

Job Aid for Students using CORSAIR Jobs – Search for a Job

<p>1.</p>	<p>Welcome to CORSAIR Jobs. This job aid provides guidelines to search for a job in the student employment, self-service system.</p> <p>Open a web browser; navigate to the portal using the following address: https://my.umassd.edu/group/myumassd/corsairjobs</p> <div data-bbox="266 575 948 1341" style="border: 1px solid black; padding: 5px;"> <p>CORSAIR Jobs</p> <p>Student Employment is transitioning to a new system called CORSAIR Jobs.</p> <p>As of October 1:</p> <p>Supervisors must post new or updated positions in CORSAIR Jobs.</p> <p>Students will browse available positions & apply through CORSAIR Jobs.</p> <p>The old student employment job listings tool will remain available in read-only mode until existing positions are closed.</p> <p>The next step in the transition to CORSAIR Jobs is to move from paper hiring forms to the electronic report-a-hire functionality the new system. This will occur mid to late November.</p> <p>Log in with the button below.</p> <p>More information</p> <p>For students</p> <p>Employment information for students</p> <p>International students: employment guidelines</p> <p>After you've been hired: a guide for students</p> <p>For supervisors</p> <p>Hiring student employees</p> <p>Supervising student employees</p> <div style="border: 2px solid red; padding: 5px; display: inline-block; margin-top: 10px;"> <p>CORSAIR Jobs ▶</p> </div> <p>Students: use CORSAIR Jobs to search for jobs, contact supervisors, and complete forms</p> </div> <p>Click on the CORSAIR Jobs button.</p>								
<p>2.</p>	<p>You will land on the Home page. Select “<i>Job Search</i>” from the Job Search drop-down menu.</p> <div data-bbox="266 1497 1170 1610" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #0056b3; color: white; padding: 5px;">My Account ▾</td> <td style="background-color: #0056b3; color: white; padding: 5px;">Employer Directory</td> <td style="background-color: #0056b3; color: white; padding: 5px;">Job Search ▾</td> <td style="background-color: #0056b3; color: white; padding: 5px;">CORSAIR Jobs Placement Status</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Log Out</td> <td style="text-align: center; padding: 5px;">Home</td> <td style="text-align: center; padding: 5px;">Job Search</td> <td></td> </tr> </table> </div>	My Account ▾	Employer Directory	Job Search ▾	CORSAIR Jobs Placement Status	Log Out	Home	Job Search	
My Account ▾	Employer Directory	Job Search ▾	CORSAIR Jobs Placement Status						
Log Out	Home	Job Search							
<p>3.</p>	<p>You will be brought to the Job Search page. You may search for jobs using the Keyword Search criteria.</p> <div data-bbox="266 1801 737 1875" style="border: 1px solid black; padding: 5px;"> <p>Keyword: <input style="width: 80%;" type="text"/></p> <p style="text-align: right;"><input style="background-color: #008000; color: white; padding: 2px 10px;" type="button" value="Search"/></p> </div>								

4. You may also select a listed job by clicking on the name of the job, or you may add it to a list of Favorites by clicking on the “Add To Favorites” button.

The screenshot shows a job listing interface with the following details:

- Jobs (3)
- Save Search | Email me new Jobs
- Viewing records 1 - 3 of 3 Prev | 1 | Next
- Sort By: Job ID Ascending | Expand All
- 58 / Laboratory Technician (SMASST) - Add To Favorites
- 60 / UMass Pass Office (Campus Services) - Add To Favorites
- 62 / CSLP TEST JOB (CSLP TEST EMPLOYER) - Add To Favorites

5. After selecting a position, the **Job Posting** page will open. Information regarding the position, the requirements, etc., will be listed. Follow the instructions to apply for the position, submitting materials as needed. You will be brought to a page where your materials will be submitted. Then click the button to submit.

The 'Submit Resume' page contains the following information:

- Job: CSLP TEST JOB
- Employer: CSLP TEST EMPLOYER
- Student Message: your position. I am very interested in working for your organization
- Category: Document
- * Resumes: Derek Smith's resume
- Buttons: Submit Resume (highlighted), Cancel

6. You will return to the Job Posting page, with a message that your materials were successfully submitted.

You have successfully submitted your resume.

Repeat this process if you wish to apply for other positions.