

## EMPLOYOLA

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**E**MPLOYOLA is a 24/7 online recruiting tool. Through EMPLOYOLA, you can:

- Get the latest information about upcoming career fairs, workshops, and events
- Search the employer directory, which holds close to a thousand employer contacts
- Post your resume and apply for jobs, internships, and on-campus interviews

**L**og-in to EMPLOYOLA

- Go to the Career Development Center homepage at [loyno.edu/careerservices](http://loyno.edu/careerservices)
- Use the Student Log-In box to enter your username (your Loyola email username) and password (your student ID number).
- Having problems logging-in? Send an email to let us know at [career@loyno.edu](mailto:career@loyno.edu)

**U**ppdate Your Profile

- First-time users are brought to their profile directly after logging-in
- All other users must click on My Profile located under My Account on the navigation bar of your homepage
- Update the information within the tabs located in the center of the page
- Fill out all required fields marked with a red asterisk
- Click save at the top or bottom of the page to save the changes

**S**earch Jobs and Internships

- Click on Job Search on the navigation bar of your homepage
- Search for jobs by location, employer, major, and key words.
- Click on Save Search to save the criteria of a specific search. These can be easily accessed from the Saved Searches section on your homepage
- Receive emails when new jobs are posted. Click the checkbox that says, "Please send me an email when any new jobs matching this search are available" when you are saving your search

**U**ppload Your Resume, Cover Letter, and Other Documents

- To apply for a job in EMPLOYOLA or have an employer find you, you must upload a resume
- Click on My Documents located under My Account on the navigation bar of your homepage
- Click on Upload File next to the document you want to upload
- Type in a name for the document; this will be the name that employers see when you apply for a position, so name it carefully
- Use the Browse button to select the file you want to upload
- Click on Upload