UNIVERSITYof **HOUSTON** | **BAUER**
ROCKWELL CAREER CENTER

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.   Log into Bauer Career Gateway
1) Go to hirebauer.com
2) In the login box on the right side of the page, use your CougarNet ID as your username and password that was sent to you via email. If you don't know your password, click "Forgot 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) Under My Account, Click the "My Profile" to check your profile that was uploaded from the UH main system.
2) If anything is missing you can add it using the edit links or on the Edit Profile tab.
3) Click "Save"
4) Under My Account, be sure to check out the "My Documents", "My Connections", and "My Activity".

Please note that the academic profile fields like Major, Classification, and Bauer degree are all based on official records downloaded from PeopleSoft.

III.   MAKE AN APPOINTMENT
Career counseling appointments can be scheduled through your Gateway account. From your Bauer Career Gateway homepage:
1) Look on the left side under "I want to..."
2) Click the "Make Appointment".
3) Select the appropriate type and click "Search".
4) Under the days available, select the time and counselor you want by clicking it.
5) If this appointment works for you click "Done", if there was a mistake, click "Cancel Appointment".
6) You will receive a confirmation email and the appointment will show on your calendar in the system.

IV.   UPLOAD A RESUME

Before you can begin applying for 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) Go to My Account along the top of the page.
2) Click "My Documents."
3) Look for the type of document you want to upload on the page...
4) Click "Add" to find your document.
5) Make a name for your document and then click choose file to find it on your computer. Then click "Save".

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

> *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.*

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) Find "Job Search" along the top of the page.
2) Choose "All Jobs" and you can search by Keywords and position types, or do an Advanced search to search by majors, degrees, location, etc.

3) 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.
4) When you click on a job posting, at the top of the next page you can add to favorites, submit your resume to apply, or email the job to another Bauer student or alumni. To go back to the jobs list click <<Back on the right side of the page.
5) If you do not qualify for a job, the posting will tell you why underneath the job title in the middle of the screen. "You do not qualify for this job" and then will list the reason(s).

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 "Events" link at the top of the page.
2) Select the event you wish to RSVP for. You can also search by date and category.
3) Click on the event name for more details.
4) Click register for Event to RSVP. You can also view a list of employers scheduled to attend (this list wil change as larger events [like Career Fair] get closer.

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