

## **Gateway Instruction Sheet**

The Bauer Career Gateway system is a vital tool to assist Bauer students with reaching their career goals. The Rockwell Career Center brings you **new and expanded** benefits by using the Bauer Career Gateway system. **You must be a current Bauer student or alum, and have a Gateway account enabled** to access these tools. The steps below will assist you in setting up your Gateway account, as well as using the tools in the system.

### **I. ACCESS YOUR ACCOUNT PROFILE IN GATEWAY**

- 1) Go to [AccessUH](#) or [hirebauer.com](#)
- 2) Click on the Bauer Career Gateway Icon. If you do not see the icon for Bauer Career Gateway in Access UH, on the hirebauer.com webpage, Click the "Alumni" button on the top right side of the page, use your PeopleSoft ID number as your username and click "Forgot my Password".

### **II. SET UP YOUR PROFILE**

The first thing you need to do once you get your Gateway account established is to set up your profile. From your Bauer Career Gateway homepage:

- 1) Click the circle with your initials along the top, right side of the page. In the sub-menu click "My Account"
- 2) On the My Account page Click "Personal Information". Update the information as needed and click "Save"
- 3) On the Top of the Page under the red ribbon you will see Home / My Account / Personal Information. Click My Account.
- 4) Under the next menu called "Academic Profile", fill in the fields for your Major, Graduation Date, Work Authorization, Veteran Status, etc. You must at minimum fill in all of the required fields (marked with a red asterisk \*). When finished, click "Save".
- 5) You should also indicate whether or not you would like to receive email notifications from the career center and whether or not you want your resume included in resume books. This is under Home / My Account / Privacy Settings and Home / My Account / Emails & Notifications. Resume books are requested by employers and consist of the resumes of students who meet the employer's specific criteria.

<p><b><i>It is very important to keep your profile updated as it is used to match students with jobs posted in the system.</i></b></p>
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### **III. MAKE AN APPOINTMENT**

Career counseling appointments can be scheduled through your Gateway account. From your Bauer Career Gateway homepage:

- 1) Click the Counseling header on the top right side of the page. Then click on the "Request a New Appointment" button.
- 2) Choose the desired counseling type (resume review, career assessment, job search strategies, etc).
- 3) Choose the date range during which you would like to be seen (Appointments are available up to 30 days in advance).
- 4) Select the time range you are available for an appointment - OPTIONAL.
- 5) Choose the appropriate counselor and the way in which you would like to meet: In-Person, Virtually, or by Phone.
- 6) Click "Check Availability". You will see all available appointments for your assigned counselor. Note: You MUST have a Major selected in your Academic Profile in order to be matched with a career counselor.
- 7) Select your desired time slot. A pop-up box will appear. Input your Major, Classification, and Appointment Type, then click "Submit Request."
- 8) You will receive a confirmation email and the appointment will show on your calendar. If you opted into Text Messages in the Privacy settings in your profile you may also receive a Text Message Reminder. (Text Messaging rates may apply).

#### IV. UPLOAD A RESUME

Before you can begin viewing the jobs posted in the Gateway system, you must have a resume uploaded in the Bauer Approved Format. This resume should be created and saved as an MS Word document; no Pages or Google Doc links, please. Once you have created your resume, you can upload it to Bauer Career Gateway. From the home page:

- 1) Click on the "Add a Resume" block on the home page or "My Documents" under the drop menu under your initials in the top right of the screen.
- 2) Scroll down and click the red "ADD NEW" Button
- 3) Create a label for your resume. Employers encourage including your first and last name in the document name.
- 4) Indicate what type of document (resume, cover letter, Unofficial Transcript, etc.) you are uploading.  
NOTE: For unofficial transcripts, you must follow the directions in Gateway.
- 5) Click "Choose File" to find your document on your computer.
- 6) Once your document location shows up in the box, click "Open" or "Submit" (depending on your operating system).

***Please note the first resume you upload will have to go through an approval process that generally takes 24-48 business hours. You will be notified when it is available to use.***  
***If your resume is not approved, you will receive guidelines for the Bauer Resume format.***

#### V. SEARCH AND APPLY FOR A JOB

Students with approved resumes have the ability to view and apply for posted positions. From your Bauer Career Gateway homepage:

- 1) Click on "Jobs" in the menu at the top of the page or click the "Job Search" button on the Home page.
- 2) You have the ability to filter job postings along a variety of criteria using the filters under Job Postings by clicking "Show Me" under the Keywords Search box. *Note: if you see an HTML error, be sure that your ad blocker is off.*
- 3) You will be able to see from the search page whether or not you are qualified, based on your profile, to apply for each position.
- 4) To view a particular job description, click on the job title. This will show you a job summary where you can see information about the position, screening criteria, and contact information.
- 5) To apply for a position, follow the instructions specified by the company or click the "Apply" button. A pop-up box will open up, allowing you to select the resume you want to use to apply. Once the resume is selected, click "Submit."

***If you do not see the "Apply" button, but instead see a message indicating you are not eligible for the position, check your profile to make sure it is up to date.*** The Job Postings will list the reasons why you are not qualified on the job posting under **Required Qualifications**.

#### VI. RSVP FOR AN EVENT

The Rockwell Career Center posts workshops, career fairs and information sessions online through the Bauer Career Gateway system. All students are encouraged to RSVP for events to indicate their interest. From your Bauer Career Gateway homepage:

- 1) Click "Events" in the menu at the top of the page. On the Events page, click Type select "Career Fairs", "Information Sessions" and/or "Workshops"
- 2) Select the event you wish to RSVP for.
- 3) View the summary for the event and click "Attend". You can also click "Add to Calendar" for Info Sessions and workshops to download an .ics file to add the event to your personal calendar.

NOTE: An RSVP means "I am planning to attend the event" NOT "I am interested". Companies check these lists and plan events around them (room size, food, etc.) and check people into the event. No showing an event that you have RSVP'd for is a violation of the Bauer Code of Ethics.