



CARDINAL JOB NETWORK
www.svsu.edu/careers
ALUMNI REGISTRATION INSTRUCTIONS

All Students are eligible to use the **Saginaw Valley State University** free online job database.

Follow these simple steps:

- Go to Career Planning & Placement's website: **www.svsu.edu/careers**
- **Alumni since May 2007:** Click on the **Cardinal Job Network-Student** link and enter the same username and password you use for Cardinal Direct.
- **Alumni before May 2007:** Click on the **Cardinal Job Network-Alumni** link and create your account by clicking on the Click Here to Register! link

Complete your Profile, Upload your Resume/Cover Letter, and Search for Jobs

UPDATE "MY PROFILE":

- Under **My Account**, Select **My Profile**
- Enter information in the following categories (fields with an (*) asterisk are required):
 - Personal Information
 - Demographic Information
 - Skills (be as thorough as possible)
 - Additional Information
 - In order for employers to view your Profile and Resume, you must select **Yes** in the **Allow Employer Viewing** field.
- Please note: The University automatically updates some of the information in your profile from official records. When you first open your profile, review all of the pre-loaded information. If any of information is incorrect, you will need to visit the Registrar's office to correct it. The Registrar's office is located in Wickes 151 (phone: 989.964.4085).

UPLOAD YOUR RESUME/COVER LETTER TO "MY DOCUMENTS":

- Under **My Account**, Select **My Documents**
- Select which document you want to upload (resume and/or cover letter) and click **Upload File**
- Type in your **Document Name**. Choose a name that is unique to the position, because you can upload more than one document. Select the document to be uploaded by clicking **Browse** and selecting the desired document.
- Click on **Upload** to upload the document.

JOB SEARCH:

- Select the **Job Search** option. Enter criteria specific to the type of job you are looking for on the search form, click **Search**.
- You can receive email notification of a job in your Major and/or Job Category:
 - Select your Major and/or Job Category and select Search
 - Select the **Saved Search** option in the right hand corner
 - Enter a name to represent this saved search. It can easily be accessed from the Saved Searches section on the **Home** page.
 - Check mark the box: **Please send me an e-mail when any new jobs matching this search are available.**
 - Select **SAVE**
- When conducting a job search using Cardinal Job Network, be aware that by selecting several search criteria, such as Major, Classification, FT/PT jobs, etc., you are narrowing your search. It is a good idea to conduct a focused search, but you may also want to try searching different criteria. To view all jobs posted, leave all the search fields blank and click **Submit**.