
Student Quick Guide to ZIProfessional™

These instructions are intended to walk you through the process of utilizing the ZIProfessional system as part of the job or co-op/internship registration process. 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.

Accessing your Account

- A quick link to your ZIProfessional account can be found at www.uakron.edu/ccm. Once there, 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_____

Password: _____

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**

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:** The first resume uploaded will be designated **Primary Resume**. When conducting resume referrals, this is the resume that the Center for Career Management will be sending to employers
- **Email your CCM advisor to inform him/her that your resume has been uploaded and is ready to go out on referrals**

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

Searching for Jobs, Internships, and Co-ops

- **Select Job Search**
- Click on the **Jobs & Internships** tab on the navigation bar
- In the Specific Search section, choose to search for **Jobs, Internships** or **Co-ops**
- 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 **Job Search** page

Searching for Employers

- Select **Employer Search** under the **Employers** tab on the navigation bar
- Search alphabetically by selecting the first letter of the employer
- 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**
- Click **Search**
- Click on the **Employer** name to view the employer profile

Creating and Using Search Agents

- **Select Job Search**
- 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**

Applying for a Job

- **Search for Jobs**
- 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
- Click **Apply**
- Select a **Resume, Cover Letter** or **Other Document** that meets the requirements
- Click **Submit**

Sign up for an Interview

- 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
- Once an employer has **Accepted** your application and the interview sign up date has arrived, you may sign up for an interview slot
- 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

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