

Get started on Isenberg's "go to" job and internship posting system!

1) **LOG IN** with your UMass Net ID and password

Eligible Isenberg students may access IsenbergWorks. Access the site via the Chase Career Center home page.

2) **COMPLETE** the Fall Recruiting Ethics Quiz

All Isenberg students must successfully complete the Recruiting Ethics Quiz each summer before accessing the system for the upcoming fall recruiting season.

3) **REVIEW AND AGREE** to the Terms of Use

On the left-hand menu, select *My Account* and then *Academic*.

Read, and agree to abide by, the *Job/Internship Postings Disclaimer* and *Student Recruiting Policies*.

Below that section, complete the brief *Career Interests* survey so IsenbergWorks can send you personalized job/internship postings and guidance.

4) **UPLOAD** your resume and other documents

Click *My Documents* on the left-hand menu. Then select *Approved* and *Add New*.

You will upload cover letters and your unofficial transcript here as well, if applicable.

5) **SEARCH** for jobs and internships

Click on *Internships & Jobs*, then *Discover*, on the left-hand menu. OR, visit the *Shortcuts* box on the bottom right of your screen and select "Jobs I Qualify For" or "Search Internships & Jobs."

For jobs and internships, filter by position type, keyword, location, or a number of other filters available by clicking on *Search*.

Click on *+ Create Job Alert* to save and re-run a search, or to be notified of new search results by email at the frequency you indicate.

Favorite a specific job by clicking on the star to the right of the position listing.

On the left-hand menu, select *My Applications* to view any job or internship applications you have submitted via IsenbergWorks that season. Select *Interviews* to view any scheduled on-campus interviews or interview applications submitted.

ADDITIONAL ACTIONS:

- Access **Big Interview** and **Interview Ninja** tools via links on right
- View upcoming **career fairs, information sessions, and workshops**
- Review helpful career-related guides in the **Resource Library**

Visit the Chase Career Center for additional assistance!

