

# ePACK STUDENT GUIDE

Access the following website: [www.ncsu.edu/epack](http://www.ncsu.edu/epack)

## LOGIN INFO:

Your username is your UNITY ID. If you are a new user to ePack and you don't know your password, click the "forgot your password" button. A password will be emailed to the address you have specified with NCSU Registration & Records.

## NAVIGATING ePACK

You can use the black toolbar at the top to navigate the entire system. Detailed instructions for each function follow below. Be sure to read the instructions for each section & use the  buttons for help.



## UPDATE YOUR PROFILE

- Click **My Account** and select **My Profile**
- Update all 3 sections: *Personal Information*, *Demographic Information*, & *Additional Information*.
- Each section has an **[Edit]** link. Click on this link to edit fields within the section.
- Go through each section and complete all of the fields making sure to click on the **Save** button.

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

**Allow Employer Viewing.** under *Additional Information* in profile section:

The UCC recommends you select **YES** to allow all employers to search and view your completed profile and uploaded resumes & cover letters. Employers cannot search for you if you have not uploaded your resume. If you choose to select **NO**, only the employers to whom you apply will see your limited profile information and documents. Other employers will not have access to any of your information.

## UPLOAD YOUR DOCUMENTS

- Click **My Account** and select **My Documents**
- Click on the **[Upload File]** link, and click **Browse** button to find your document
- Select the correct document and name it
- Click the **Upload** button

**NOTE:** When uploading more than one document, make sure your most general resume is your default. Your default resume is the document that employers can view when accessing our system.

## SEARCH FOR JOBS AND INTERNSHIPS

- Click and select **Job Search**
- For best results: choose **Position Type** and one of the following:
  - **Job Category** - best for jobs suitable for several majors
  - **Major** - best for jobs requiring specific majors (Engineering)
  - **Keyword** - best for jobs requiring specific skills
  - To view all jobs, choose **Search** only.
- Click on the **Job ID** to see the specifics of the position and how to apply.
- Some positions will require you to have a resume uploaded to apply for the position(s).
- Click **Save Search** on your results page to save your criteria. You may elect to have ePACK email you new jobs that meet your saved search criteria, and you will also be able to access your search from your Home page. The email subject line will say: Job Agent Results for day, month date, year.

## SEARCH FOR ON-CAMPUS INTERVIEW SCHEDULES

### Qualified Interview Schedules

Typically you will only be able to apply to schedules for which you are qualified under the Qualified Interview Schedules menu. To find those schedules:

- Click **Interview Schedules** and select **Qualified Interview Schedules**.
- Click on **the Schedule ID** to see the specifics of the position and how to apply.
- If this is a **Preselect Schedule**, then you will be requesting to be interviewed. If this is an **Open schedule**, then you will be allowed to choose an open interview timeslot.

### All Interview Schedules

- In our system you will be able to look at all current schedules in the system under the **All Interview Schedules** menu, but you cannot apply or sign-up on through this section, use **Qualified Interview Schedules** instead. (See directions above).
- If you feel you meet the criteria for a schedule you are not currently identified as “qualified” for, contact your career counselor to assist you. To find your counselor, visit <http://www.ncsu.edu/career>, and choose “meet the staff”

## VIEW YOUR ACTIVITY

- Click **My Account** and select **My Activity**. Three types of activity can be viewed.
- **Referrals** – These are resumes that you’ve submitted to an employer for a job, the Career Center has submitted on your behalf, or an employer has downloaded.
- **Schedules** – The Schedule Activity shows any interviews, information sessions, or waiting lists that you are signed up for. You can also see any Pre-selection Activity that is still pending for you, under the Pre-selection Activity section.
- **RSVPs** - These are the Career Events that you have signed up to attend.

## SEARCH FOR EMPLOYER INFORMATION

- Click and select **Employer Directory**
- Fill in the search criteria to narrow down your employer search (i.e., by category) OR just click the **Search** button (without entering any search criteria) to view all employers.
- You will be able to view information about the employer, any current job postings, and contacts if available.