

# Hire A Texan!


## Student Instructions

### CLAIM YOUR ACCOUNT

#### STEP 1: Register

- 1) Visit [www.tarleton.edu/careers](http://www.tarleton.edu/careers)
- 2) Click on the **Hire A Texan For Students & Alumni** link in the top right-hand corner of the page.
- 3) On the "Log In" side, enter your go tarleton email address.  
Username: [firstname.lastname@go.tarleton.edu](mailto:firstname.lastname@go.tarleton.edu)  
Password: [firstname.lastname@go.tarleton.edu](mailto:firstname.lastname@go.tarleton.edu)
- 4) Once you have logged in, fill out the registration form.
- 5) Click SUBMIT
- 6) NEXT, verify email using your GO email

#### STEP 2: Verify Email

- 1) After you have claimed your GO email, LOG IN to your email account ([www.hotmail.com](http://www.hotmail.com) or MyGateway).  
For email instructions visit [www.tarleton.edu/technology](http://www.tarleton.edu/technology) 
- 2) Click on the email message from [careers@tarleton.edu](mailto:careers@tarleton.edu)  
- *Hire A Texan welcome message*
- 3) Click on the link provided in the message to verify your email

#### STEP 3: Wait for Approval

- 1) Before using Hire A Texan an administrator must approve your account. This generally takes no more than 1-2 business days.
- 2) After approval, you will receive another GO email message  
- *instructions are provided in the message for Hire A Texan log in*

GO ACCOUNT  
Help Desk (254) 968-9885

# Tips & Navigation Guide

After you have logged in you will be on your homepage. Here you will find useful tools, including:

- **Announcements** – Important announcements and useful tips for students can be found on the center of the page.
- **Getting Started Menu** – This menu will show you what still needs to be done before your profile is considered complete. Once you have finished all of the steps, this menu will not be at the top of the page.
- **Connect With Us Menu** – This menu links to Social Media pages for Tarleton Career Services.
- **Shortcuts Menu** – This very helpful menu provides shortcuts to important links throughout the site. Utilize this menu for easy navigation to search for jobs, upload your resume, and more!
- **Attend Events Menu** – This menu displays upcoming job fairs hosted by Career Services. Click on each job fair to see the employers currently registered to attend.

**Additional Navigational Tips on Back** 

Update contact information so potential employers can contact you further.

- **Personal** - Keep your contact information updated and correct.
  - **Academic** - Choose your major, update your GPA, classification, and graduation date.
  - **Privacy** – Change your privacy settings here.
    - Checking the “Resume Books” allow your resume to be viewed by potential employers for possible job positions.
  - **Password/Preferences** – Change your password here.
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## PROFILE

Upload resumes and any other documents.

- **Approved Documents** – All of your approved documents will be listed here.
  - **Pending Documents** – Documents here still need to be reviewed by Career Services staff before approval.
  - **Resume Builder** – Build a resume with the help of Hire-A-Texan
    - To start, click the grey “Add New” button near the bottom of the page and fill out the information it asks for. *We strongly urge you to create a resume from scratch as opposed to using a template.*
  - **Opt-In Resume Book** – Upload resume for employers to see.
  - **Resource Library** – Shows Resources uploaded by the Career Services staff.
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## DOCUMENTS

**Hire-a-Texan** – Use this database to find employers looking for Tarleton Students/Alumni. (Part-time, on campus, off campus, full-time, internships, etc.)

- Check frequently and often.
- If you see something you like, try right then to contact the employer for the job. It may not be there at a later date.
- Not all on-campus jobs are posted on Hire-a-Texan. *We encourage you to contact offices directly regarding open positions.*

**NACELink Network** – Find jobs all over the nation (not necessarily targeted at Tarleton Students/Alumni).

**Other Job Search Tools** – This is a general compilation of many job search engines and tips on the web.

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## JOBS AND INTERNSHIPS

Keep track and view all of the employers on Hire-a-Texan.

- **Search** for any employers of interest to you.
  - **Favorite Employers** – Save & view any employers you have selected as favorites.
  - **Contacts** – Lists the names of employers who have chosen a viewable profile.
  - **Favorite Contacts** -Save your favorite contacts and use this link to come back and find them easily.
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## EMPLOYERS

Check out this link to see if Career Services has posted surveys requesting your input.

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## SURVEYS

Stay updated with what is going on with Career Services.

- **Career Fairs** – All of the job fairs will be listed for the school year.
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## EVENTS

The Calendar is available for your use. See upcoming Career Services Job Fairs and personalize by entering your own events.

## CALENDAR

**Need additional help?** Feel free to contact our office for any questions or suggestions you have regarding the Hire A Texan system, and we will be more than happy to help you!