Student Guide to Using OtterJobs

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Logging into OtterJobs

1. Go to Career Development OtterJobs page: csumb.edu/career/otter-jobs

2. Click the button for “Log in to OtterJobs” Note: You will be prompted to login through Single Sign-on if you have not logged in yet.

NOTE: OtterJobs is only for currently enrolled students. Your OtterJobs login is connected to your CSUMB Single Sign-on.
Uploading Documents

Most employers using OtterJobs will ask you to apply online. Use the following steps to upload documents and submit to a job. Note that for jobs requiring you to submit a resume through the system, the application instructions will not show unless you have uploaded a resume to your account.

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.

3. When you find a job that requires you submit a document through the system, use the Application Status box on the right side of the posting to submit your document(s). For each type of document they want (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 you want to submit then click submit.
APPLICATION STATUS

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

Choose a Resume to submit for this position.

RESUME: Resume Add New

No cover letters found!

COVER LETTER: Add New

No transcripts found!

TRANSCRIPT: Add New

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

NOTES: 

Check Spelling

Submit
Searching for Jobs

1. Once the main page click on Jobs.

2. Use any search criteria you would like to view the jobs. To find ALL on-campus jobs for students use “Advanced Search” option and on the “Position Type” box select “On-Campus/Student Assistant.” You can also customize your search by industry, job function and location.

3. Your results will be displayed below.
Saving your Search

If you frequently search for the same types of jobs, you can make that search easier and/or even have new jobs meeting your search criteria emailed to you, by using the saved search feature.

1. If you would like to save your search using your Advanced Search criteria, click on Saved Searches to create a title for your search and choose an email option.

2. For example, if you wanted to save your “On-Campus/Student Assistant” job search, it might look something like this:
Applying to Jobs

View jobs pulled up in your search results. 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 you wish to apply to.

The most common application method that employers choose is to have you submit a resume online. If the employer has selected this option you must have a resume uploaded or the APPLY BUTTON WILL NOT SHOW.

<table>
<thead>
<tr>
<th>NO RESUME UPLOADED, CANNOT APPLY</th>
<th>RESUME UPLOADED, APPLY BUTTON VISIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPLICATION STATUS</td>
<td></td>
</tr>
<tr>
<td>You do not have any resumes available to submit. Please upload your resumes and try again.</td>
<td>WANT THIS JOB?</td>
</tr>
<tr>
<td></td>
<td>1 Apply</td>
</tr>
</tbody>
</table>

Completing a Student Assistant Application

Some on-campus jobs will ask you to upload a student assistant application to apply to the position. The student assistant application is available on the Otter Jobs page, csumb.edu/career/otter-jobs.

1. Click on the link for “Student Assistant Application”, to download the application form.
2. Complete the application and save the file as a PDF.
3. After you have saved the file you can upload that file using the directions above. Be sure to save the application form as an “other document.”

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