Part 5: Conducting Searches on ZIProfessional

### Searching for a Career Center or Employer Event

- To browse all events, select **Career Center Calendar** under the **Calendar** tab on the navigation bar
- To find events on a specific day, use the **Monthly Overview** and click on the desired numeric day link
- To search for a specific day, use the Monthly Overview and click on the desired numeric day link
- Search using the **By Event Type** drop down box to search for a specific type of event
- After selecting your job search criteria, Click **Search**
- Search by **Employer Name** to search for events hosted by a specific employer
- From any calendar search results, click on the **Event Name** for more event details

### Searching for Employers

- Select **Employer Search** under the **Employers** tab on the navigation bar
- Search alphabetically by selecting the first letter of the employer name
- Search for a specific employer by typing the name of employer in the **Employer Name** field
- Search for an employer by industry by selecting one industry or multiple industries in the **Industry/field**
- Click **Search**
- Click on the **Employer** name to view the employer profile, jobs posted, and company contact names
- **Save** your favorite employers by putting a  in the checkbox next to their name and save to a folder ( at the top of the page in box "save to a folder", choose create a new folder; click **Go**; enter name for the new folder and click **save**).

## Part 6: Navigating the Experience Toolbar

### The Experience Network

**The Experience Network is a separate network than ZIProfessional. Please note that when using the Experience Network you are operating outside of the University's posted and approved positions for jobs and internships. If we inactivate your account for any reason you will still be registered with The Experience Network.**

The main navigation bar, viewable at the top of your home page and all other pages that you view in Experience, provides quick links to the main Experience system. From anywhere in the system, you can click on the appropriate link in the main navigation bar to go straight to one of the four main sections for managing your profile, documents, applications, calendar.

The main navigation bar also links to these pages **Jobs & Internships**, **Employers**, and **Experience**



**This navigation toolbar provides you with a personalized way to access additional resources, including targeted job listings, career-focused content and opportunities, and targeted message announcements.**



The **Jobs Alert** allows you to access personalized job postings based on your profile preferences

**Portfolio Beta** allows you to showcase and share additional information about you, other than what is on your resume (i.e. accomplishments, personal experience, etc.)

**Connections** allows you to build your network and be connected with people in the field.

**Guidance** provides articles and advice important to you, as well as opportunities for job shadowing, externships of informational interviews.