

STUDENT GUIDE TO HIREDEVRY

Brought to you by your Career Services Office

Get to know your Career Advisor or for additional details on conducting an effective job search, please contact the Career Services Office.

HireDeVry is the system used by the Career Services department to assist students in their education-related job search.

Accessing HireDeVry

- Go to <https://www.myinterfase.com/hiredevry/student>
 - User Name: Your DSI # (Please remember to include the “D”)
 - Password
 - Given to you by your advisor OR
 - Call your local Career Services department OR
 - Click on the “Forgot your password?” link and your password will be sent to the email address that you provided to the Career Services department where you are receiving services

Note: Your User Name and Password are case sensitive

Things You Can Do in HireDeVry

Once you have logged onto the system there are a number of things you must do:

- Read the Announcements (You should read these each and every time you log onto the system.)
- Update Your Profile (This is a one time necessity, unless something changes and you want to make our office and employers aware.)
- Upload Your Resume (You must do this once and then each and every time you would like to update the information provided on your resume.)
- Search for Jobs (You should be logging onto the system and searching the jobs every week that you are looking for employment.)
- View Schedules of employers that are interviewing in your local area (This may or may not be turned on in your location.)

Announcements

These are posted on the front page where it should welcome you by name. The announcement section details current events, career/job fairs, networking opportunities, and information regarding employers. Please take a moment each time you access HireDeVry to review the announcements, or you may miss out on something important. To view all announcements that have been posted click on the “View All” link or scroll down within the announcement box.

Updating Your Profile

You can access your profile by choosing “My Account” in the menu bar located on the top of the screen. Listed under “My Account” there are two options that you will need to look over: “My Profile” and “My Documents”.

Click on “My Profile”

Personal Information

Please look over the Personal Information box to ensure that Career Services has your information listed correctly. If there is information that is missing or incorrect you can click on the [Edit] and make the necessary changes.

In this section you have the ability to change your password to make it more personal to you. Your password must contain 1 number, 1 lowercase letter and 1 uppercase letter - the minimum is 7 characters and the maximum is 15 characters. You also have the option of clicking on the key icon and allowing the system to create a strong password for you.

Please “Save” any and all changes that you make.

Note: All categories with an asterisk are required.

Demographic Information

Please review your demographic information. To request changes to your Campus, Graduation Month and Year, Official GPA, Current Degree, Major, or Citizenship, please contact your advisor. To make changes to other items in this section, click on the [Edit] link.

Job Criteria

Please review job search criteria. Click on the [Edit] link to make any changes.

This section captures information that helps employers and advisors match job candidates to job postings. This section also allows you to note your interest in alumni activities. Please review the [Job Search Criteria Help](#) if you have any questions about an individual category.

Please make sure that you “Save” any changes.

Additional Information

The information in this section is optional. If you wish, you may specify a Career Goal. Please specify the types of jobs you are interested in. Specify whether you

wish employers registered with DeVry who have access to the system to be able to see your specific contact and resume information. Provide any additional information you feel will benefit your job search that is not already in your resume.

Please make sure that you “Save” any changes.

Updating “My Documents”

This section allows your advisor to provide employers with a copy of your electronic resume. If you do not upload a resume Career Services will be unable to send your resume to employers.

To Upload a Resume

- Choose [Upload File]
- Please make sure that to include your full name in the Document Title text box (i.e. Joe Smith’s Resume). Employers receive numerous resumes so you want them to be able to easily identify yours.
- Click [Browse] to find your document
- Select your document
- Click [Upload]

The document listed as Default will be sent to employers.

Pending Status

Once you have uploaded a document in the system your status is changed to “Pending”. This means that you are put into a special area of the system that alerts your advisor of the document you have uploaded in the system. Your advisor will see your name in pending and view the resume or document that you have uploaded within 48 hours. If the resume/document looks good your status will be changed back to allow you to see jobs. If your resume/document is not acceptable you will remain in pending and your advisor will be in contact with you regarding the changes that must be made.

Note: Immediately after uploading a resume/document you will be categorized as “Pending” and unable to view jobs until your advisor has reviewed your resume/document and changed your status. If this has not happened within 48 hours please contact the advisor you are working with. If you would like to view jobs it is advisable that you do so prior to uploading your document. After this initial upload and approval process you will be able to view jobs every time that you access the system.

Viewing Existing Documents/Updating Documents

To view an existing document, click on the View link. To view documents, you must have Adobe Acrobat Reader, available free at www.adobe.com. To update a document, click on the Update link. To add a new document, click on the [Upload Files] link. All resumes need to be uploaded and updated in Microsoft Word format.

Job Search

If you are logged on to the system and do not see the “Job Search” option in the menu bar at the top of the screen – you are most likely currently categorized as “Pending” in the system. If you just uploaded your resume you must wait 48 hours or call your advisor and ask that they review the resume/document that you have recently uploaded.

Searching Jobs

- Click on “Job Search”
 - If you would like to search jobs in your area the best thing to do is click on the state or province you would like to search in the “Job Location (State or Province)” field.
 - After selecting the State or Province you would select your current major and click on the add/remove tab and select your major from the undergrad or graduate field and then click continue.
 - After selecting your State or Province and major then click search.
 - Your search results will also include a field titled “City/Neighborhood” which will allow you to see more specifically where the job is.
 - You can also search the system by employer name, position type, major etc. Please keep in mind the more specific criteria you enter the fewer positions you will see.
 - If you do not choose any criteria you will see all jobs that have been posted system-wide for students/graduates of DeVry.

Job Agents

Set up a “Job Agent”

Once you have done your job search on your Major and Location (s), you will come up with the results page, which are jobs that are currently posted and still active. These jobs require your attentions. If you are interested in these positions follow the directions for applying. On the right of the results page you will see a tab that says “Job Agent”. If you select this option you will be asked to name it and from that point on you will receive emails daily when jobs are posted that match you search. You can set up as many as 5 “Job Agents” when you receive the email from Hire DeVry and you select “View” You will be taken to the Hire DeVry login page.

Schedules

If your local DeVry career services office uses this feature you will be able to see a list of all job interview schedules that are available for viewing.

Click on “Qualified Schedules”

This page displays a list of all job interview schedules that are available for viewing on-line. A brief explanation of each column on the list follows:

- ID is the system identifier for the schedule. Click on the ID to see schedule details.
- Job Title is the short name provided by the employer to describe the job for which interviews are being scheduled.
- Employer Name is the name of the organization interviewing candidates. Job Location is the location provided by the employer where the job will be located.
- Sign-up Method describes how sign-up is being handled. If Sign-up Method is open, students can sign-up on-line. If Sign-up Method is closed, students must contact Career Services to sign-up.

Click on “Future Schedules”

This allows you to search for job interview schedules that may be happening in the future.