



A. JAMES CLARK
SCHOOL OF ENGINEERING



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Careers4Engineers



CAREERS4ENGINEERS

[Careers4Engineers \(C4E\)](#) provides University of Maryland engineering students with one convenient online portal for accessing relevant engineering employment opportunities, from your first internship to your first full-time job after graduation. Through C4E, you can upload your resume, research companies, apply to jobs and sign-up for on-campus interviews, or track where you have applied for internships or jobs.

The system gives you **24-hour access to engineering job listings** (co-op, internship, and entry-level) and is linked to Careers4Terps (C4T), the campus-wide career portal. Most – but not all – jobs listed in Careers4Terps are listed in Careers4Engineers, but Careers4Engineers gives you access to a wider range of engineering contacts.

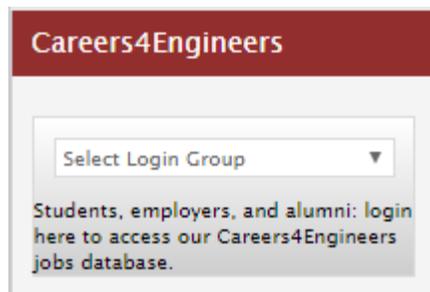
Who can access Careers4Engineers (C4E)?

- Current degree-seeking students and alumni of the A. James Clark School of Engineering
- Engineering Co-op & Career Services Staff
- Employer contacts approved by Career Services staff

How to Activate your C4E Account

Before you can access C4E, you must first have your resume critiqued in the Engineering Career Services Office. It is strongly recommended that all students first attend both the **Job Search 101** and **Resume** workshops. For a current schedule and descriptions of our workshops, visit <http://ter.ps/engrworkshop>.

No appointment is necessary for a resume critique. Bring your printed resume to our office any time Monday-Friday, 8:30-4:15. We will activate your C4E account during your resume critique meeting.



Logging into the System

Current Students: Go to www.careerengr.umd.edu. Choose **Student** from the drop down menu, and then log in on the next screen using your UMD Directory ID and password – i.e. the same username and password you use to access Testudo.

Alumni: A few months after you graduate, you will receive an email with instructions to log in as an alum. If you are unable to log in to the system, please contact [Engineering Co-op & Career Services](#) for assistance.

Updating Your Student Information

Before you can apply to job postings in C4E, you must answer some required questions under each tab in **My Account** and upload your resume.



PERSONAL ACADEMIC PRIVACY PASSWORD ACTIVITY SUMMARY NOTIFICATION SETTINGS

- **Personal:** Be sure to update your contact information regularly.
- **Academic:** Ensure that your major, GPA, class standing, and responses to other questions are accurate for your current degree program.
- **Privacy:** Here is some guidance to help you answer questions in this section.
 - *Policy Affirmation* – You must click the box acknowledging that you have read and agree with these terms in order to be able to use C4E. See Policies, below.
 - *Resume Books* – Choose **Yes** if you want your resume to be distributed to approved employers in C4E that are seeking candidates with your characteristics.
 - *Promote Me to Employers* – Choose **Yes** only if you feel comfortable with any employer in C4E having access to see your C4E Profile.
- **Password:** Current students should **NOT** change your password here, since you log in through the secure university portal.

Should I also update my Profile in C4E? The new student interface for Careers4Engineers has incorporated a LinkedIn-style **Profile**. Completing the profile is optional and will not affect your ability to search and apply for jobs through C4E. We encourage you to build a great resume and [LinkedIn](#) profile before you spend time on the C4E **Profile**.

If you choose to “Publish” your C4E **Profile**, you will be assigned a public URL you can share on social media, in your email signature, etc. Employer contacts will be able to view your published **Profile** through resume books and C4E job applications. You will be able to track profile views in C4E.

UPLOADING DOCUMENTS IN C4E

Resumes, Cover Letters, and Other Documents



1. Choose **Resumes & Other Documents** on the left navigation bar. On the Resumes screen, click on **Add New**.
2. Select the type of document that you want to upload and label it. For the fastest upload and the best preservation of your formatting, first save your resume as a .pdf. Include your first and last name in the file name, for example *SmithJ-resume* or *SmithJ-auto-resume*.
3. You may upload multiple versions of your resume. Be sure to select one as the default that employers will see in resume books.

Transcripts

You may only have one transcript in Careers4Engineers at a time. To obtain your unofficial University of Maryland transcript, follow these steps:

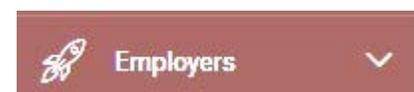
1. Navigate to Testudo: <http://www.testudo.umd.edu/> . Click on **Unofficial Transcript** on the right column
2. Login using your directory ID or UID and directory password.
3. Click on Print this Document, then select Save as PDF as your printer type in the Print dialog screen.
4. Save the PDF File on your computer with the file name, **lastname_transcript**.

If you need to send an **official transcript** to an employer, you may do so directly through Testudo (<http://www.testudo.umd.edu/apps/transreg/>). You will need to know the employer's address. Please note that the registrar charges a small fee for each official transcript issued.

C4E AND YOUR JOB SEARCH

Search Employers

Research companies by industry, geographic location and/or keyword. Identify contacts from the company, view open positions, and see if and when the company will be at the next campus-wide career fair.



Use the **Events** tab to find out about and RSVP for **Information Sessions**, where you can learn information that isn't on the company website and ask questions. Campus-wide career fair information is also listed under **Events**.

Search for Jobs and Internships

To search for a specific position, write the job title, position ID number, or company name in the search box. **Advanced Search** filters your results based on major, position type, etc. Choose **Yes** to **Ignore Jobs for All Majors**. **Saved Searches** can be scheduled to run automatically at given intervals and email you any new jobs that meet your saved search criteria.



Applying for Jobs and Internships

Once you've found some positions that interest you, you must submit an application to be considered by the employer. For some positions, you will simply attach your resume and other required documents within Careers4Engineers. For others, you will need to apply on the company's website. Some employers require you to apply through both C4E AND the company website. Be sure to follow instructions. It is worth the effort!

Campus Interviews

Positions for which employers will conduct interviews on campus are clearly indicated in C4E. After you apply for these positions, the position will be listed under ***Requested Interviews***.



If the employer selects you for an interview, you will receive an email notification (to the email you've listed in your C4E profile). You must then log in to Careers4Engineers to select an available time slot for the interview. Once you've selected a slot, the position will appear under ***Scheduled Interviews***.

AFTER YOU APPLY

Once you apply for a position, it can be difficult to wait for an answer. Remember, it is important to be professional in your interactions with employers and to be respectful of their hiring processes and timelines.

Tracking your Applications

Click on ***My Job Applications*** and ***My OCR Applications*** under ***Jobs & Internships*** to display the jobs you've applied for through C4E. You can select ***Interviews*** to check the status of applications with on-campus interviews.

Following up

If you applied through the company website or an external [job board](#), and did not receive confirmation that your application was received, you may want to contact an employer to check on the status of your application. In general, you should wait at least 7-10 days from the time you submitted the application to the time you call or email.

Our [Cover Letters and Professional Correspondence](#) handout provides tips for drafting follow up emails.

Waiting for the Call

Make sure that your outgoing voice mail message sounds professional and includes your name. If an employer calls, you should return the call as promptly as possible. If you wait a few days, the position might be filled! Be enthusiastic when you speak to an employer on the phone. Don't save it just for the interview.

If you receive a call from an employer that does not interest you, return the call anyway. It is the polite and professional thing to do. Simply say, "No, thank you." This way the employer can begin to call other candidates.

FOR MORE GUIDANCE

Handouts	Workshops (Sign up at http://ter.ps/engrworkshop .)
Co-op & Internship FAQs & Requirements	<i>Job Search 101: Intro to Careers4Engineers & Internships/ Co-ops</i>
Co-op/Internship: Steps for Students on F-1 Visas	<i>Job Search 101 (F1): Intro to Careers4Engineers & Internships/ Co-ops for International Students on F-1 Visas</i>
Resumes & References	<i>Resume Writing</i>
Job Search Strategies LinkedIn for Students	<i>Job Search 201: Networking & Other Job Search Resources</i> <i>Career Fair Preparation</i>
Effective Interviewing	<i>Interview Preparation</i>
Evaluating Job Offers and Salaries	<i>Evaluating Job Offers & Salary Negotiation</i>

CAREERS4ENGINEERS POLICIES

Accuracy

Information you provide in your Careers4Engineers account, profile and documents MUST be accurate. If you are not sure how to respond to a question in My Account, including Major or GPA, please ask us. If you are dishonest, your C4E account will be blocked and you may be reported to the [Office of Student Conduct](#) for a possible violation of the [Code of Academic Integrity](#).

Job Posting Fraud and Scams

We do our best to screen jobs that are submitted to Careers4Engineers, but we are unable to perform extensive background checks on employers posting opportunities. Students are urged to perform due diligence in researching employers when applying for or accepting employment.

Do NOT pay for training and always be skeptical of requests for money as part of a job offer. Payment forwarding plans, money order deposits, cash transfers, requests for bank accounts, and social security numbers should all be considered red flags.

If you suspect employer fraud or if you are unsure of any unusual requests, contact Engineering Co-op & Career Services immediately. Please provide the employer name and the job title of the posting in Careers4Engineers.

Interview Cancellation Policy

If you cancel or miss an on-campus interview without notifying Engineering Co-op & Career Services at least 2 business days in advance, you will be considered a no-show. Your Careers4Engineers account will be blocked and you will not be eligible to participate in other on-campus interviews until you write a letter of apology for the employer. This letter must first be approved by Co-op & Career Services staff.

An appropriate apology letter should:

- *Express sincere regret for inconveniencing the recruiter.*
- *Acknowledge that you behaved unprofessionally by failing to cancel or neglecting to show up for the appointment.*
- *Explain your reason for missing an appointment/interview without blaming an external factor.*

Any student with two (2) no-shows will be ineligible to use Careers4Engineers or participate in on-campus interviews for the foreseeable future.

Accepting a Job Offer & Consequences of Reneging

Do not accept a job offer unless and until you are sure of your commitment. If you're not sure how to respond to an offer, please contact Engineering Co-op & Career Services staff for advice.

Once you accept an offer, including verbally, you are obligated to that position even if you receive a better offer later. After you accept an offer, you should notify other employers that are considering you and you should stop submitting new applications.

If you renege on your commitment to an employer, your Careers4Engineers account will be blocked, and you will be barred from participating in campus recruiting activities. Reneging damages not just your professional reputation, but that of the Clark School of Engineering. Your actions can jeopardize opportunities for other Clark School students.

If a company/organization rescinds its offer of employment to you, please notify the Engineering Co-op & Career Services office immediately.