

Gateway Instruction Sheet

The Bauer Career Gateway system is a vital tool to assist Bauer students with reaching their career goals. The Rockwell Career Center brings you **new and expanded** benefits by using the Bauer Career Gateway system. **You must be a current Bauer student or alum, and have a Gateway account enabled** to access these tools. The steps below will assist you in setting up your Gateway account, as well as using the tools in the system.

I. ACCESS YOUR ACCOUNT PROFILE IN GATEWAY

- 1) Go to [AccessUH](#) or [hirebauer.com](#)
- 2) Click on the Bauer Career Gateway Icon. If you do not see the icon for Bauer Career Gateway in Access UH, on the hirebauer.com webpage, using the login box on the right side of the page, use your PeopleSoft ID number as your username and click "Forgot my Password".

II. SET UP YOUR PROFILE

The first thing you need to do once you get your Gateway account established is to set up your profile. From your Bauer Career Gateway homepage:

- 1) Click the "Profile" tab along the top of the page.
- 2) Click the "Edit" link in the "Personal" box on the left side.
- 3) Fill out the fields in the "Personal" section with your current contact information.
- 4) Click "Save Changes."
- 5) Click the tab for "Academic" and fill in the fields for your education. The more information you provide, the better the system will function, but you must at minimum fill in all of the required fields (marked with a red asterisk *). You must also indicate whether or not you would like to receive email notifications from the career center and whether or not you want your resume included in resume books. Resume books are requested by employers and consist of the resumes of students who meet the employer's specific criteria.
- 6) Click "Save Changes."
- 7) Click the "Password/Preferences" tab to reset your password
- 8) Click "Submit."

It is very important to keep your profile updated as it is used to match students with jobs posted in the system.

III. MAKE AN APPOINTMENT

Career counseling appointments can be scheduled through your Gateway account. From your Bauer Career Gateway homepage:

- 1) Under the Career Counselor heading on the right side of the page, click on the "Request a Career Counseling Appointment" link or click on the "Calendar" box along the top of the page.
- 2) Choose the desired counseling type (resume review, career assessment, internship, etc).
- 3) Choose the date range during which you would like to be seen (Appointments are available up to one month in advance).
- 4) Select the time range you are available for an appointment-OPTIONAL.
- 5) Choose the appropriate counselor (if applicable), and the days of the week you are available.
- 6) Click "Check Availability". You will see all available appointments for your assigned counselor.
- 7) Select your desired timeslot. A pop-up box will appear. Input your Major, Classification, and Appointment Type, then click "Submit Request."
- 8) You will receive a confirmation email and the appointment will show on your calendar.

IV. UPLOAD A RESUME

Before you can begin viewing the jobs posted in the Gateway system, you must have a resume uploaded. This resume should be created and saved as a PDF or MS Word document. Once you have created your resume, you can upload it in the system. From your Bauer Career Gateway homepage:

- 1) Click on the "Documents" box along the top of the page.
- 2) Click "Add New."
- 3) Create a label for your document.

Employers encourage you to include your name in the resume label.

- 4) Indicate what type of document (resume, cover letter, etc) you are uploading.
- 5) Click "Browse" to find your document.
- 6) Once your document location shows up in the box, click "Submit."

Please note the first resume you upload will have to go through an approval process that generally takes 24-48 business hours. You will be notified when it is available to use. If your resume is not approved please make an appointment with your career counselor for assistance. If you need to edit or update an existing resume in the system, upload the new version BEFORE you delete the old one.

V. SEARCH AND APPLY FOR A JOB

Students with approved resumes have the ability to view and apply for posted positions. From your Bauer Career Gateway homepage:

- 1) Click the "Business Jobs" box along the top of the page, then select "Bauer Career Gateway Jobs" from the drop-down menu.
- 2) You have the ability to filter and sort the job postings along a variety of criteria. Click "More Options" and/or use the drop-down boxes on the "Jobs" tab to filter by Major, Position Type, and Industry. The "Advanced Search" tab allows for filtering by more indicators, but may result in few or no jobs exactly matching all criteria.
- 3) You will be able to see from the search page whether or not you are qualified, based on your profile, to apply for each position. Under the job title, you will see either an "Apply" button, or a note indicating that you are not qualified for the position.
- 4) To view a particular job description, click on the job title. This will take you to a job summary page where you can see information about the position, screening criteria, and contact information.
- 5) To apply for a position, follow the instructions specified by the company or click "Apply" on the right-hand side. A pop-up box will open up, allowing you to select the resume you want to use to apply. Once the resume is selected, click "Submit."

If you do not see the "Apply" link, but instead see a message indicating you are not eligible for the position, check your profile to make sure it is up to date.

VI. RSVP FOR AN EVENT

The Rockwell Career Center posts workshops, career fairs and information sessions online through the Bauer Career Gateway system. All students are encouraged to RSVP for events to indicate their interest. From your Bauer Career Gateway homepage:

- 1) Click the "RSVP for Workshops/Events" link under the "RSVP" heading in the bottom right side of the page, or click the "Events" tab at the top of the page.
- 2) Select the event you wish to RSVP for.
- 3) View the summary for the event and click "RSVP."

For more information or assistance with your Bauer Career Gateway account, please contact the Rockwell Career Center at hirebauer@uh.edu.