

# HIREDEVRY 2.0 GUIDE



Welcome to the Career Services tools and resources available through your student portal at <http://learn.devry.edu>. Once you login, select **Resources** from the navigation menu on the left and then the **Career Services Tab**.

Career Services Resource Center	Find resources along with videos and webinar recordings inside to assist you in your job search.
HireDeVry 2.0	Access employer information, jobs leads, events and so much more inside.
Contact Career Services	<b>Questions?</b> Reach out to Career Services through our 1-800-261-5156 and/or email address at CareerServiceRequest@DeVry.edu.

Let's dive into HireDeVry 2.0. Once you login, you will land inside your dashboard.

**Search for jobs and set up different saved search filters.** (Callout pointing to the Jobs menu item)

**Global Search Tool Bar** (Callout pointing to the search bar at the top)

**Register for one-on-one assistance with a Career Advisor.** (Callout pointing to the 'MEET WITH A CAREER ADVISOR' button)

**Edit your profile. Add a professional headshot and a link to your introduction video.** (Callout pointing to the user profile area)

**Submit résumés for feedback and approval so you may apply for jobs.** (Callout pointing to the Documents menu item)

**Review career events. You may need to register through an external link to participate.** (Callout pointing to an event listing)

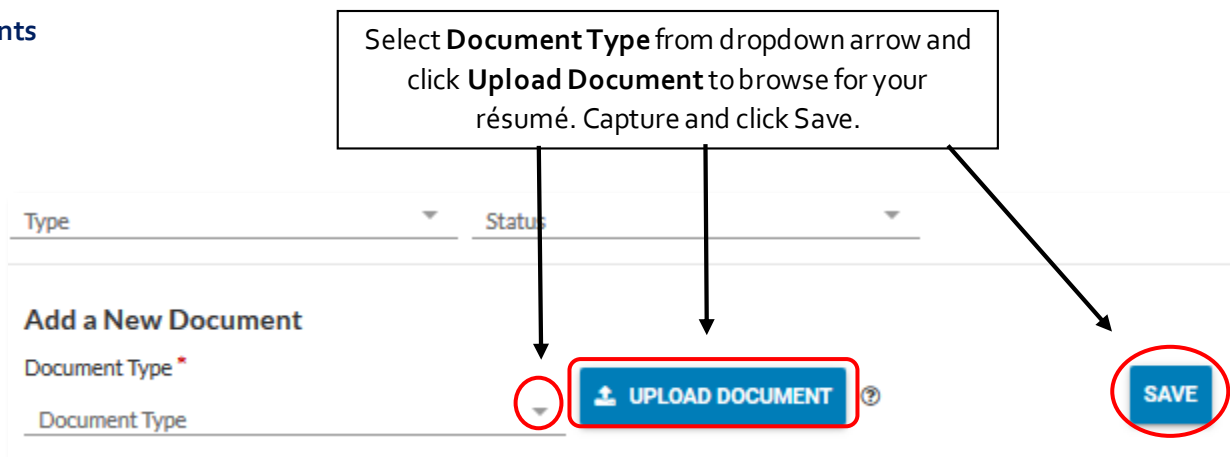
**Dashboard Content:** Includes navigation menu (Dashboard, Announcements, Requests, Organizations, Jobs, Events, Registrations, Appointments, Calendar, Documents, Content), announcements, recommended jobs, featured organizations, upcoming events (e.g., 2019 Northwest Arkansas Job Fair), my schedule, and recommended articles.

## Search Functions

**Global Search Tool Bar:** Use the \* as a wildcard after your search criteria to capture information from the global search tool bar or use the dropdown arrow to select the area you wish to search within.



## Documents



All documents uploaded are routed to your Career Advisor for review and will display as **Pending Approval**. Once reviewed, your Career Advisor may send suggestions for revision marked as **Need Revision** or mark as **Approved**, if your résumé is ready to send to employers.

## Search for Jobs

- Jobs displayed in the center of your dashboard will be customized based on your decisions as you mark jobs as favorites ★ and apply.
- You may also select **Jobs** from the navigation menu and filter by type (full-time, part-time, temporary, internship and contract), application status and those you marked as favorites ★
- Review content inside each job by clicking on the title and then follow application instructions for those you are interested in pursuing.

## Update Personal Information and User Preferences

- Select **Control Panel** from the bottom of your navigation menu.

Do you want recruiters to view your profile?

Update **Personal Info** inside your profile. Add a professional headshot, a link to your introduction video and additional information to complete your profile.

Update **User Preferences** under **Settings** to share how you want to be contacted and information you want displayed on your profile for recruiters. Once your profile is complete, select **Recruiters Can See My Profile**. You must turn on this feature.

If you require any ADA accommodations at an event, please contact DeVry's Office of Student Disability Services at [ada@devry.edu](mailto:ada@devry.edu). If you have any questions, please reach out to Career Services at 1-800-261-5156 or [CareerServiceRequest@DeVry.edu](mailto:CareerServiceRequest@DeVry.edu).