Using DoreWays in Your Job Search

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Glossary of Terms

• **Job Posting** – Is a position posted for students/alumni that is not interviewing on-campus (There is not interview schedule attached.)
• **Interview** – The employer will be interviewing on campus and there will be a schedule attached to the position.
• **Post Graduate Position** – Is a position targeting recent graduates with 0-2 years of experience.
• **Experienced Hire Position** - Is a position that is targeting alumni who have some to several years of experience.
• **NACElink Central** – These are jobs that are entered into the system by the employer through a central site: NACElink. The position title will include the job title and the specific employer’s name. Job function (as opposed to industry) is the best way to search these postings.
• **On-Campus Interviewing Jobs (OCI)** – These are jobs that the employer will be interviewing for on campus in the Career Center. You must apply through the system and sign up for your interview if selected. Schedule may be Open or Pre-select (see below).
• **Resume Drops or Non-OCI Jobs** – These jobs are posted by employers that will not be interviewing on campus but are targeting Vanderbilt students.
• **Open Schedule** – Is an on-campus interview schedule where students can immediately apply AND sign up for an interview. About 1-2% of our employers will use open schedules.
• **Pre-Select Schedule** – Is an on-campus interview schedule where you apply and on a pre-determined date, you will be notified through DoreWays whether you have been accepted for an interview. If you have been accepted, you will need to go to the position and sign up for an interview slot on the schedule.

This symbol is used to highlight critical steps: 

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1. To log in, go to www.vanderbilt.edu/career and sign in using the DoreWays login box at the bottom of the page.

   This is the login box:

   ![Login Box Image]

First-time users/Registration:
- You will need to register for an account by clicking on the New Student link in the DoreWays Login box.
- After submitting registration, an email will be sent to your Vanderbilt email address.
- Open the email and follow the link to verify your email address.
- Your DoreWays account will be approved within one business day and your login information will be emailed to your Vanderbilt email address.

Return users:
- If you have forgotten your password, you may use the Forgot Password button to have a new password emailed to you.
- If you use the “Forgot my password” feature, you need to know the email assigned to your account.

All account inquiries may be sent to careercenter@vanderbilt.edu.

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Your DoreWays homepage looks like this:

Notice tool bar across the top:

1. Home - pictured above
2. Profile – where you enter your contact and academic information
3. Documents – where you upload your resumes, cover letters, and unofficial transcripts
5. Employers – where you search for employers, see if they have jobs posted, save to favorite employers folder for future reference
6. Interviews – where you can monitor scheduled interviews and interview requests or make changes.
7. Events – where you go to see Employer Information Sessions.
8. Calendar

Profile Tab

The Profile Tab is divided into the following sub-tabs:
1. Personal Information – contact information, email address, phone, etc.
2. Academic Information – major, degree, GPA, work authorization, desired industry, desired job function.
3. Additional Info – whether you authorize your Default Resume to be referred to employers by the Career Center.
4. Placements – If you have reported any internship or employment placements to the Career Center, this is where they would appear.
5. Password/Preferences – to change password from the system-generated to something easier to remember.
6. Activity Summary – summary of changes you have made to your account, jobs you have applied to, and RSVPs.

⚠️ If you change your email address under Personal Information on your Profile, this will become your new username.

**Tips:**
1. Remember to update your profile each semester and always keep Personal and Academic information current including contact info, student status, GPA, majors and graduation dates. Failure to do so may eliminate you from opportunities for which you qualify.
2. The Academic Information tab has fields for you to indicate your desired job function and desired industry.

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**Documents Tab**

Click on the “Add New” button in lower left to upload your documents.

- Give document a label such as your last name and type document (resume)
- Browse to find file
- Click on the radio button for the type of document you are uploading
- Click on Submit at the bottom
If you upload a new document that is not in PDF versions, the system will convert it for you. During peak times, documents may take as long as one hour to convert.

Make sure your main resume is selected as Default.

When documents are uploaded, they will appear on screen:

⚠️ Your first document uploaded will have to be approved by the VCC. This may take up to 3 business days. Please plan accordingly so you do not miss any application deadlines. If your resume is not approved, you will need to make corrections and re-upload your resume. The same time frame will apply. See the “Resumes” section of our web site for more information (www.vanderbilt.edu/career).

Tips:
1. Designate one of your resumes as the default. The default is listed in bold type.
2. DO NOT upload partial or incomplete resumes or other documents. This will prevent you from accidentally sending them out.
3. You are allowed a maximum of 10 documents in your account
4. Once you have applied to a position, it is ok to come back and delete documents. This will not delete the document from your application
Jobs/Internships Tab – Searching for Jobs

Although you have Quick Links on your home page, we recommend you use the Jobs/Internships Tab to access the following:

Types of Jobs:
1. **Vanderbilt Jobs & Internships** - Vanderbilt Jobs are jobs entered by employers and include internships, post-graduate and experienced hire positions.
2. **NACElink Network** jobs are experienced hire jobs.
3. **UCAN Internships** – is a consortium of private, selective colleges and universities including Vanderbilt. This is the largest active database of internships that the Career Center maintains.

Vanderbilt Jobs & Internships

Jobs/internships Tab - This is the basic search page where you can search on Show Me; Position Type; Industry; and Keywords. This is where we recommend you start your search.
Show Me:

- job postings

**Position Type:**

- job postings

**Job Function:**

- job postings

**Industry:**

- job postings

**Keyword:**

- job postings

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**For Example:**

All Jobs and Interviews; Internships; Job Function of Engineering:

<table>
<thead>
<tr>
<th>Job Title</th>
<th>ID</th>
<th>Employer</th>
<th>Location</th>
<th>Position Type</th>
<th>Posted</th>
<th>Deadline</th>
<th>Type</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007 Summer Internship</td>
<td>5259</td>
<td>Veden Engineering Group</td>
<td>various, CT</td>
<td>Internship, Full Time, Summer</td>
<td>Jan 17, 2007</td>
<td>Feb 12, 2007</td>
<td>J</td>
<td>READ MORE</td>
</tr>
<tr>
<td>Civil Engineering Intern</td>
<td>5237</td>
<td>Brand Associates Inc.</td>
<td>all offices</td>
<td>Internship, Full Time, Part Time, Fall, Spring, Summer, Part</td>
<td>Jan 10, 2007</td>
<td>Feb 10, 2007</td>
<td>J</td>
<td>READ MORE</td>
</tr>
<tr>
<td>Computer Camp Instructor/Game Design Camp Instructor</td>
<td>5224</td>
<td>Emagination Computer Centers</td>
<td>Atlanta, GA, Lake Forest, IL, Los Angeles, CA</td>
<td>Part/Graduate Hire, Internship, Full Time</td>
<td>Jan 10, 2007</td>
<td>Feb 8, 2007</td>
<td>J</td>
<td>READ MORE</td>
</tr>
</tbody>
</table>

⚠️ Keep searches broad and then add more criteria if there are too many results.
The legend in upper right corner explains symbols in the “Type” column.

**Favorites Tab** – as you review the various searches, any position for which you are interested in reviewing at a later time may be saved as a “Favorite.” To save as a favorite, click on the icon in the far right column under Options. All favorites will show under the **Favorites Tab** at the top of the page.

**Advanced Searches Tab** – This tab contains more search options including **Job Function**. The Advanced Search can be saved as a **Search Agent**.

**Search Agents Tab** – From this tab you can schedule and edit your searches.
Caution should be used in relying solely on Search Agents. With positions being posted from so many diverse sources, an agent may not “catch” all positions. Therefore, you should make it a regular practice to review the positions in DoreWays in addition to using Search Agents.

Applications Tab – this is where you find a list of your Non-OCI job applications only. OCI Applications are under the Interview Tab. See Managing Your Applications Section.

Archived Positions - this section contains positions that have expired and are no longer accepting applications. This information is provided as a job lead so students can see who has recruited since June 2006.

Applying to Jobs

1. Search for jobs (see Jobs Tab – Searching for Jobs Section above).
2. Click on the position on the Search Results Page
   • If you meet the screening criteria, on the right side you can choose your resume and cover letter, if required.
   • If you do not meet the screening criteria, it will state why for On-campus Interview positions only. For example:
3. If it is a Campus Interview with an Open schedule, you can select the date and time.

4. If it is a Campus Interview with a Pre-Select schedule, you will see important schedule details such as resume submission deadlines, interview sign up start and end dates, and alternate sign up start dates AND times.

Be sure to make note of these dates and times as you will need to login to the system to sign up for your interview time if you are selected.

If you are invited to interview as a Pre-select, be sure to sign up for your interview before the Alternate Sign-Up State Date. At that time, alternates may take any interview times left open by pre-selects.
Managing Your Applications

When you submit applications for Vanderbilt jobs/internships, it is important to remember there are two types of job applications and how to manage those applications:

1. **On-Campus Interview Jobs (OCI)** – These are jobs that the employer will be interviewing for on campus in the Career Center. All applications and campus interviews are managed on the Interview Tab. Please see next section, Interview Tab, for a description.

2. **Resume Drops or Non-OCI Jobs** – These jobs are posted by employers that will not be interviewing on campus, but are targeting Vanderbilt students. They are collecting resumes for possible site interviews. Go to Jobs/Internships Tab and click on Applications to see all Non-OCI applications.

**Interview Tab**

On the Interview Tab, you will find information on:

1. **Scheduled Interviews** – these are interviews for which you have signed up for an interview time.

   ![Interview Tab Screenshot]

   You can Re-schedule or Cancel (if permitted) your interview on this tab. If these options are not permitted, then the schedule has frozen and it is too late to make any changes. Students should show up for the time for which they signed up, unless it is an emergency (see No-Show policy).

2. **Interview Requests** – these are interview applications for which you are awaiting an employer decision as to whether you have been accepted to interview.

   ![Interview Tab Screenshot]

   You can also Withdraw your Application for a campus interview on this tab.

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Two sub-tabs are listed:

1. Information Sessions – Lists all scheduled employer information sessions.
2. Workshops – Visit the Google calendar at www.vanderbilt.edu/career for all VCC workshops.

To sign up for events or to cancel RSVP:
1. Click on event you wish to view
2. Click on the button at the bottom left of screen – either RSVP or Cancel RSVP will be visible depending upon your current status.

Employer Information Sessions should be considered an important part of the interview process. If you are planning to interview with an interview, you should attend their information session if offered. Information Sessions are like Cliff Notes for your interview. The employer will talk about their company culture, the positions they are hiring for, qualifications for those positions, and will often provide insider information about how to succeed in the interview process and within their organization. This is also valuable time to network with representatives from the company.

Putting Events on Your Own Personal Calendar:
1. To add to your Outlook Calendar, you may click on the “add to calendar” feature in the upper right corner.
2. Or you can manually add it to your Calendar in DoreWays by clicking on calendar then personal events and typing it into your DoreWays Calendar (see screen shot).
The calendar can also be used to locate and RSVP for upcoming employer information sessions. You can customize the calendar view by day, week, month, or year by using the tabs at the top. The events are also listed in chronological order at the bottom of the page. From this list, you may click on any event title to see more information and to RSVP.

This is what a personal event looks like on your calendar. When you click on the Calendar Tab, you have several sub-tabs across the top for viewing calendar events. To view a calendar event, click on the event for more details.

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General Tips

• On several of the Tabs in DoreWays, the way to get back to the previous page is the “hard to see” back link in upper left corner (see screen shot below). DO NOT use your browser back button.

Do not use the Back button on your web browser while in DoreWays. This will cause the page to time out. If you accidentally hit the Back button on your web browser, using the Refresh button will sometimes bring the DoreWays page back. Always remember to use the green Back button on the DoreWays window instead.

• When you click on the Tabs across the top of your page (Home through Calendar), DoreWays will remember where you are on each tab so when you come back to that tab, the page will still be loaded.

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