

Student Guide to Using OtterJobs

Entering OtterJobs for the First Time	2
Uploading Documents	3-5
Searching for Jobs	6
Creating a Saved Search	7
Applying to Jobs	8
Completing a Student Assistant Application	9-10
Avoiding Job Scams	11-12

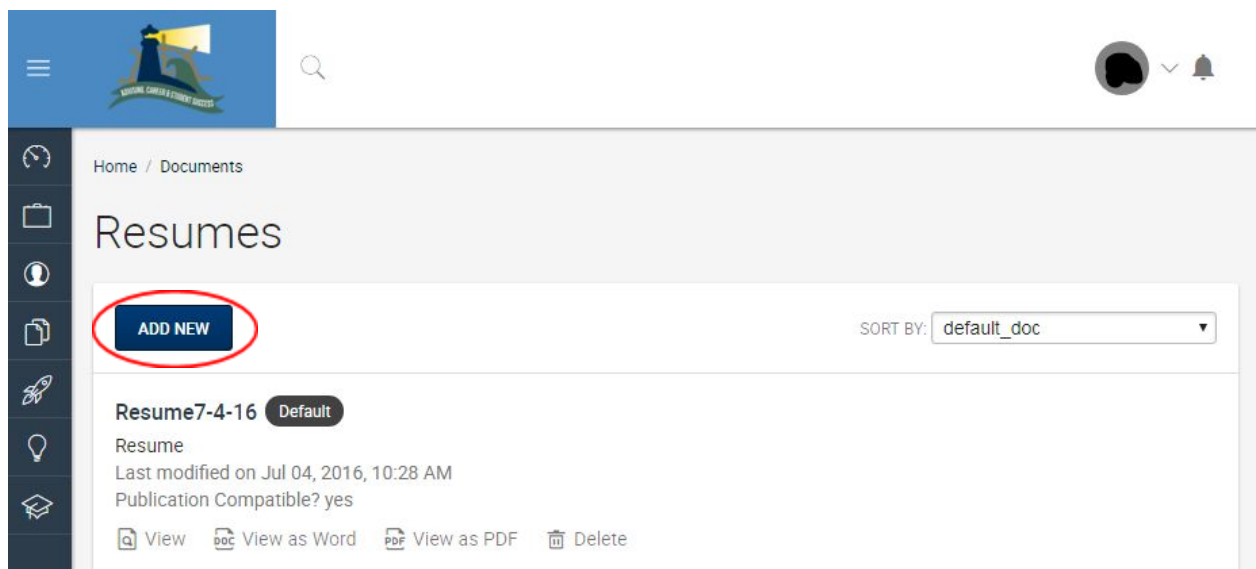
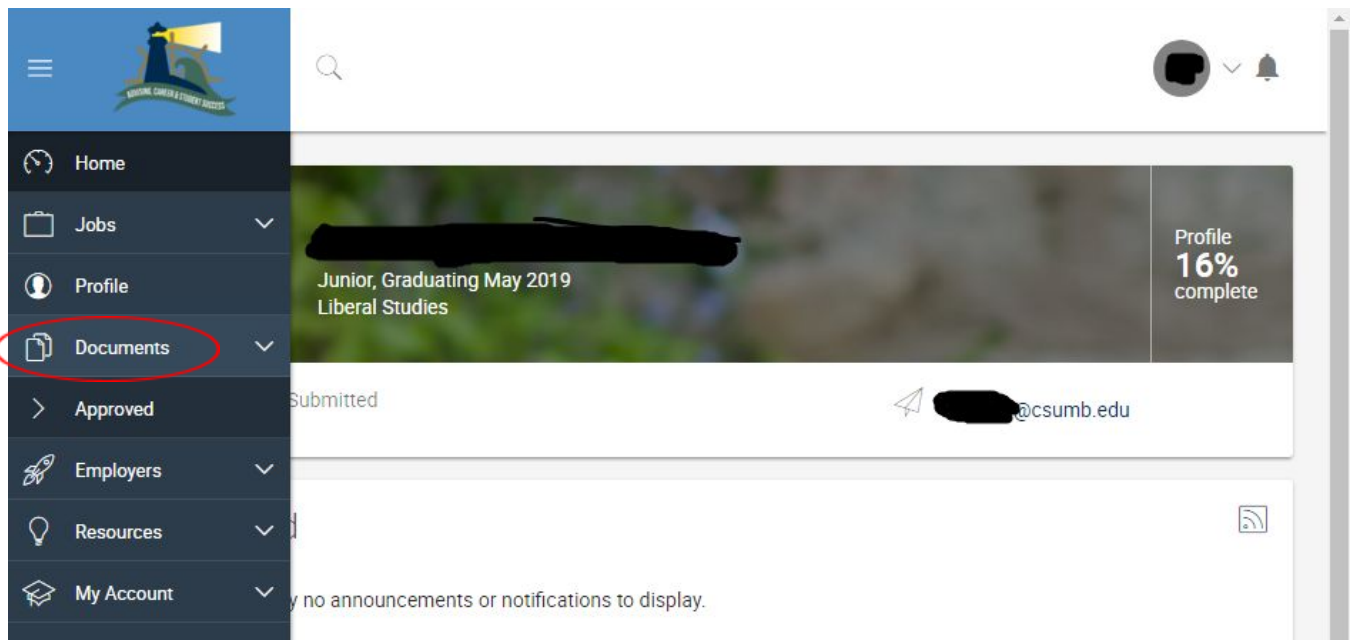
Entering OtterJobs for the First Time

1. Go to Career Development Homepage → <https://csumb.edu/career/otter-jobs>
2. The first time you use the system, please read the ENTIRE OtterJobs page before clicking on **“Log in to OtterJobs”**
3. If prompted, you may have to sign in with your Otter ID and password. Your OtterJobs login is synced with your CSUMB single sign on.


Uploading Documents

Most employers using OtterJobs will ask you to apply online. Use the following steps to upload documents to apply to a job. Note that the “APPLY” button will not show unless you have uploaded a resume.

1. Proceed to the Documents section then select Add New.



2. Give a name to your document in the Label field, select the type of document it is, enter the location of the document on your computer, and then click Submit.

 Did you know?
Having trouble uploading MS Word files? For immediate access to your documents, save them first in PDF format, then upload. For instructions to save a file as a PDF in Windows click [here](#). For Macs click [here](#).

SUBMIT CANCEL

* indicates a required field

Student Document

Label *

Document Type

- Resume
- Cover Letter
- Unofficial Transcript
- Writing Sample
- Other Documents

Maximum file size: 500kb

File *

Please select your document to upload.

No file chosen

SUBMIT CANCEL

3. When you find a job that requires you submit a document through the system, click the “APPLY” button at the bottom and a pop-up menu will appear. For each type of document requested (Resume, Cover Letter, etc.) you will see a pull down menu that contains each document you have uploaded in that category. Simply select the document(s) you want to submit then click submit.



AS Marketing Specialist Job Description ★

Apply ✕

Application Status * indicates a required field

If you wish to apply, please select the document(s) to include and click Submit.

Resume

Choose a Resume to submit for this position.

Resume7-4-16*

ADD NEW

Transcript

No transcripts found!

ADD NEW

Notes

If you would like to add an optional personal note to the employer, please enter it here. This field is NOT required.

SUBMIT

Note on requested documents:

Position Type

On-Campus/

Desired Skills

Marketing

Description

The Associat
planning of t
as sitting on

Qualifications

Knowledge o
management

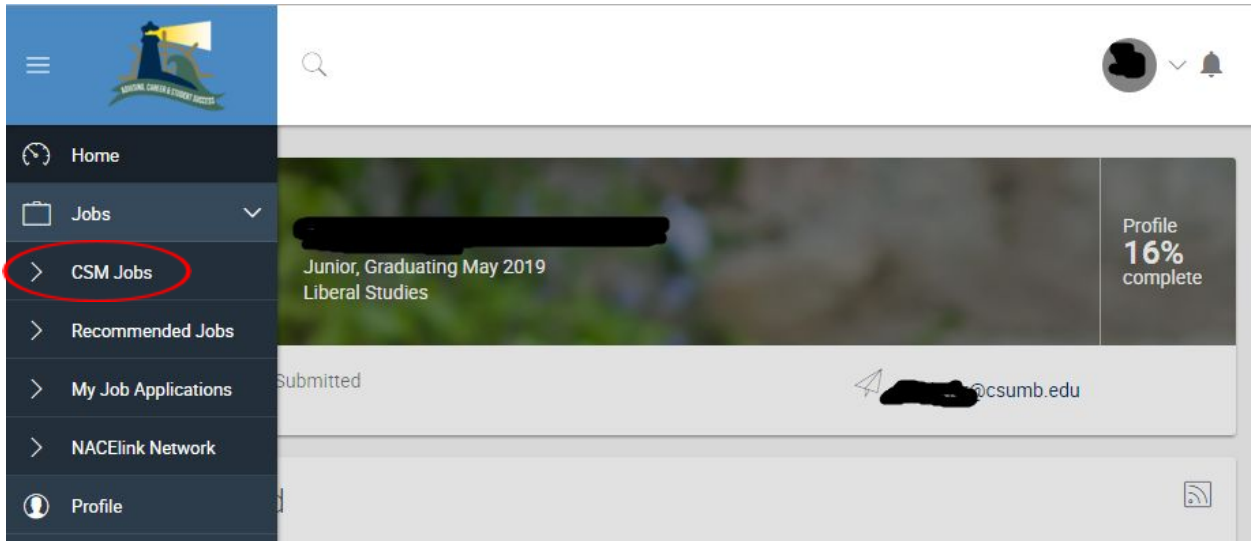
Abilities and
Handle multi
communicat

Desired Experience and Skills:

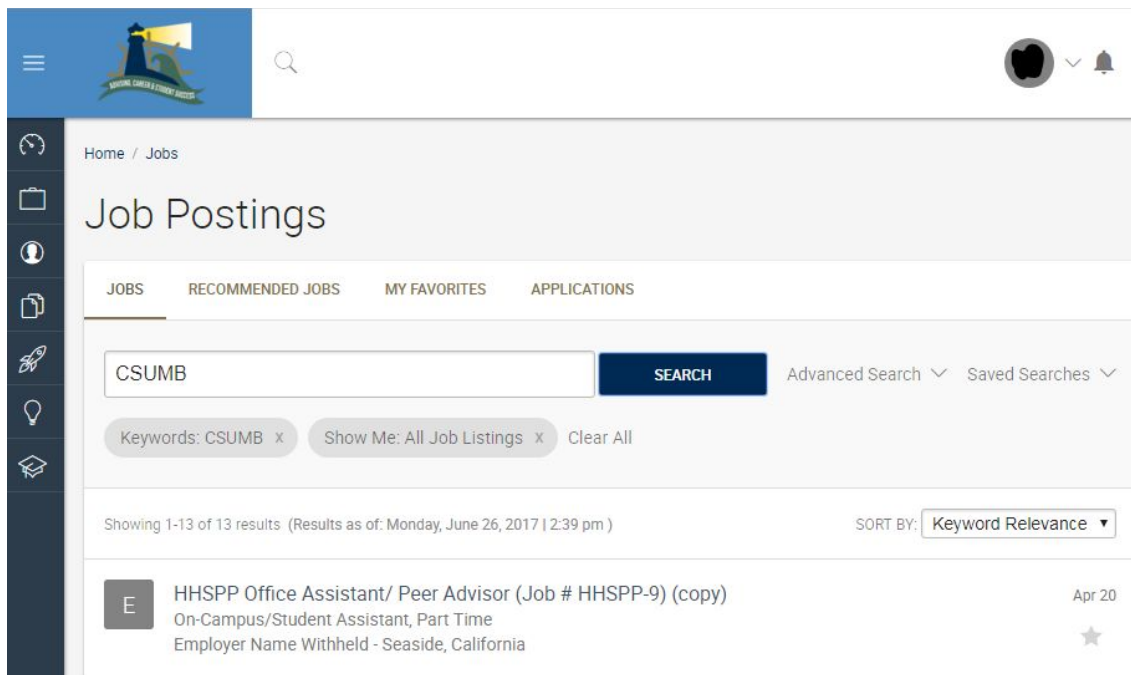
APPLY

Searching for Jobs

1. On the main page click on Jobs. From the drop down menu you can see recommended jobs based on the profile you can complete, your current and past job applications, and more. For now, let's click on CSM Jobs.

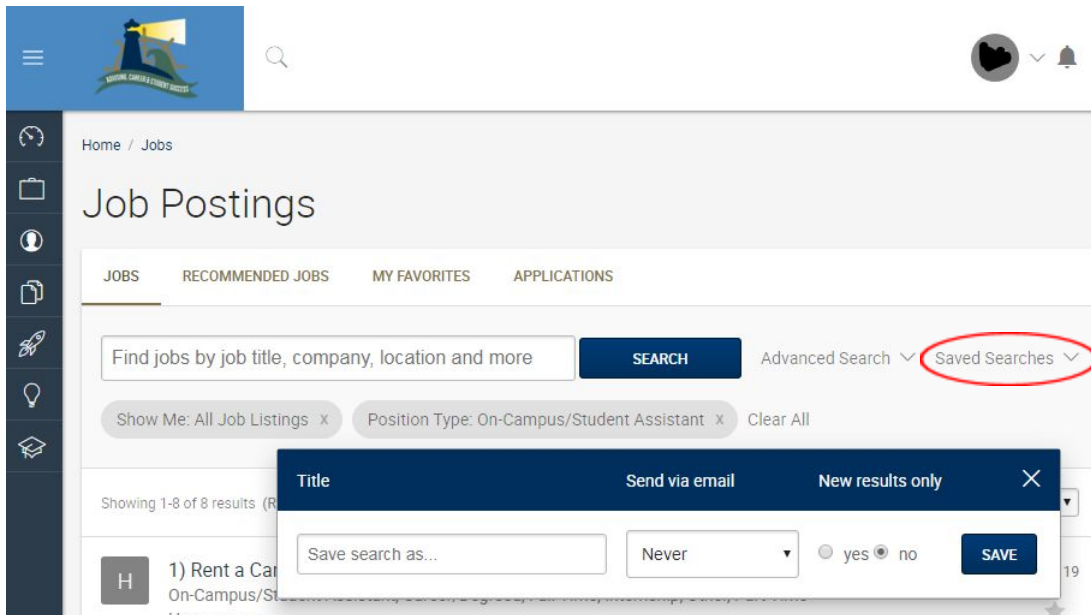


2. Use any search criteria you would like to view the jobs. Most on-campus jobs can be found by doing a keyword search for “CSUMB”.

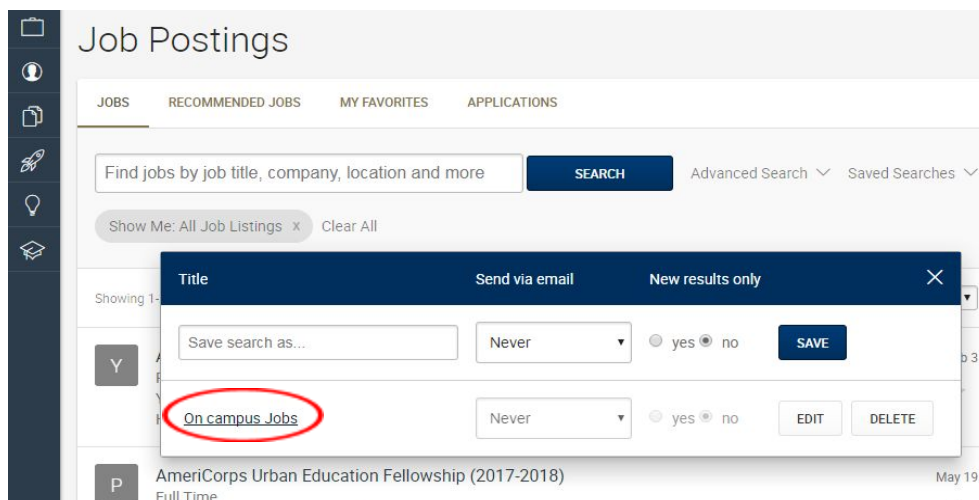


Creating a Saved Search

1. If you find yourself frequently searching for the same type of jobs, creating a saved search might save you time. Under the Jobs section, click Saved Searches. From this menu you can save your current search and if you'd like have new job postings that match your search criteria emailed to you.



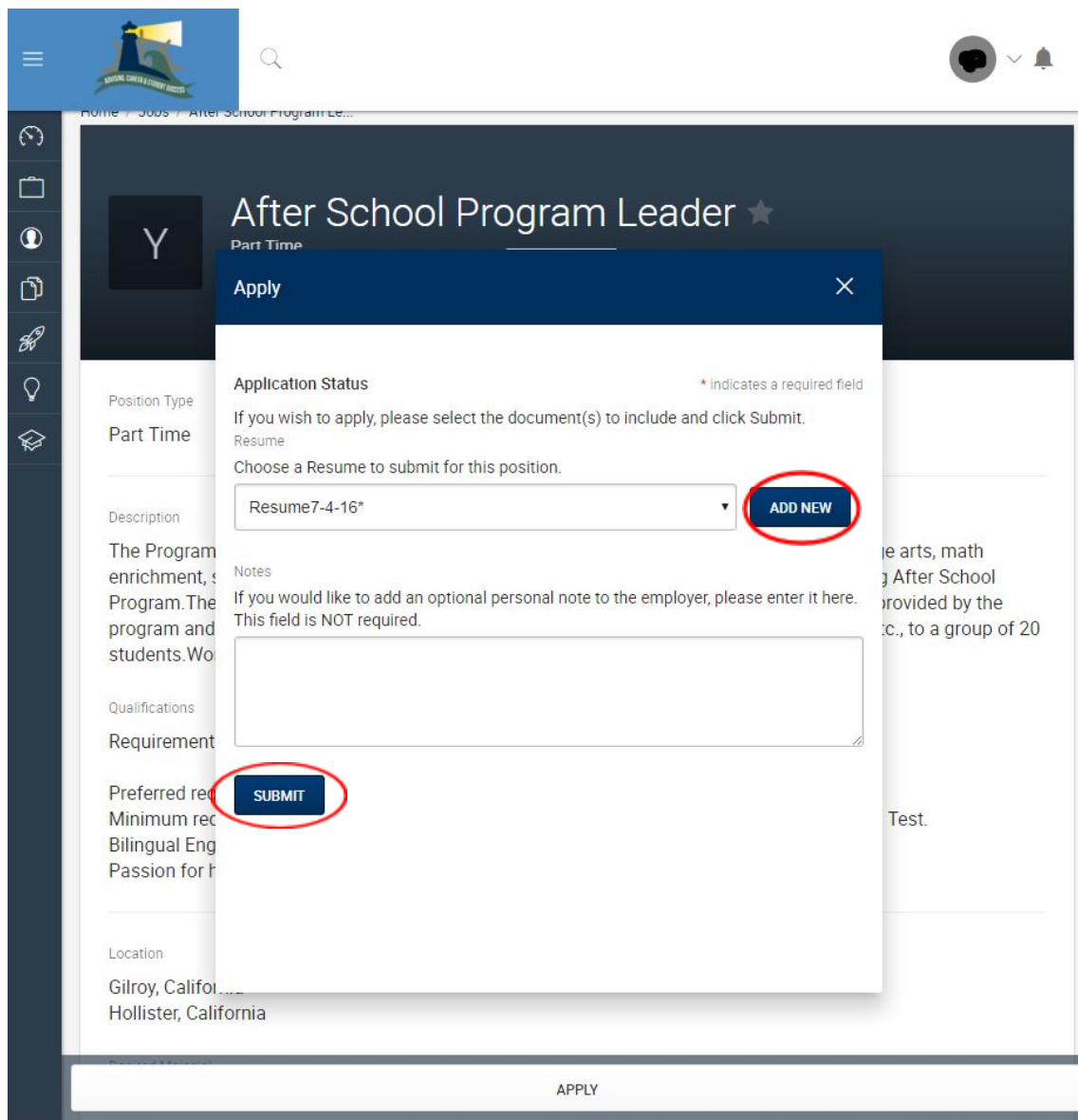
2. To go back to your saved search, choose the Saved Searches tab. Click the name you saved to see a current list of all jobs in the system that match your saved search.



Applying to Jobs

Each employer chooses specific instructions on how they want you to apply to their job. Please read and follow the instructions on each job listing.

At the bottom of the page on any job listing will be the word “APPLY” (if you have uploaded a resume) click “APPLY” and a pop-up menu appears listing the required documents. When you have selected the appropriate ones, click “SUBMIT”



Completing a Student Assistant Application

Some on-campus jobs will ask you to upload a student assistant application to apply.

The student assistant application is available here: <https://csumb.edu/career/otter-jobs>

1. Click on the link for “[Student Assistant Application](#)”, and download and complete the application form.

Before you get started

[↓ Download the Student Guide to OtterJobs](#)

If you are applying to an on-campus job that requests it, complete a **Student Assistant Application**, save it and immediately upload it as an other document in your OtterJobs account.

[↓ Student Assistant Application](#)

[Log in to OtterJobs](#)

Log in to OtterJobs using your CSUMB username and password. If you are having trouble logging in, visit csumb.edu/it/accounts-and-passwords

For questions about using OtterJobs, please call 831-582-3845.

California State University, Monterey Bay

Student Assistant Application

Are you a student on Work Study? YES NO

Applicant Information

Full Name: Last First MI Date

Address: Street Address Apartment/Unit #

City State ZIP Code

Phone: Email

Declared Major: Graduation Date Class Level

Position Applied for:

Are you a citizen of the United States? YES NO

Have you ever been convicted of a felony? YES NO

If yes, explain:

Previous Employment/Volunteer

Company: Phone

Address: Supervisor

Job Title:

Responsibilities:

From: To Reason for Leaving

May we contact your previous supervisor for a reference? YES NO

Company: Phone

Address: Supervisor

Job Title:

Responsibilities:

From: To Reason for Leaving

May we contact your previous supervisor for a reference? YES NO

How will this position advance your educational goals?:

Other skills or strengths you can bring to the position:

Work Availability Time(s)

Monday <input type="text"/>	Tuesday <input type="text"/>
Wednesday <input type="text"/>	Thursday <input type="text"/>
Friday <input type="text"/>	Saturday <input type="text"/>
Sunday <input type="text"/>	# Hours Available Per Week <input type="text"/>

Are you authorized to work in the United States? YES NO

Disclaimer and Signature

1. I HEREBY CERTIFY THAT ALL STATEMENTS ON THIS APPLICATION ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.
2. IF EMPLOYED, I UNDERSTAND THAT ANY FALSE INFORMATION ON THIS APPLICATION MAY BE CAUSE FOR IMMEDIATE TERMINATION.
3. I CONSENT TO THE RELEASE OF THIS INFORMATION TO THOSE WHO ARE INVOLVED IN THE EMPLOYMENT PROCESS.
4. I FURTHER UNDERSTAND THAT, IF OFFERED A POSITION, I MAY BE REQUIRED TO SUBMIT PROOF OF ENROLLMENT (8 UNITS FOR UNDERGRADUATES AND 4+ UNITS FOR GRADUATE STUDENTS).
5. VERIFICATION OF GOOD ACADEMIC STANDING (GPA > 2.0) TO THE HIRING UNIT IS REQUIRED.
6. I UNDERSTAND THAT ENTERING MY NAME IN THE SIGNATURE SPACE BELOW INDICATES MY UNDERSTANDING OF AND AGREEMENT WITH THE STATEMENTS ABOVE.

Signature Other ID Date

PERSON TO CONTACT IN CASE OF EMERGENCY

Name: Phone Number/Mobile Number: Relationship:

Name: Phone Number/Mobile Number: Relationship:

* CSUMB is an Equal Opportunity Employer and does not discriminate on the basis of race, color, sexual orientation, gender, age, religion, national ethnic origin, ancestry, disability or veteran status, marital status, pregnancy in any student program or activity administered by the university in its employment decisions. The Career Development Office is this university's commitment of nondiscrimination in employment practices.

- After you have saved the file you can upload that file using the directions under “Uploading Documents” in this guide. Be sure to save the application form as an “other document.”

Avoiding Scam Jobs

Before applying to any job or giving personal information, it is useful to do a little research and find out if this job is real and credible. Information is courtesy of: PennState, College of Medicine.

Do Your Research:

- **Visit the organization’s website:** Review websites to help verify legitimacy. If the company doesn’t have one, it takes you to a different website, or it is poorly developed, consider that a **red flag**. How professional is it? Is there legitimate contact information? Are jobs/internships and career information posted on the site?
- **Use Google:** Search by organization name to see what information you can find (if a company name isn’t provided, consider that a **red flag**). Take it one step further and search by "[company name] scam" to see if you can find information on reported scams. The following sites may help you to find additional information including any negative reviews: www.ftc.gov, www.bbb.org, www.glassdoor.com, www.ripoffreport.com
- **Review Job/Internship Details:** Make sure you receive a complete description of the opportunity including specific responsibilities and required qualifications. If it isn't included in the posting, ask about compensation. If the position is paid, ask about pay range, how often you will be paid, and method of payment. If the company does not pay an hourly rate or salary, carefully investigate the details. **If the offer is too good to be true then it probably is.**

Be Aware of Some More Red Flags:

- Company/organization does not have an established website or website is poorly developed
- Unsolicited email(s) sent directly to you (may begin with “Dear Sir or Madam”)

- Email is sent using a free email service (Yahoo, Hotmail, Gmail, etc.) instead of a company domain
- Email/correspondence is poorly written and contains misspellings, grammatical errors, or typos
- Position described as “work from home and make thousands from your computer”
- Request for social security number (SSN) or bank account information prior to an interview
- Request to provide a photo ID to “verify identity” before meeting an employer in person
- Position advertised is different from the position offered

Protect Yourself, DO NOT:

- Provide personal bank account, PayPal account, or credit card information.
- Participate in wiring or transferring funds from a personal bank account or PayPal account to another account. Often times you may be asked to retain a portion of the funds as payment for your services, which is money you never end up seeing.
- Agree to have funds or payments direct deposited into your account without knowing and verifying the employer first. Many employers provide the option for direct deposit; however, this typically will not occur until the first day or week of employment – not before.
- Pay upfront fees for an employer to hire you (there may be some rare exceptions to this).

If you suspect that an employer or job might not be legitimate contact our office immediately at

831-582-3845 or by email: career_development@csumb.edu