

Resume ER Fall 2021

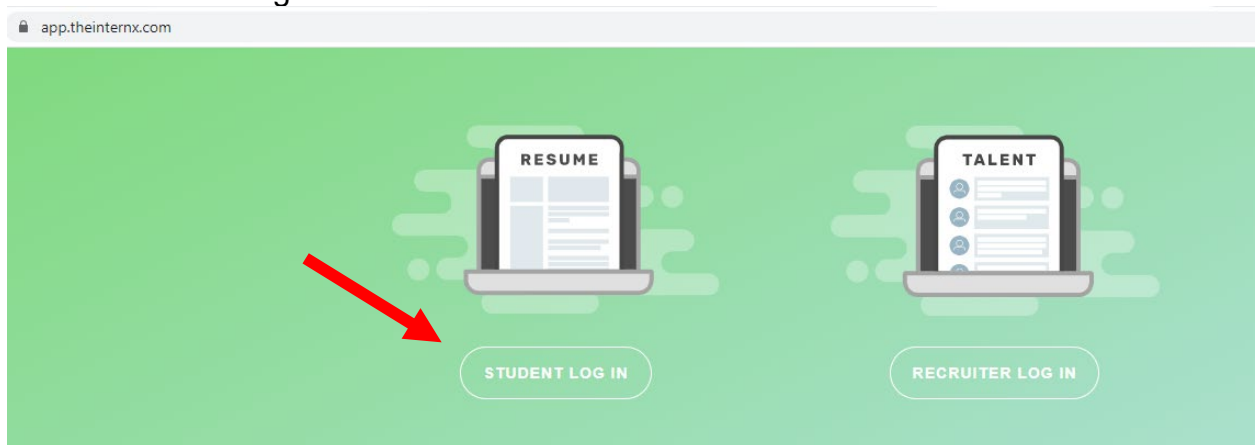
For Fall 2021, Resume ER will be a virtual event conducted using the InternX platform. You will sign up for a timeslot with an employer volunteer and will talk with them via webcam to review your resume.

You must have a device with a webcam for this event. For best results, it is recommended that you use Chrome.

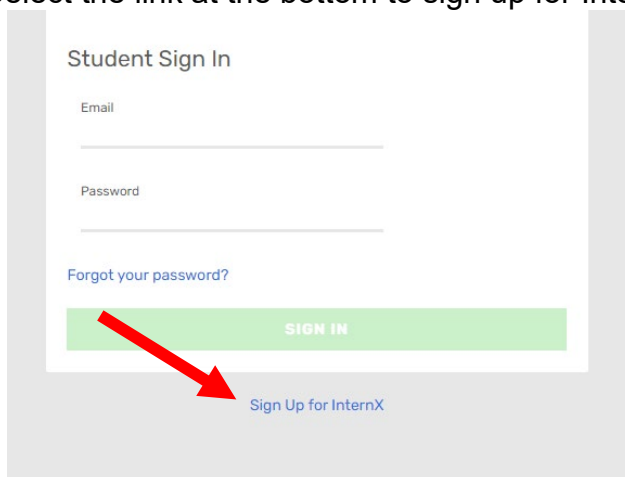
TO GET CREDIT FOR ATTENDING, PLEASE SIGN IN USING COUGARNET EMAIL ADDRESS

TO SET UP YOUR INTERNX ACCOUNT

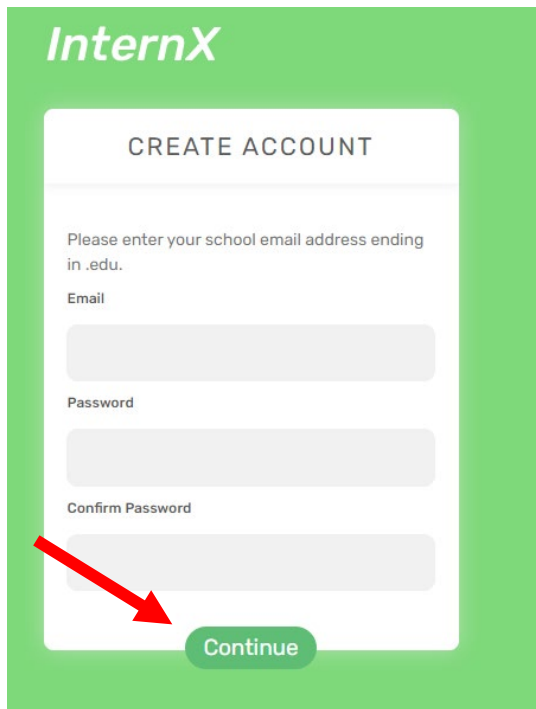
- 1) Go to the InternX for Resume ER link in Gateway, or navigate to the login page – app.theinternx.com.
- 2) Select the student log in icon



- 3) Select the link at the bottom to sign up for InternX



4) Create your account and select continue – **USE COUGARNET EMAIL ADDRESS.**



5) You will receive an email to confirm your account. Select confirm

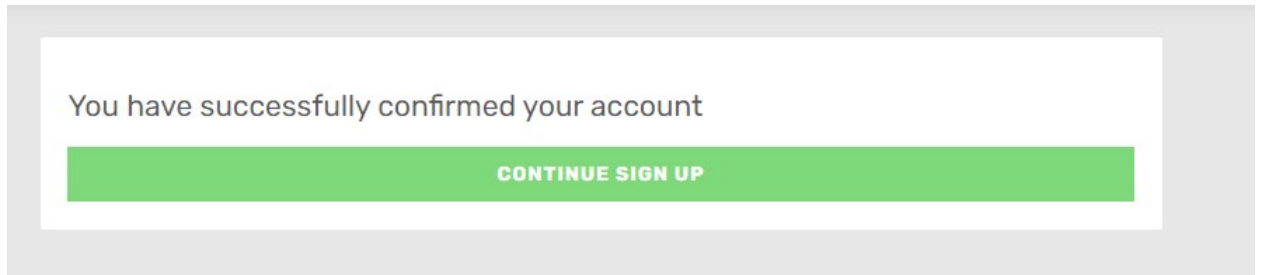
Please follow the link below to confirm your email:

Confirm

If the button above doesn't work, you can copy and paste this link directly into your browser:

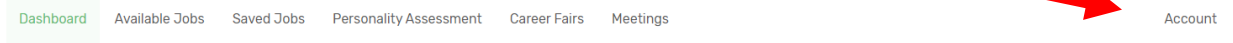
<https://app.theinternx.com/student/confirm->

6) Once you have confirmed your account, continue to the setup

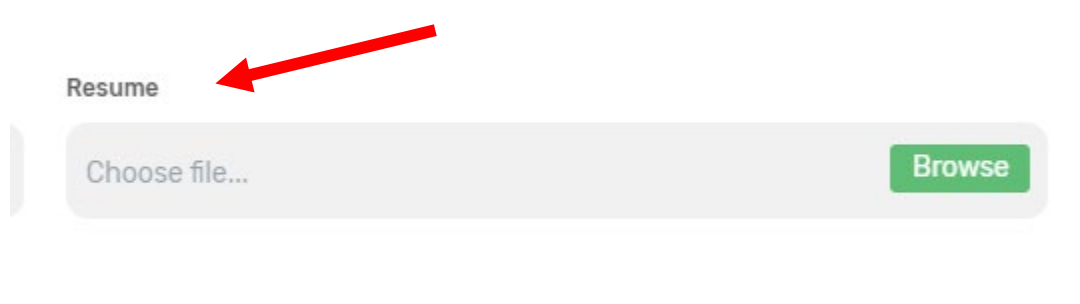


- 7) Fill out your student profile information, then complete your sign-in.
 - a. Type in your GPA, don't use the arrows. If you don't have a UH GPA yet, use your GPA from your previous institution.
 - b. If you aren't sure about your major or graduation, just give your best guess.
 - c. For Region – choose South for Texas

- 8) Select Account on the upper right hand corner



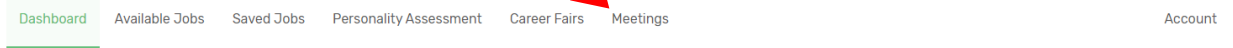
- 9) Scroll down below the Personal Details to upload your resume



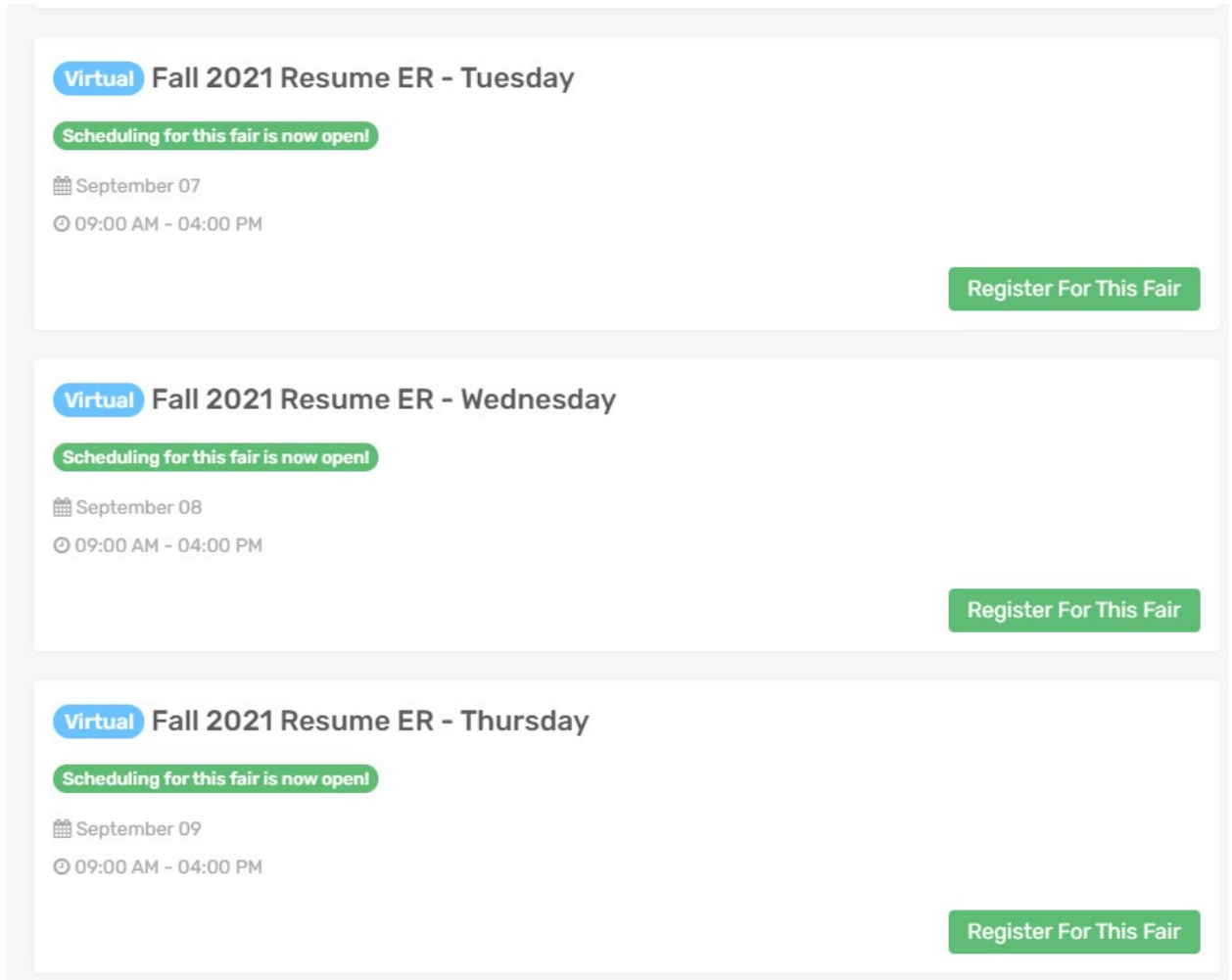
- 10) Click Save

TO SIGN UP FOR A RESUME REVIEW TIMESLOT

- 1) Click the link for Career Fairs at the top

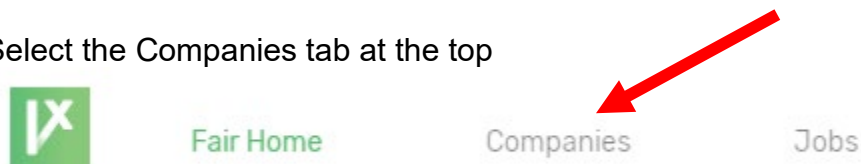


- 2) Select the date you would like to attend Resume ER

A screenshot showing three virtual resume review event listings. Each listing includes a 'Virtual' badge, the event title, a green status bar indicating 'Scheduling for this fair is now open!', the date, and the time slot (09:00 AM - 04:00 PM). A green 'Register For This Fair' button is located at the bottom right of each listing.

- Virtual Fall 2021 Resume ER - Tuesday**
Scheduling for this fair is now open!
September 07
09:00 AM - 04:00 PM
Register For This Fair
- Virtual Fall 2021 Resume ER - Wednesday**
Scheduling for this fair is now open!
September 08
09:00 AM - 04:00 PM
Register For This Fair
- Virtual Fall 2021 Resume ER - Thursday**
Scheduling for this fair is now open!
September 09
09:00 AM - 04:00 PM
Register For This Fair

- 3) Select the Companies tab at the top



4) Select the volunteer company you would like to meet with

The screenshot shows a web interface for selecting a volunteer company. At the top, there is a navigation bar with "Virtual" in a blue box, "Fall 2021 Resume ER - Friday" in the center, and "You Are Registered" in a grey box on the right. Below the navigation bar are three tabs: "Home", "Companies" (which is highlighted with a green underline), and "Jobs". The main content area is titled "Companies" and displays "Showing 20 matching companies". On the left side, there are several filter sections: "Name Search" with a text input field containing "John Doe LLC"; "Minimum GPA" with a numeric input field set to "2.3" and up/down arrows; "Majors" with a dropdown menu showing "Accounting, Management Science"; and "Proficiencies" with a dropdown menu showing "C++, AutoCAD". On the right side, there is a "Sort by" dropdown menu. The main list of companies includes three entries, each with a circular "LOGO" placeholder, the company name, and its size and official site link: "The Kroger Company" (Large Company), "Dignity Memorial" (Medium Company), and "Texas Department of Information Resources" (Small Company).

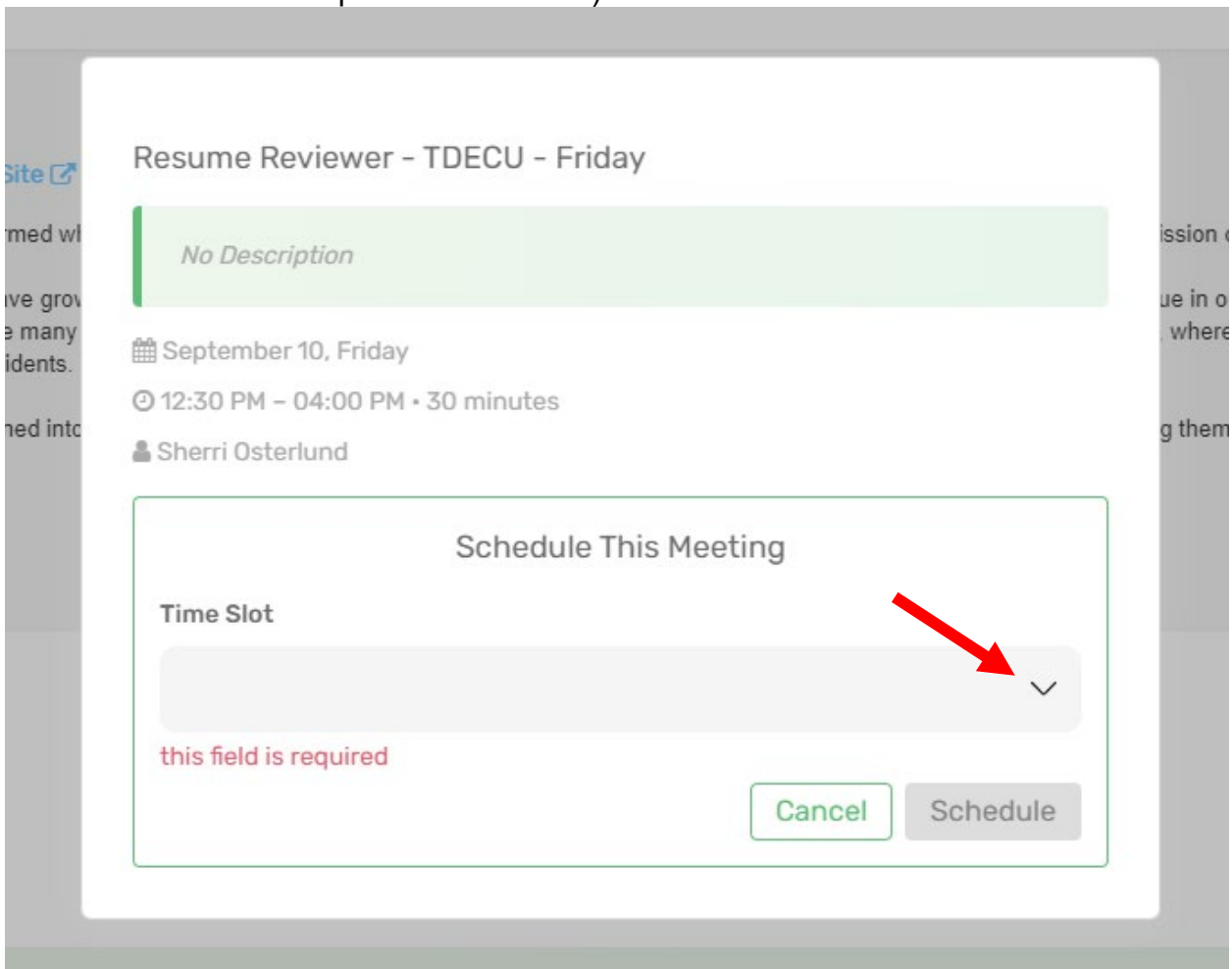
5) Click the Scheduling button

The screenshot shows the profile page for TDECU. On the left is the TDECU logo with the tagline "YOUR CREDIT UNION". To the right of the logo, the text reads "TDECU Large Company - Official Site". Below this is a paragraph of text: "Founded in 1955, TDECU formed when a group of Dow employees pitched in \$5 each to loan a friend \$35 to buy a refrigerator. That initial mission of people helping people continues today. Over the last 65 years, we have grown to meet the needs of the communities we serve and share TDECU's passion for service and great value in our products. Our first merger took us west to the Victoria area, where we made many new friends and Members. We have since become an integral part of the community. In the East Market, where we began, we opened our field of membership to serve all Brazoria County residents. Today, TDECU has 39 service locations, including 35 Member Centers. The original \$35 loan has turned into over \$4 billion in assets today that continue to improve our more than 350,000 Members' lives by helping them get what they need to achieve their financial needs and dreams." At the bottom of the profile, there are two buttons: "Available Jobs" (highlighted in green) and "Scheduling" (highlighted in grey). A red arrow points to the "Scheduling" button. Below the buttons, the text "No Jobs Registered" is displayed.

6) Click on the Register button



7) Click the down arrow to show available timeslots (if no timeslots show, there are none available with this particular recruiter)



8) Select a timeslot that works for you, then select **Schedule**.

Resume Reviewer - TDECU - Friday

No Description

September 10, Friday

12:30 PM - 04:00 PM • 30 minutes

Sherri Osterlund

Schedule This Meeting

Time Slot

02:00 PM

Cancel Schedule

9) You will find your appointments in the Meetings tab of your account

Meetings

Status

Time

Today and after

Meeting Type

ACCEPTED Resume Reviewer - TDECU - Friday

TDECU YOUR CREDIT UNION

September 10 (between 12:30 PM and 04:00 PM)

02:00 PM - 02:30 PM

Join Interview

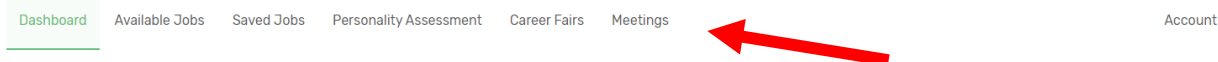
Prev 1 Next

Per page 10

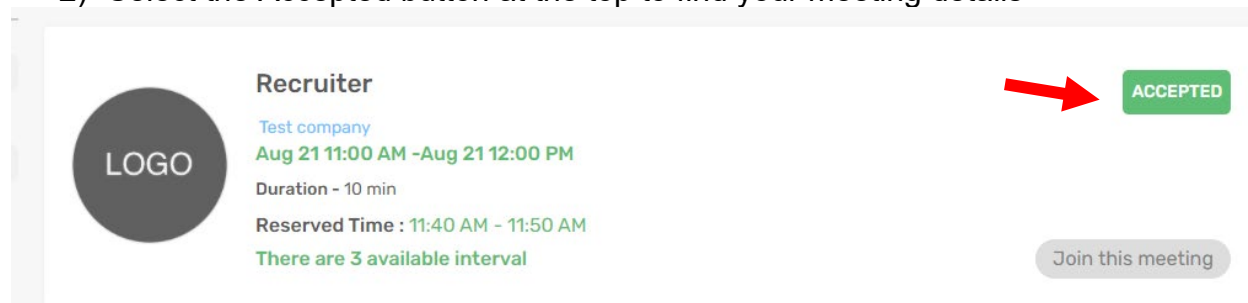
10) On the day of your appointment, you will receive an email with your scheduled time. **SAVE THIS EMAIL**, as it will provide the link for you to sign into your virtual meeting. ⁽³⁾ You can also join your meeting from the Meetings tab in your account at the appointment time.

ON THE DAY OF YOUR RESUME REVIEW

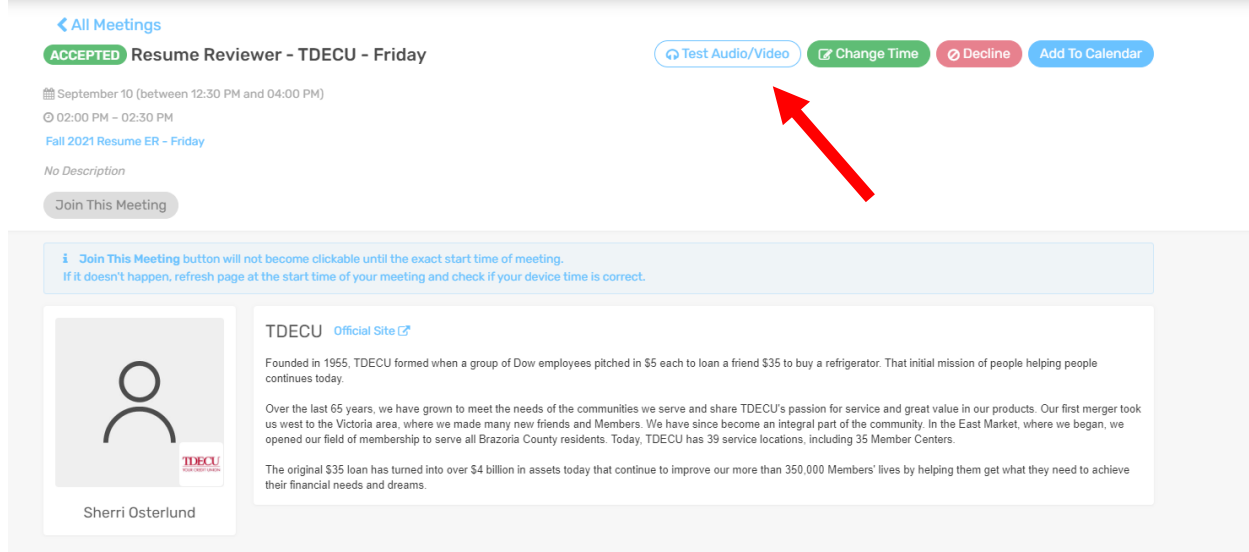
- 1) Log into your InternX account, and select the Meetings tab at the top. Here you will see your resume review appointment details.



- 2) Select the Accepted button at the top to find your meeting details



- 3) Before your meeting time, please test out your audio and video capabilities



- 4) If you need to cancel your meeting, select the Decline button. This option is only available as long as the schedule is open.

The screenshot shows a meeting titled "Resume Reviewer - TDECU - Friday" on September 10, 2021, from 02:00 PM to 02:30 PM. The status is "ACCEPTED". At the top right, there are four buttons: "Test Audio/Video", "Change Time", "Decline", and "Add To Calendar". A red arrow points to the "Decline" button. Below the meeting details, there is a "Join This Meeting" button. A light blue information box states: "Join This Meeting button will not become clickable until the exact start time of meeting. If it doesn't happen, refresh page at the start time of your meeting and check if your device time is correct." Below this, there is a profile card for Sherri Osterlund and a TDECU official site link with a brief history of the organization.

- 5) At the time of your meeting, the Join the Meeting button will turn green. Click this button to join your meeting at the appointed time

This screenshot is identical to the one above, showing the same meeting details and buttons. However, a red arrow now points to the "Join This Meeting" button, which is highlighted in a light green color, indicating it is active and clickable.

There is a text chat feature in this system. If you choose to utilize the chat during your meeting, please note that the person you are speaking with does not automatically get a notification, so make sure let them know you are putting some information in the chat.

If you do not initially get a timeslot, please be aware that additional slots may open up as more volunteers are added or as students cancel. Please keep checking the InternX system for openings.