# *Downloading Resumes*



**DREXEL UNIVERSITY**
## Steinbright
### Career Development Center

**Secure Access Login**

User ID:  [User ID]

PIN:  [Password]

[Login]  [Cancel]

**Need assistance?**

Have feedback?

Contact your co-op coordinator or the Steinbright Operations team.

## Step 1:
Log in to
[employer.steinbright.drexel.edu](employer.steinbright.drexel.edu)
using your existing Drexel credentials.

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## Step 2:
Click "Manage Co-op Jobs."

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**Service Type: Co-op Experience**

Choose the activity you wish to perform:

Active Jobs    These jobs are the ones that are currently, or will jobs.

Add a new job    Add a brand new job to the system from scratch.

All Jobs    Search all of the jobs you have in the system. Use past jobs for the purpose of reposting them to a all of them; or to track down a specific job that y

## Step 3:
Click "Active Jobs."

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Cycle: Fall (September 2014-January 2015)
Round: A-Round

**Job Title / Job City**

**Job Number:** ######
Job Location: North New Jersey
1 opening    Interview Loc: **On Campus**

Edit interview instructions
Select Interview Candidates

Job was approved and was made available for student viewing on 03/26/2014.
Interview requests received: 7
Interview candidates selected: no
Deadline to select candidates: 05/27/2014

**Step 4:**
Click "Select Interview Candidates."

*Note: You can edit your interview instructions by clicking "Make changes to special instructions".*

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**Candidate Selection Due: May 27th, 2014**

Return
to Job list
**Special Interview Instructions**
　　　　　　　　　　　**Update Instructions**

-- None Entered --
**Interview Location: On Campus**
　　　　　　　　　　　Change Interview Location

**Job not yet assigned an interview room**
**Print résumé packets for:**
(Save any choices below before clicking on these links)　All　Accepted
　　　　　　　　　　　　　　　　　　　　　　candidates candidates

## Step 5:

Find "Print résumé packets for:" text. Click "All candidates" to access a PDF packet of student resumes in a separate window. You can then save or print this packet.

*Note: You can also access PDF resumes individually by clicking on each student's name.*

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*Questions?*

Contact your co-op coordinator.

*Feedback on the new system?*

[Let us know!]

*[Visit our co-op recruiting calendar.]*