BAUER
COLLEGE OF BUSINESS
UNIVERSITY of HOUSTON

Bauer Career Gateway Student / Alumni Help

http://www.bauer.uh.edu/career

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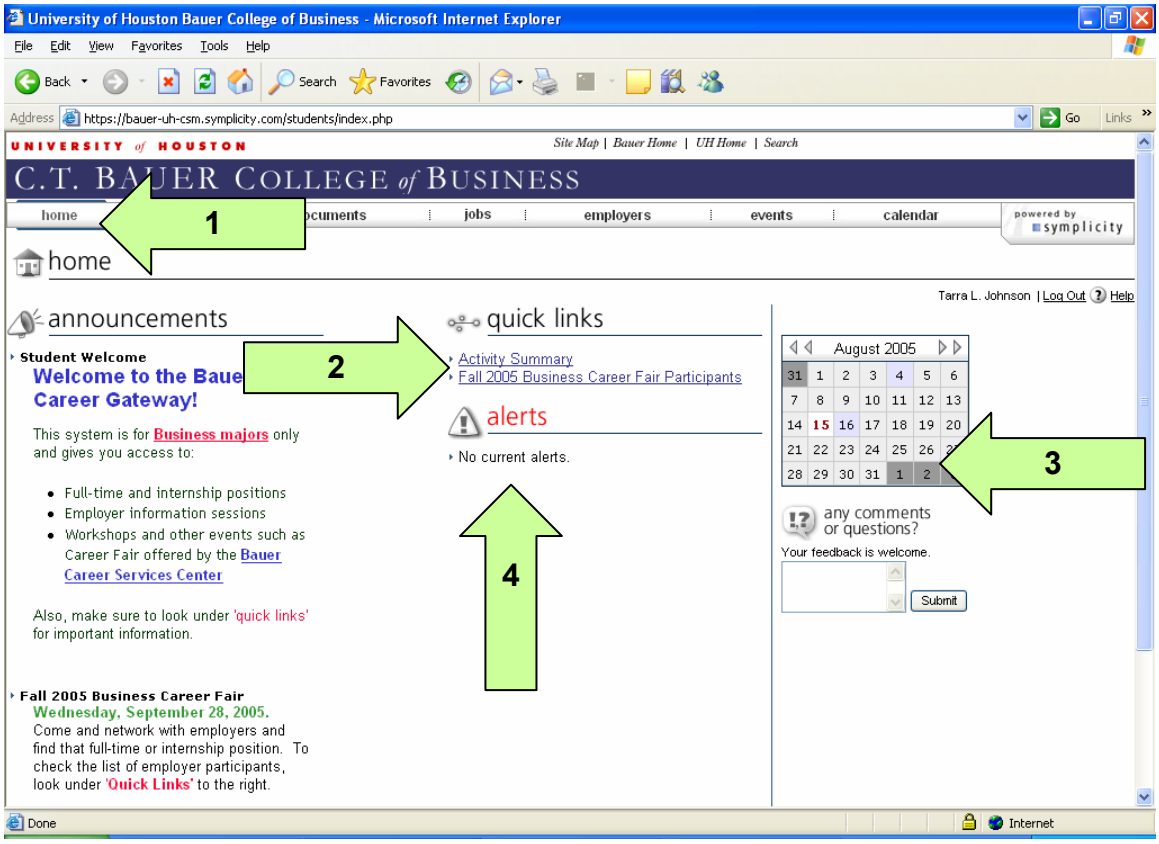
Important items to note before you get started:

- Bauer Career Gateway is available only to students officially enrolled in a Bauer degree-seeking, major field of study and degree holding Alumni of the Bauer College.
- You must contact the Rockwell Career Center for your user name and password if one has not already been assigned to you.
- When you navigate away, and then back to, one of the links at the top (i.e. Home or Events or Calendar), you will be brought to the tab you were viewing when you were last on that page. Use the “back” link within the system, not on your browser, or just click on the tab you want to view.

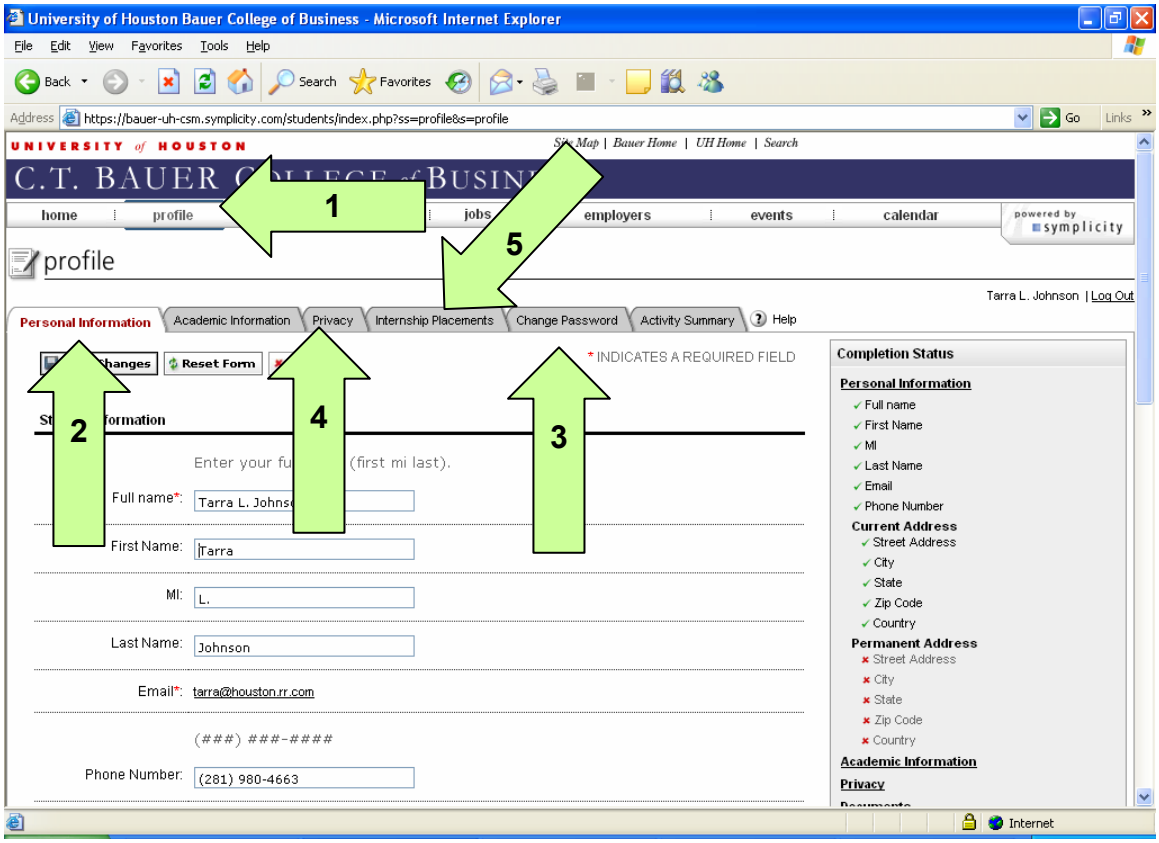
Navigate the Homepage

1. View at-a-glance features (Announcements, Quick Links, Calendar, Alerts, etc.) by clicking on the Home link in the top toolbar.
2. Access all system sections with one click by clicking on Quick Links.
3. View important events by clicking on highlighted days in the Calendar.
4. View system-driven alerts.



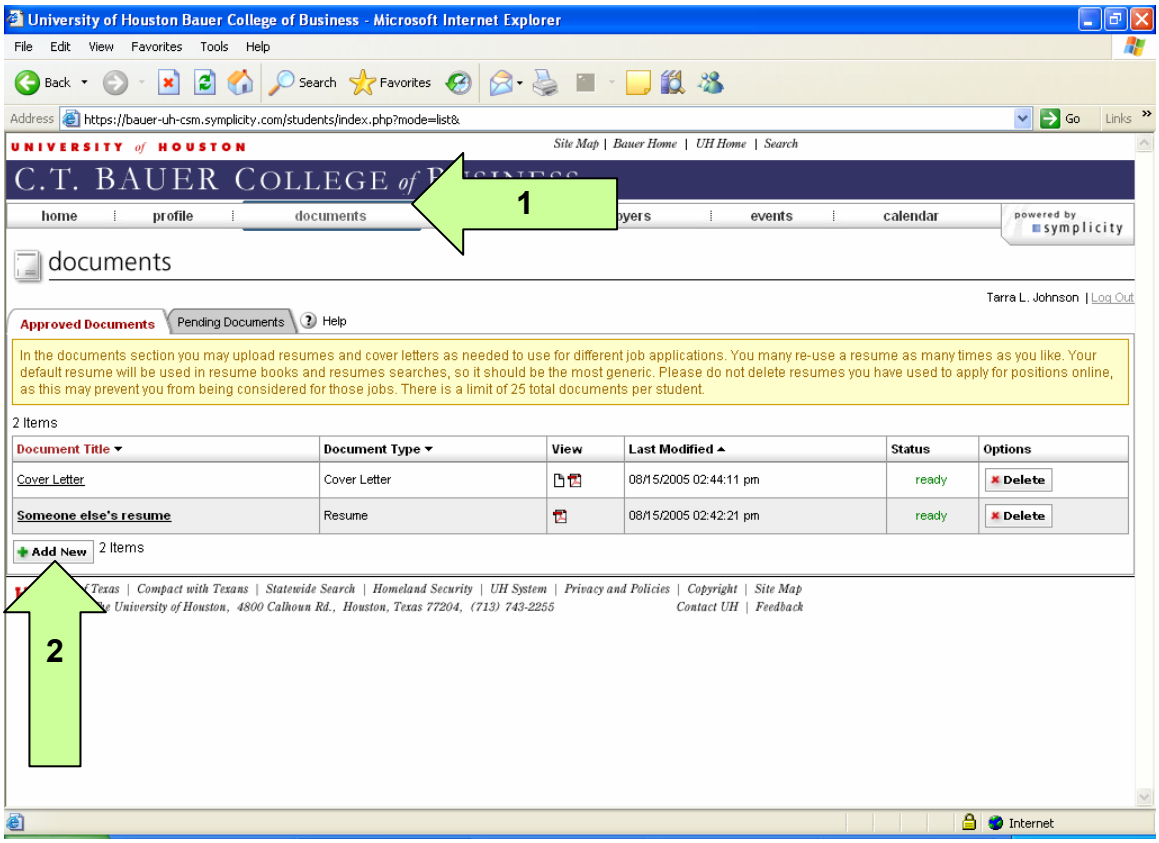
Build your Personal Profile

1. Build your personal profile by clicking on the Profile link on the top navigation bar.
2. Click on the Personal Information and Academic Information tabs to update information.
3. Update your system access by clicking on the Change Password tab and creating a new password.
4. Update Privacy settings by clicking on the Privacy tab.
5. Track internships on the Internship Placements tab.
6. You MUST submit your changes before you navigate away from the Profile Section, or they will be lost.



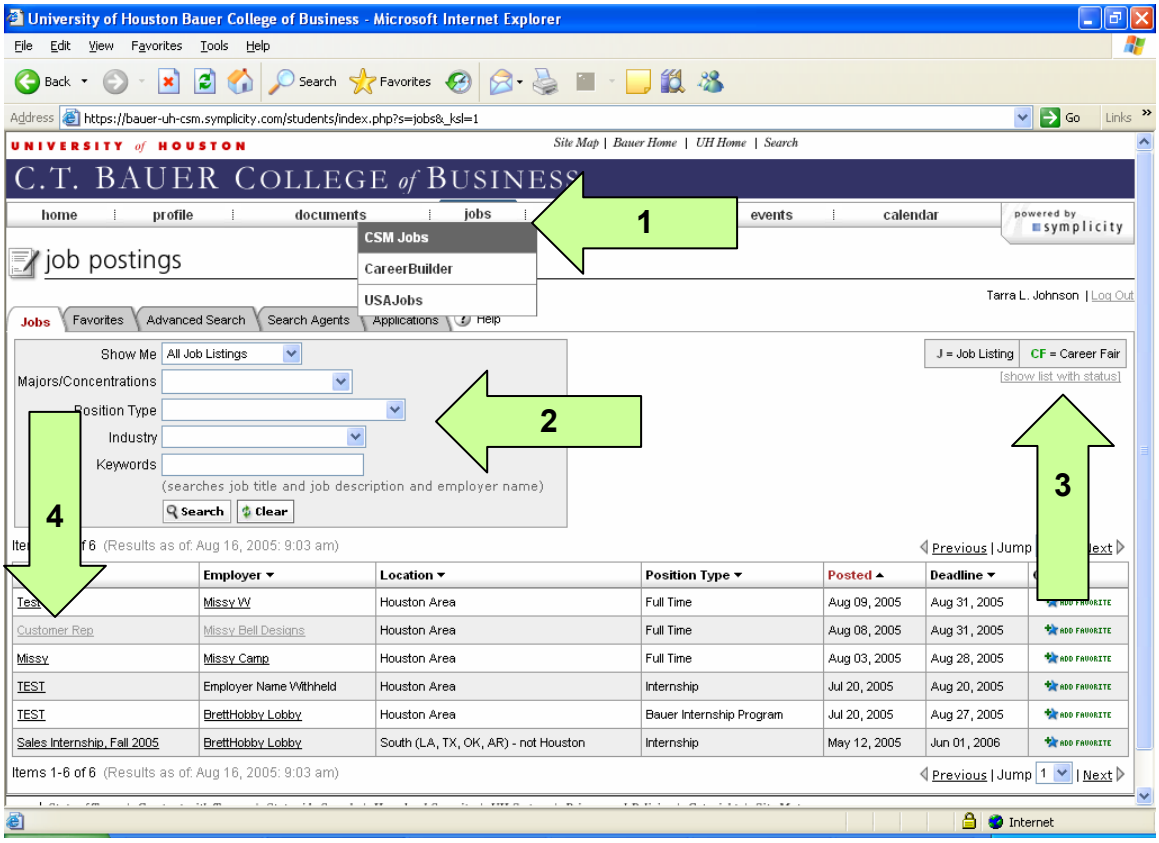
Manage Documents

1. View existing and upload new documents (resumes, cover letters, and transcripts) by clicking on the documents link on the top navigation bar.
2. Click on Add New to upload new document
    a. System will convert document to pdf. The process could take 5-10 minutes.
    b. Career Services must approve your resume. It will remain on the Pending Documents tab until it is approved by Career Services.
    c. The Make Default button designates a main resume that will be the first option when submitting a resume to employers, and with permission, will appear in employer resume books.
    d. Be aware that the name of your resume may sometimes be visible to employers.



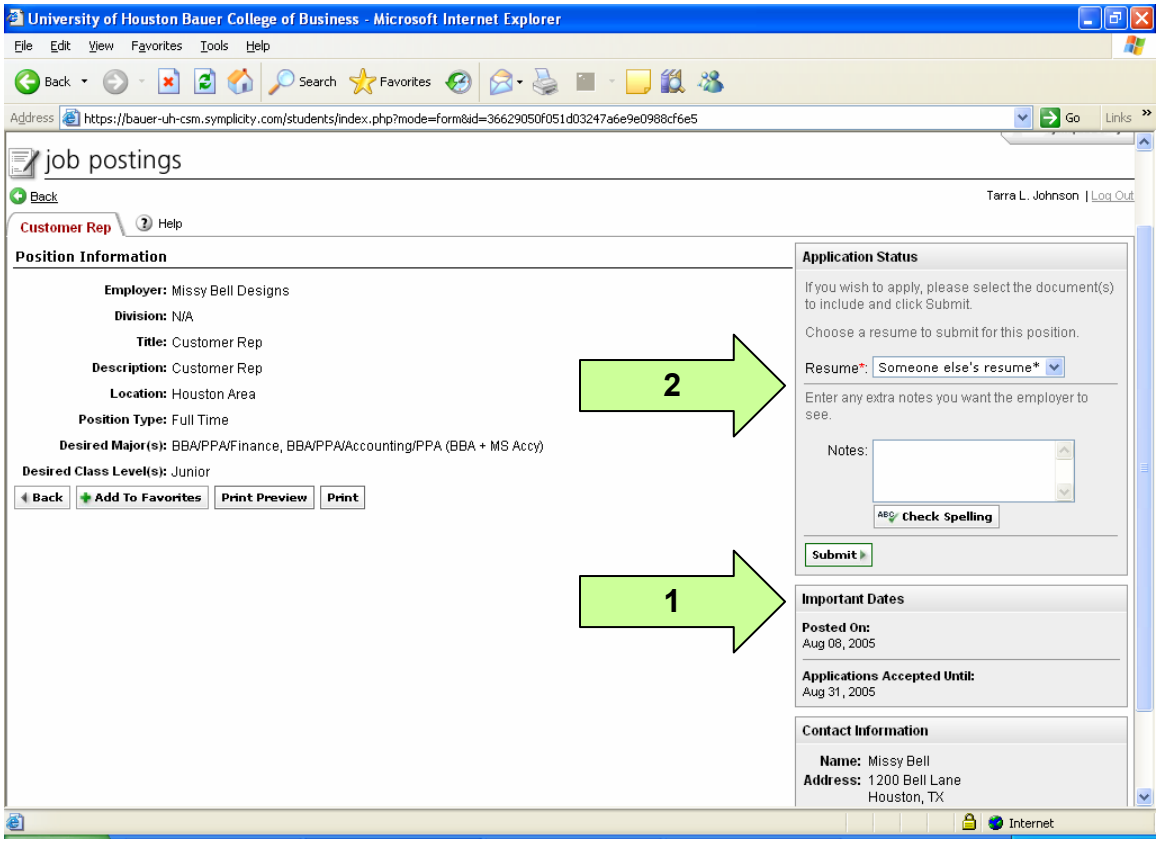
Search for Jobs

1. View job postings by clicking on Jobs on the top navigation bar, then selecting CSM Jobs.
2. Sort the job list by major, position type, industry, or key words by utilizing the dropdown menus at the top.
3. Click on Show List With Status to see the status of jobs (applied, qualify, non-qualify).
4. Review position details by clicking on a link in the Title column.
5. When using the search, the system looks for EXACT matches. So, for example, if you want jobs for finance majors, you must search not only for finance majors, but also for "all majors." The simplest solution is generally to search on jobs for which you qualify and leave all other fields blank.
6. When performing searches, if you hold down the control key, you can select more than one option



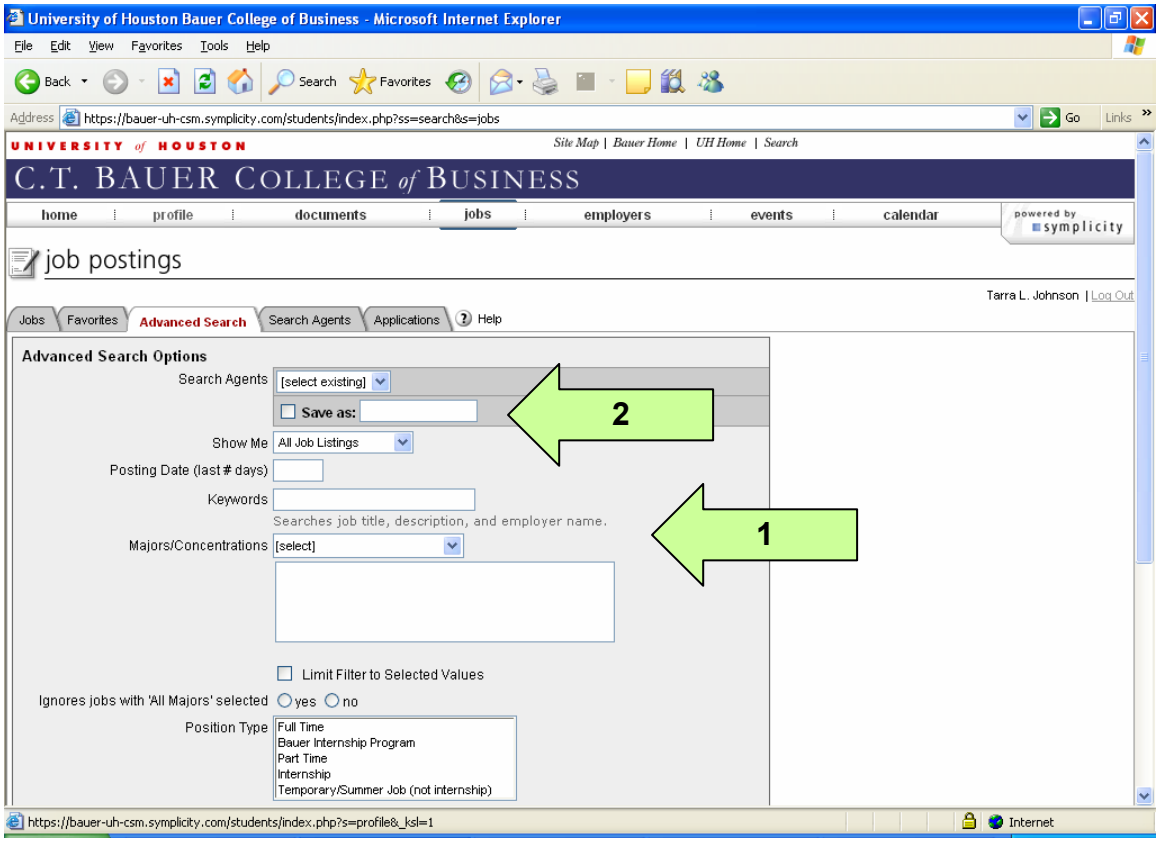
View and Apply for Jobs

1. Review the Posted Date and Resume Submission deadline by utilizing the Important Dates feature on the right.
2. Submit a resume, if qualified, by highlighting the proper resume name from the resume dropdown, inputting cover notes (if applicable), and clicking the Submit button from the Application Status on the right.
3. You will only be able to apply for a position if you meet the criteria set by the employer for the position. If your GPA is lower than the employer's set minimum, the system will not allow you to apply. If your major is not one of the majors that the employer has specified for the position, the system will not allow you to apply.
4. You can only submit the documents that a company has said it will accept. If the company wishes to receive resumes only from candidates, you will not be able to submit a cover letter or your transcripts.



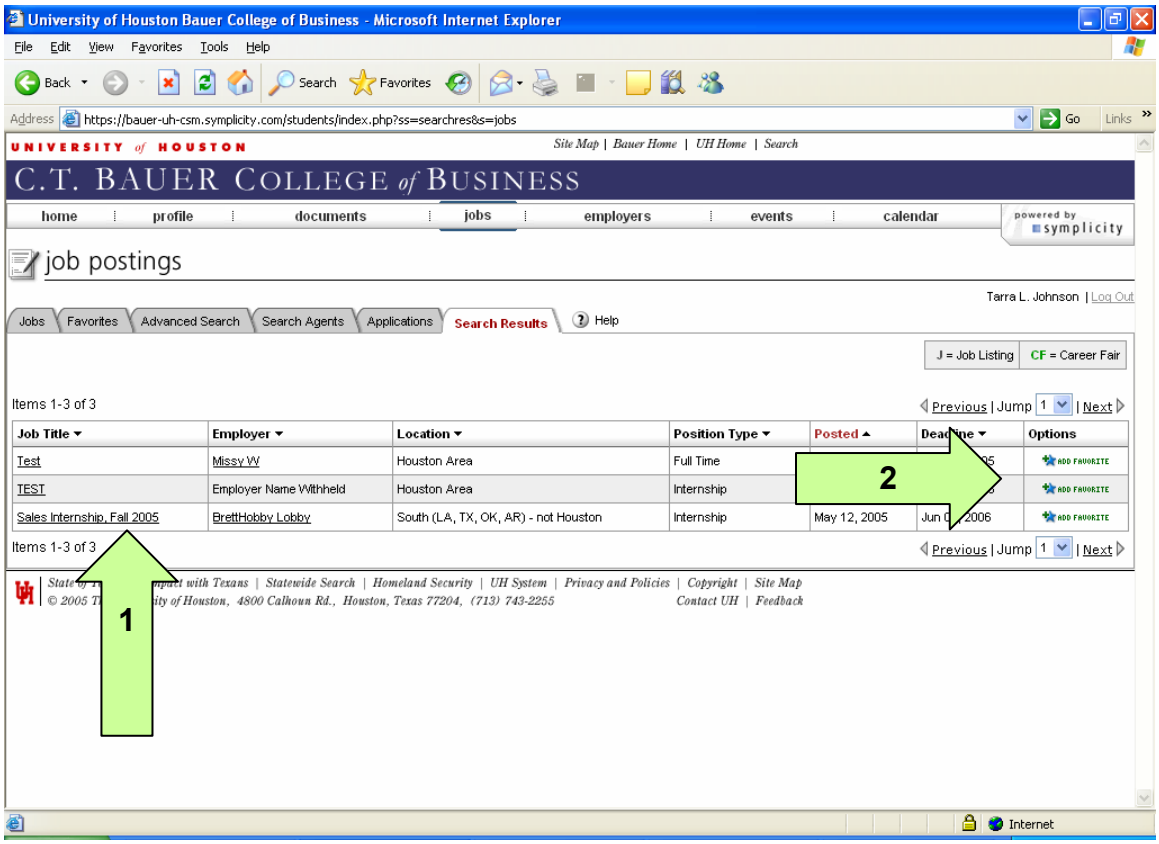
Advanced Searches and Job Search Agents

1. From the Advanced Search tab, refine the job list by utilizing keywords, majors, work authorization, locations, position types, etc.
2. Save the advanced search as a search agent by checking Save As, and then putting a name in the Search Agent field. You can set up a search agent to notify you of job postings of interest to you on a regular basis.
3. Click on the Submit button at the bottom of the screen to run the search and/or save the search agent.



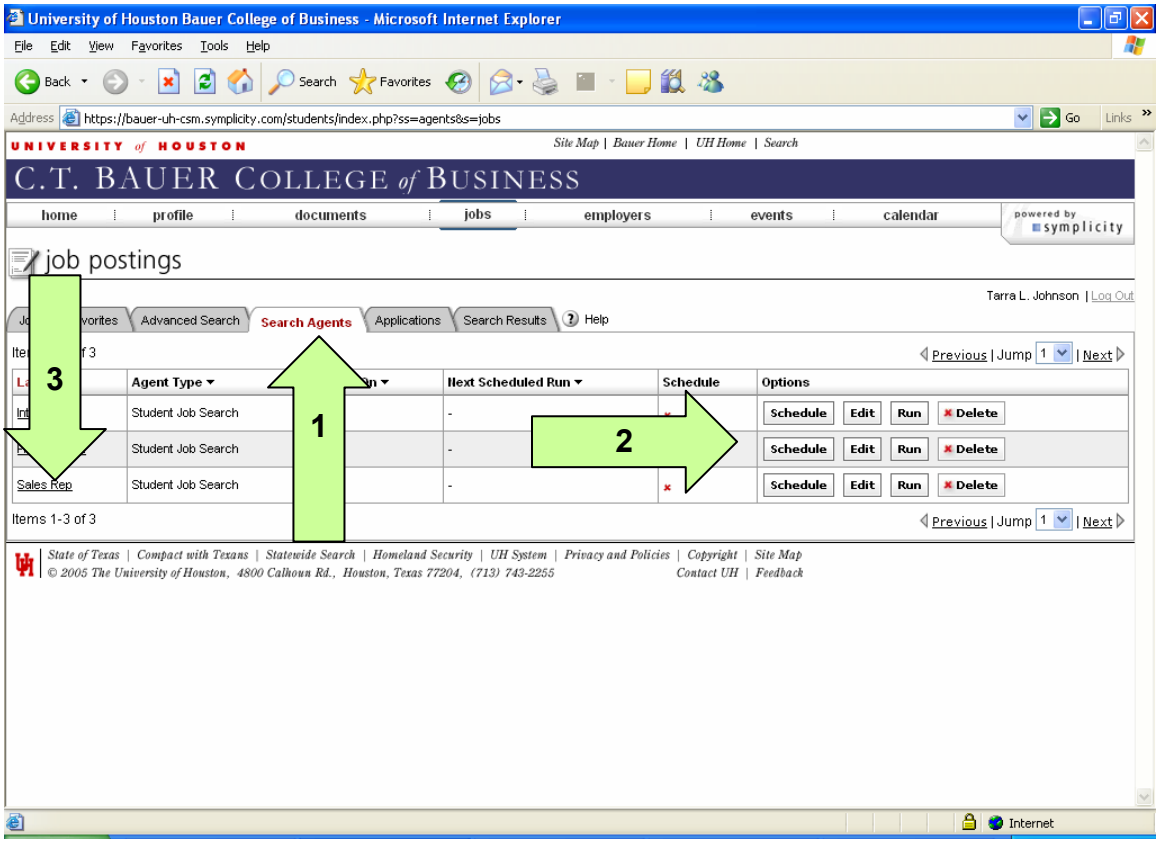
Search Results

1. Click on the job title link or the employer link for more information or to apply for the job.
2. Add the job to your list of favorites (accessible on the Favorites tab) by clicking Add Favorite. The “Favorites” feature is useful if you are considering a job but want to read more about it before actually applying. It will save the job under your “Favorites” tab for further review.



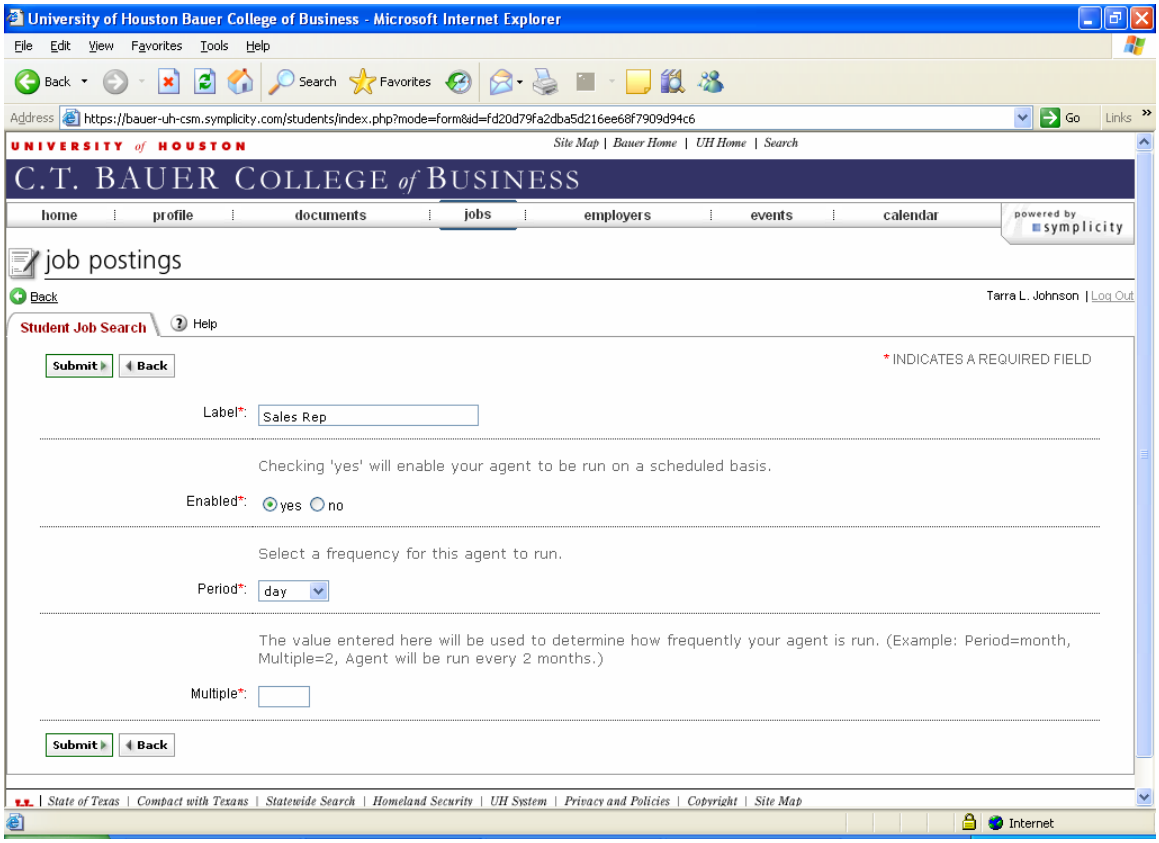
View, Edit and Run Search Agents

1. View a list of search agents by clicking on the Search Agents tab.
2. Run, edit or delete agents by using the buttons in the Options column.
3. To enable your agent to be run on a scheduled basis, click on the title in the label column (cont'd on next screen).



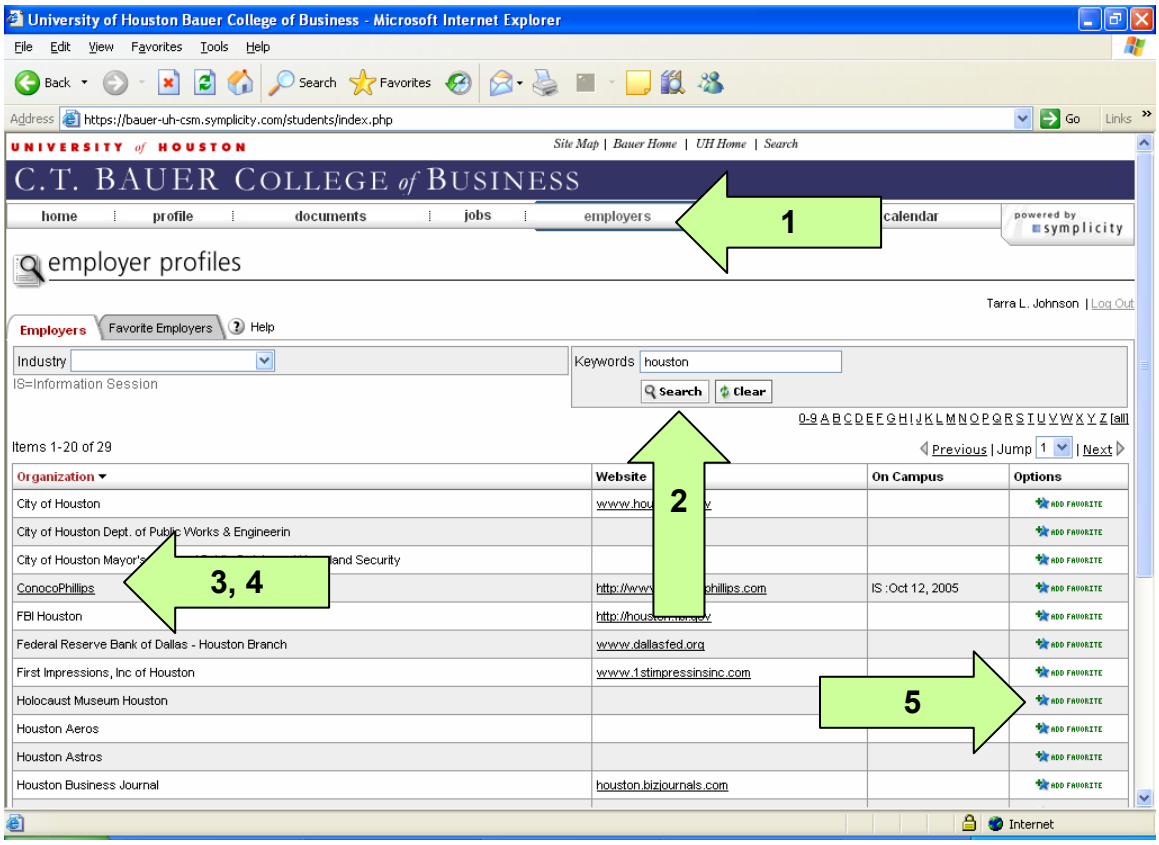
Schedule Automatic Search Agents

1. Enable your agent by checking yes, setting a Period and a Multiple, then clicking the submit button.
2. Career Gateway will run enabled Search Agents automatically, and then email the results.



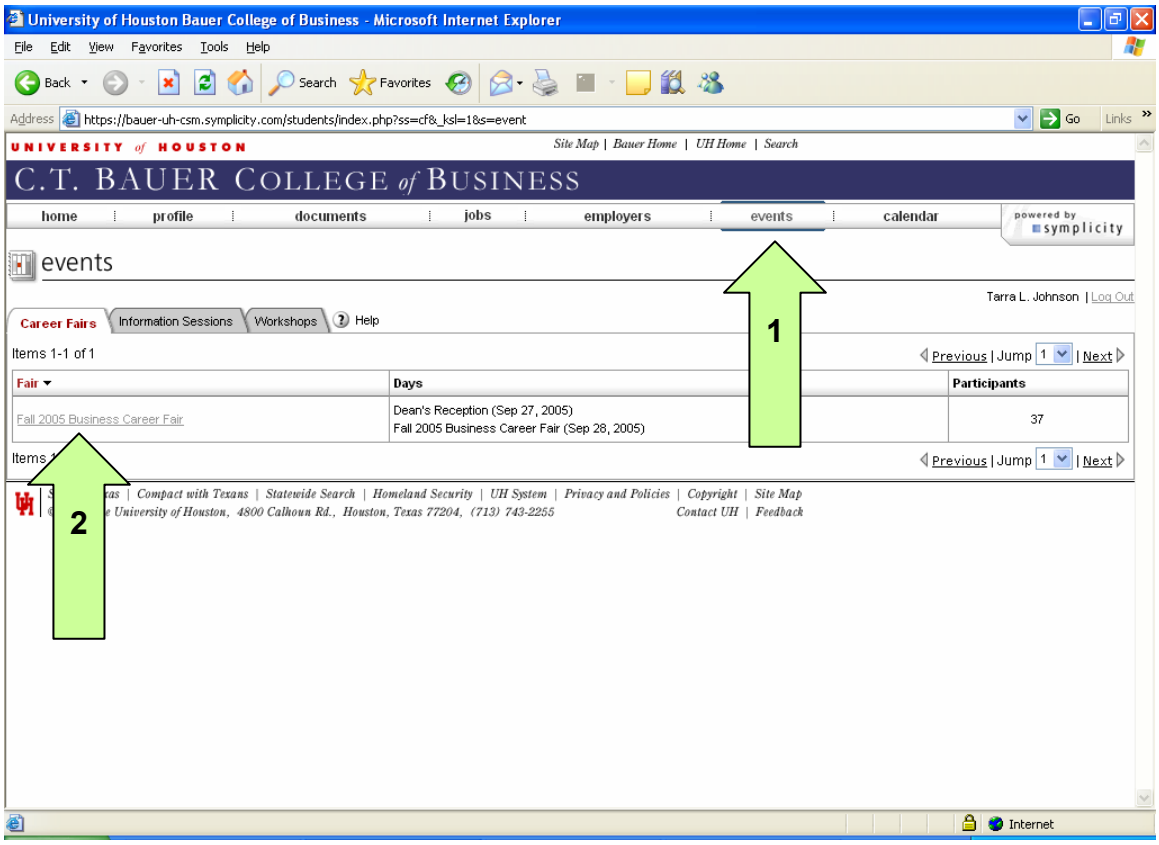
Research Employers

1. View information about employers by clicking on Employers from the top navigation bar.
2. To search for a specific type of employer, use the Industry drop-down menu and the Keywords field at the top, and then click the Search button.
3. If an employer has a profile or available positions, then the employer name will be underlined.
4. View the employer overview, corporate culture information, key statistics and/or positions available by clicking on an underlined employer name in the Title column.
5. Place an employer under the Favorite Employers tab by clicking on the Add to Favorite button in the Options column.



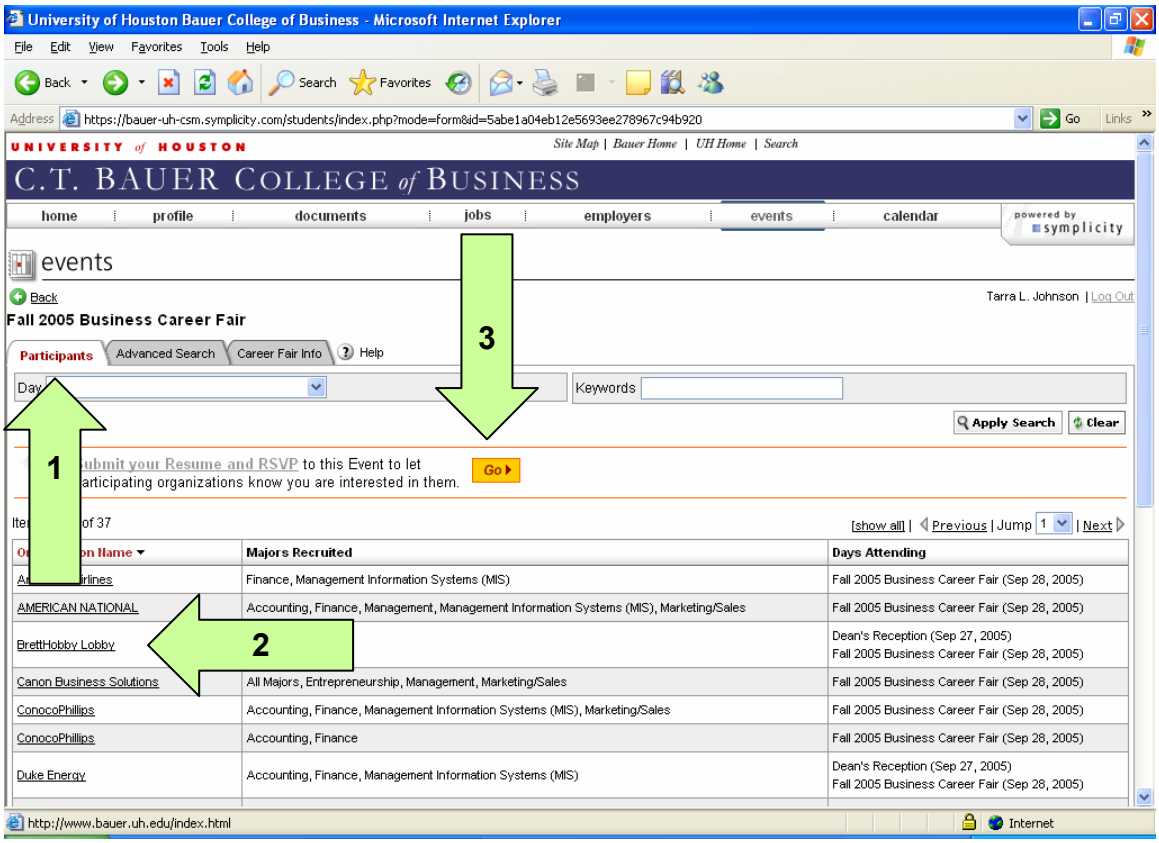
Career Fairs

1. View upcoming Career Fairs by clicking on the Events link on the top navigation bar.
2. View career fair participants, related information, RSVP for the event and submit your resume to participants by clicking on the Fair name link.



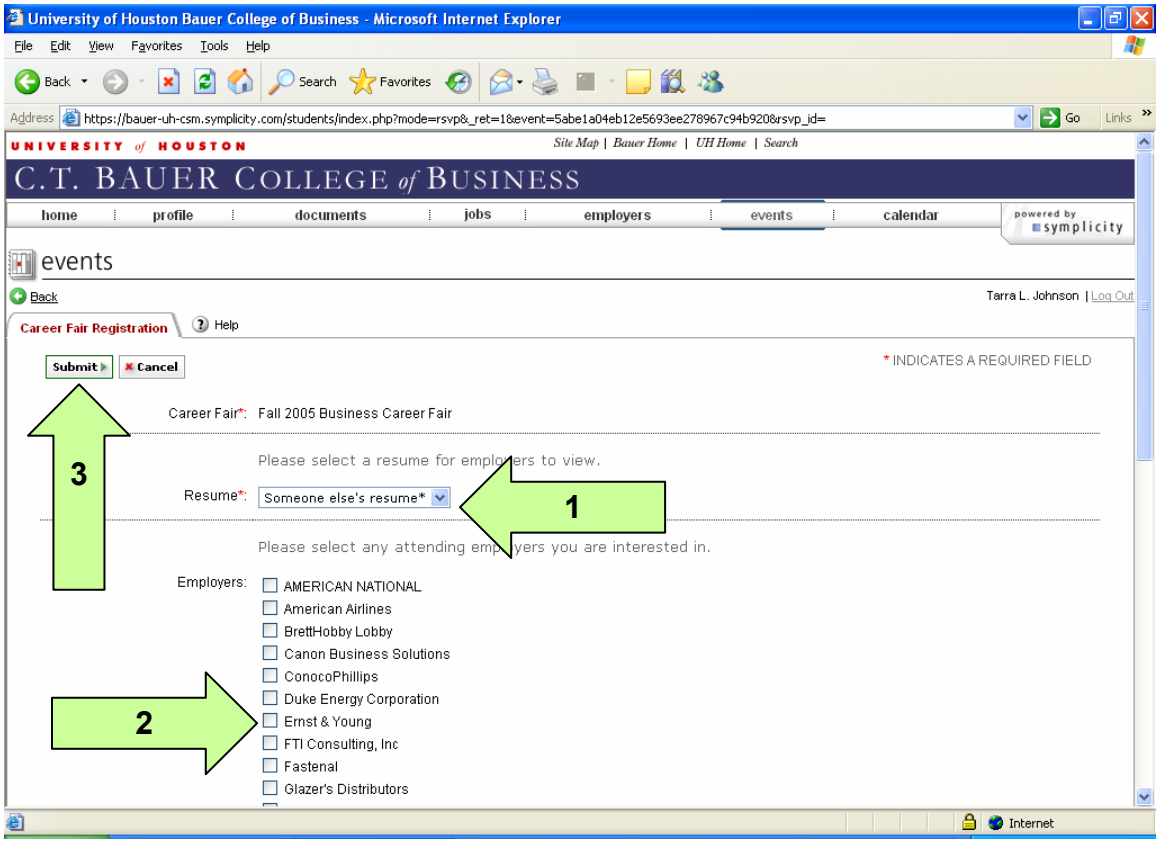
Career Fair Participants

1. View participant information on the Participants tab.
2. View more detailed information by clicking on an underlined employer.
3. Click on Submit your Resume and RSVP to submit your resume to employers you are interested in.



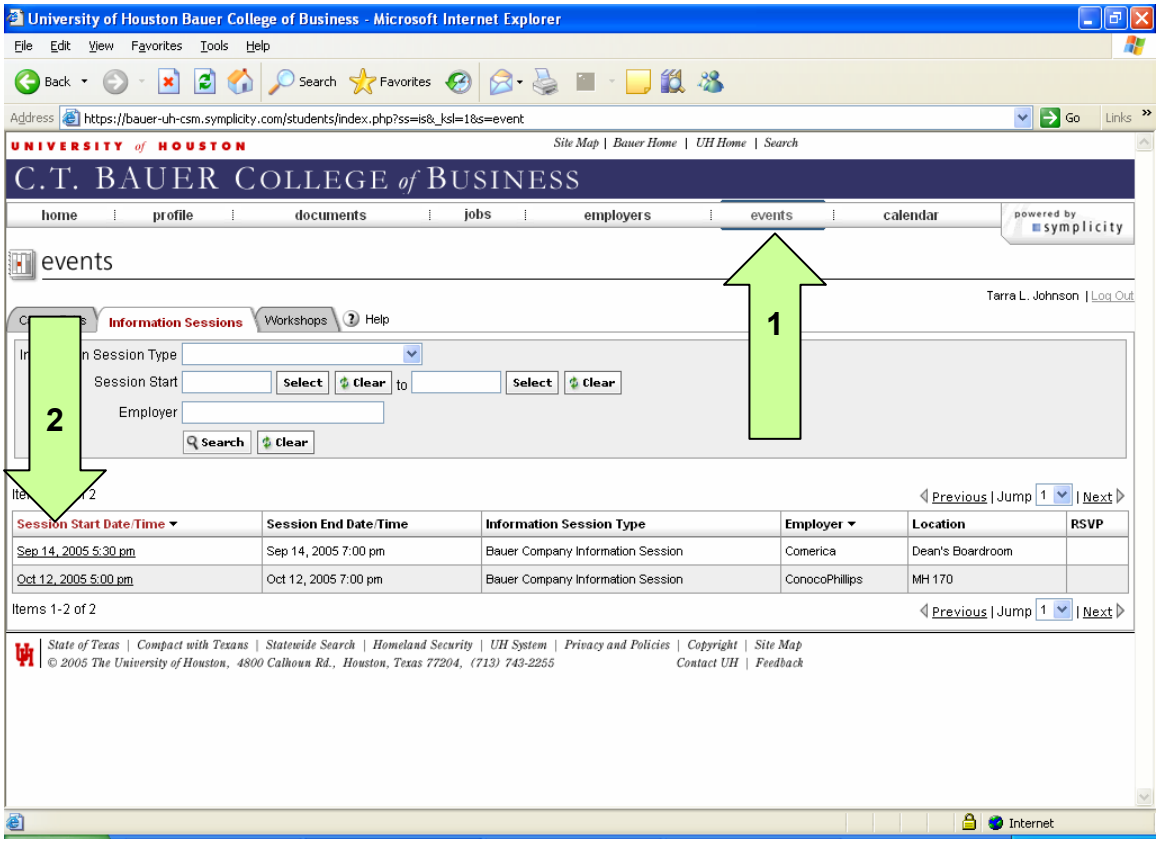
RSVP to Career Fairs and Submit Your Resume

1. Choose your resume from the drop-down menu.
2. Check employers you want to submit your resume to.
3. Click on Submit to RSVP to the Career Fair and submit your resume.



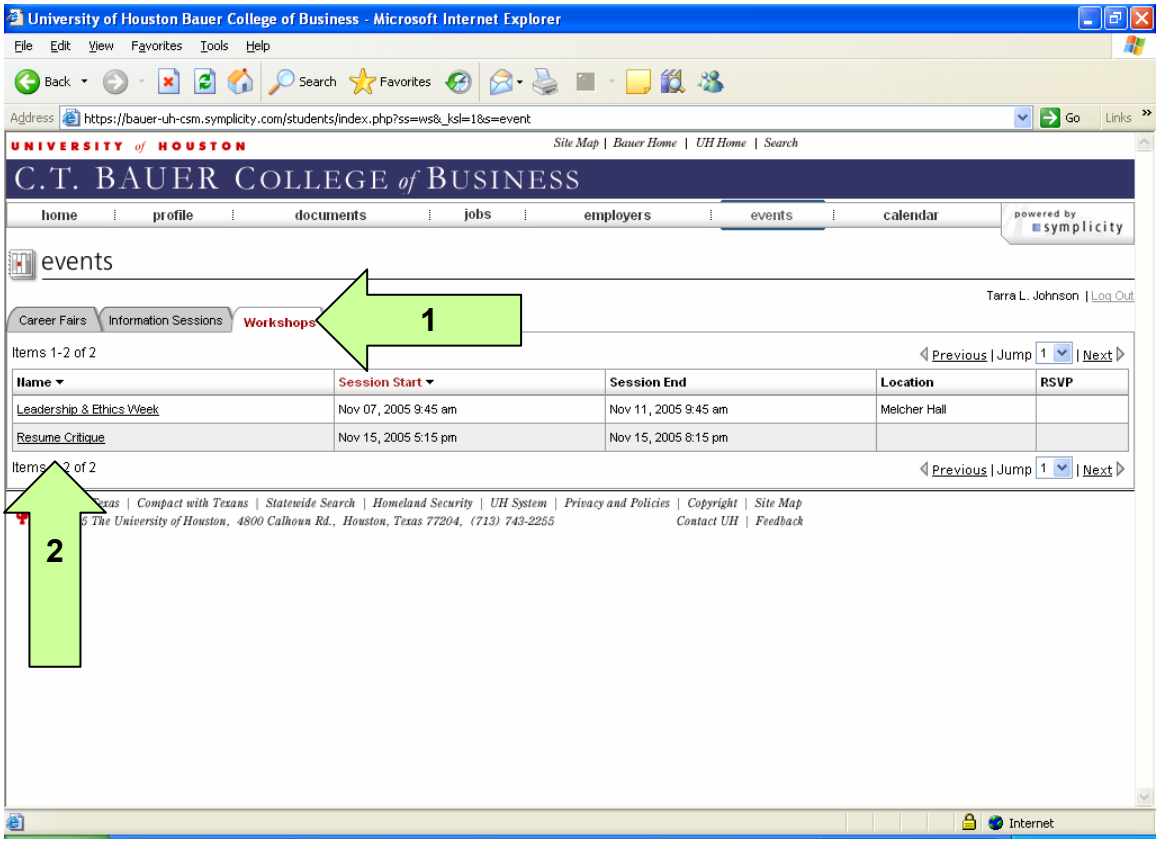
Information Sessions

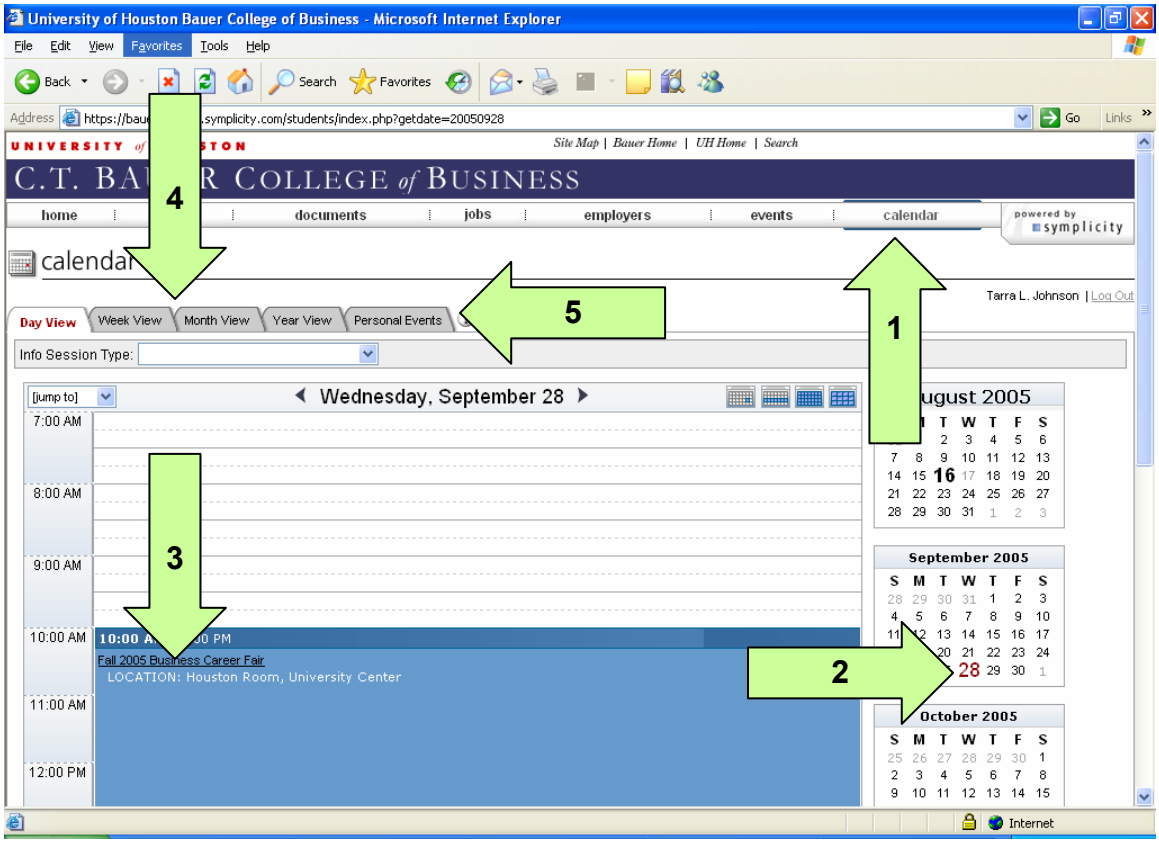
1. View upcoming information sessions by clicking on the Events link on the top navigation bar, and then clicking on the Information Sessions tab.
2. View information session details and RSVP for the event by clicking on the desired information session link.



Workshops

1. View upcoming workshops by clicking on the Events link on the top navigation bar, and then clicking on the Workshops tab.
2. Click on the title of the workshop in the Name column for detailed information about each event.



Important Dates and Personal Events

1. View important dates for the upcoming weeks by clicking on the Calendar link on the top navigation bar.
2. Review important dates by clicking on the highlighted dates in the inset calendar on the right.
3. Click on a link in the event to view the details.
4. Change the view of your calendar by clicking the appropriate tab.
5. Create, review and/or update events that do not automatically appear on the calendar by clicking on the Personal Events tab.