

Instructions for Using Jobs4Jays

Registering with Jobs4Jays will allow students to search for internships, full and part-time jobs, upload their resume for employer referrals, participated in on-campus interviews and RSVP for career workshops and events.

Access the following website: www.creighton.edu/careercenter/jobs4jays – Click Student / Alumni Login

New Users – Registration:

If you are not a current user, enter your Username: Net ID and Password: bluejay as your initial password (it is recommended to change your Password once you've logged in the first time).

- Complete all sections and click on the Register button. Required (*) fields are marked with an asterisk.
- Click on the Submit Profile button.

NOTE: Once you have submitted your profile, your account will be in pending status. When your registration is approved, you will receive an email notification. If you do not receive your email notification within 24 hours or your Net ID is not recognized, please contact the Creighton Career Center at (402) 280-2722.

Existing Users – Registration:

Log into system using your Username and Password

Update your profile

- Put your cursor over My Account and select My Profile.
- You will see sections containing Personal Information, Demographic Information, and Additional Information.
- Click the [Edit Profile] tab at the top of the page to update information. You will also see an [Edit] link next to each section if you would like to jump to a specific section to update.
- Carefully go through each section and complete all of the fields making sure to click on the Save button. Required fields are marked with an asterisk (*).

NOTE: The more detailed you fill out your profile, the better we will be able to assist you.

Upload your documents

- Put your cursor over My Account and select My Documents.
- Click on the [Add] link.
- Click the Browse button to find and select the correct document.
- Give your document a name (document name is only visible to you).
- Click the Upload button.

NOTE: When uploading more than one document, make sure your most generic resume is your default. Your default resume is the document that employers can view when accessing our system or requesting resumes through the Creighton Career Center.

Home Page:

After logging in, you will be at the Home page. Here you will find 7 useful tools:

1. [Announcements](#) – Important announcements regarding jobs, on-campus interviews, career fairs, workshops, upcoming events, and more.
2. [Social Media](#) – Connect with the Creighton Career Center via Facebook, Twitter, and LinkedIn.
3. [Calendar](#) – A list of upcoming Career Fairs, On-Campus Interviews, and Workshops.
4. [Resource Library](#) – Student Guide and other helpful resources.
5. [My Favorites](#) – A list of favorite jobs that you have saved.
6. [My Partners](#) – Links to helpful sites such as LinkedIn, CareerRookie and Internships.com.
7. ["I Want To" Quick Links](#) –
 - *Report a Hire* – Click this link to let us know you were hired for a job or internship.
 - *Take/View Assessments* – Access to the Myers-Briggs Type Indicator and Strong Interest Inventory Assessments.
 - *View My Activity* – View referrals, placements, schedules, and RSVPs.
 - *Saved Searches* – Job searches that you have saved, including Job Agents.

Searching for Jobs and Internships:

- Put your cursor over Job & Internship Search and select Job & Internship Search.
- All jobs will be displayed, click "Advanced Search" to narrow down your results. For example, search by Position Type (Internships, Full-time Entry Level, or Part-Time Job); search by Job Category (Arts, Business, Health Care, Sciences); search by Job Location State.
- Click "Expand All" to see job details, or click on a Job Title to see specifics of the position and how to apply.

Saving Jobs:

- You can save jobs to your favorites by clicking on the [Add to Favorites] button in the job profile.
- You can also save jobs by clicking the grey star icon next to the job record in the search results.
- Click on [My Favorites] on the left navigation bar to see your favorite jobs. A yellow star will be displayed next to jobs you have saved, and a green star will appear next to jobs that you have saved and have submitted your resume to.

NOTE: You can email job records by clicking on the [Email to a Friend] icon in the job profile.

IF YOUR ACCOUNT OR RESUME IS PENDING, THEN THE OPTIONS BELOW ARE NOT AVAILABLE TO YOU. YOU WILL BE EMAILED ONCE YOUR ACCOUNT IS ACTIVATED. FOR IMMEDIATE ACTIVATION AND ASSISTANCE, CONTACT THE CREIGHTON CAREER CENTER AT (402) 280-2722.

On-Campus Interviews:

In our system there are two options under the On-Campus Interviews menu:

1. [SIGN UP – Interviews I Qualify For](#) (Students can sign up for on-campus interviews):
 - STEP 1: Click on the Schedule ID to see the specifics of the position and application instructions.
 - STEP 2: Click on the Interview Date to choose an open interview time slot.*
2. [VIEW ONLY – Search/View All Upcoming Interviews](#) (Students can view current interview schedules but cannot sign up for interviews. Go to Interviews I Qualify For to sign up for an interview.)
 - STEP 1: Fill in the search criteria to narrow down your interview schedule search or click the Search button (without entering any search criteria) to view current interview schedules.
 - STEP 2: Click on the Schedule ID to see the specifics of the position.

*Please note that if the on-campus interview is a Preselect Schedule, the employer will be prescreening applicants. Students will be notified via email whether they are selected as Accepted or Not Accepted. Only Accepted students will be able to sign up for an interview with the employer. View the date timelines!

If the on-campus interview is an Open Schedule, students will immediately be able to sign up for an interview, as long as he/she meets all requirements for that schedule.

How to upload Unofficial Transcripts for On-Campus Interviews

- STEP 1: Go to Creighton's N.E.S.T. at <https://thenest.creighton.edu> – Click on “Student/Faculty Login” and enter your Net ID and Blue password.
- STEP 2: Click on “Student Services”. Next, click on “Student Records” and then “Academic Transcript”. Click on “View Unofficial Transcript”.
- STEP 3: Select the appropriate level of transcripts and click “Submit”. Copy and paste your entire transcripts (including your Student Information with your name) into a Microsoft Word (or other word processing document). Save the document.
- STEP 4: Login to Jobs4Jays. Go to “My Profile” at the top main menu and select “My Documents”. Select the category “Unofficial Transcripts” and upload your document by clicking on [Add] – follow the upload instructions and verify that your document saved properly.

Searching for Career Fairs and Events:

- Click on the Career Fairs and Events menu.
- You will see a list of all current Career Fairs and Events (Career Fairs, Career Workshops, Employer Events, etc.) – click “Advanced Search” to narrow down your results.
- To view details, employers registered and/or RSVP, click on the Career Event’s name.

NOTE: Not all events accept RSVPs or allow students to search the list of employers registered.

Viewing Your Activity:


Put your cursor over My Account and select My Activity. There are 4 types of activity that you can view:

- Referrals – These are resume referrals that you’ve submitted to an employer’s job, our office has submitted on your behalf, or an employer has downloaded your resume.
- Placements – These are current job placements and details of those.
- Schedules – The Schedule Activity shows any interviews, information sessions, or waiting lists that you are signed up for. You can also see any Preselection Activity that is still pending for you, under the Preselection Activity section.
- RSVPs – These are the Career Events that you are currently RSVPed for.

Employer Directory:

Be proactive in your job search! Choose the Employer Directory menu to search through a list of employers by Industry or State. You will only see the employers who have selected to be listed to students. Employers will be listed even if they do not have jobs or on-campus interview schedules currently posted, but these are helpful prospective employer leads.

Accessing Jobs4Jays Mobile Site:

- Go to www.myinterfase.com/creighton/student on your smart phone
- Click the “Share” icon in your mobile browser 
- Choose the “Add to Home Screen” option – this will create a shortcut to access this site on your smart phone home screen.
- Title the shortcut “Jobs4Jays” and click “Add”