

If you haven't found the answer to your question(s) through our Quick Start Guide, please feel free to contact Career Services at 372-3232, email [Career@tntech.edu](mailto:Career@tntech.edu) or download the detailed documentation in the Help Section of your account.

## Log-In Instructions

- Log into your Experience account at <http://www.tntech.edu/career>
- Click on the Experience icon at the top left of the screen
- User Name: Your Email Address (e.g., CSStudent21@tntech.edu)
- Password: The initials of your first and middle name *and* your full last name (e.g., CSStudent) – no spaces!

## Update Your Profile – *Complete ALL fields and update your information EACH semester*

- Log into your Experience account
- Select **View/Edit Profile Data** under the **Profile** tab on the navigation bar
- Select the desired view: **Personal Info**, **Academic Info**, **Career Preferences**, **Continued Academics** or **Administration**
- Click the **Edit** link at the top of the section you wish to edit
- Update your profile information
- Click **Save**

## Upload Your Documents

- Log into your Experience account
- Select **Upload a Document** under the **Documents** tab on the navigation bar
- Choose the document type on the **Upload a Document** page and click **Next** – Documents must be in Word or rtf format
- Click **Browse** to select your document
- Choose the correct document and click **Open**
- Click **Upload**

## Publishing a Resume to a Resume Book – *Don't overlook this step or your resume won't be seen by Employers!*

- Log into your Experience account
- 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**

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

- Log into your Experience account
- Select **Job Search** under the **Jobs & Internships** tab on the navigation bar
- Select the **Jobs**, **Internships** or **Co-ops** (if applicable) tab.
- Narrow your search by selecting the search criteria or click **See More Search Options** link to broaden your search criteria
- Click **Search**
- Click on the **Job Title** to view the details of the job
- For other quick, easy job searches, select **1-click Searches** under the **Jobs & Internships** tab on the navigation bar

## Applying for a Job

- Log into your Experience account
- Search for Jobs (*See Searching for Jobs section above*)
- 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**

## Signing up for an Interview

- Log into your **Experience** account
- 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

- Log into your **Experience** account
- 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 event by event type or employer name, select **Calendar Search** under the **Calendar** tab on the navigation bar
- Search using the **By Event Type** drop down box to search for a specific type of event
- 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

## Creating and Using Search Agents

- Log into your **Experience** account
- Select **Job Search** under the **Jobs & Internships** tab on the navigation bar
- Select the **Jobs**, **Internships** or **Co-ops** (if applicable) tab.
- Narrow your search by selecting the search criteria or click **See More Search Options** link to broaden your search criteria
- Before executing your search, select the check box **Save this search criteria as a "Saved Search"**
- Click **Search**
- Name the search in the **Saved Search Name** field
- Choose whether to receive email notifications of job matches
- Click **Save**

## Creating a Favorite Jobs Folder

- Log into your **Experience** account
- Search for Jobs (*see **Searching for Jobs** section on previous page*)
- The **Search Results** page displays all relevant positions
- Select the checkbox to the left of the jobs names that you would like to save to a folder
- Locate the **Save Jobs As Favorites** drop down box in the upper left hand corner of the table
- Choose **Create A New Folder** from the drop down box or select an existing folder
- Click **Go**
- Enter a name for the new **Folder**
- Click **Save**

## Searching for Employers

- Log into your **Experience** account
- Select **Employer Search** under the **Employers** tab on the navigation bar
- Locate the **Employer Search** section
- 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