



Jobs4Govs Student Guide

Accessing Jobs4Govs

- **Students:** To login into Jobs4Govs, visit www.apsu.edu/careers/jobs4govs and select the **Student Login** link.
- Click the Austin Peay State University red logo button under **Student Sign In** to proceed to the Single Sign-on portal.
- Sign in using your APSU email (without @my.apsu.edu) and the same password you use to sign in to OneStop.
- **Alumni:** Click the Alumni Sign Up button. Proceed through the Alumni Registration Form. Upon completion, you will receive a verification email.

Using Jobs4Govs

Update Your Profile

- Log in to the Jobs4Govs system using your APSU Single Sign-on Username (APSU email) and Password.
- **To update your profile**, click **Public Profile** on the left sidebar.
 - Each editable section will have a plus sign; click to add more information about your skills, education and experiences.
 - Please remember to click save each time you have edited a section. You can also choose to **Publish** your profile.
 - You can also link your Facebook and LinkedIn profiles, as well as upload your resume, within this section.

Upload Your Documents

- **To upload your resume, cover letter, transcripts, or other documents** click Documents, then click My Documents in the left sidebar navigation menu.
- Click on the red button labeled Add New to upload each file type. You will be able to select the correct file, select the document type and label the document. Make sure to click Submit to upload your document.

PLEASE NOTE: All uploaded resumes within Jobs4Govs are subject to review and approval by Career Services.

Searching for Full- or Part-time Jobs, Internships/Co-ops, Student Employment and Grad Assistantships

- **To search for positions**, click **Jobs** on the left sidebar.
 - For a general search of all positions, click **Search** in the dropdown menu.
 - To search on-campus student jobs, click **Student Employment** in the dropdown menu.
 - To search Graduate Assistant opportunities, click **Graduate Assistant** in the dropdown menu.
 - To access more customized results, add additional criteria for your search by including industry, location, company name, etc. A listing of all jobs by post date can be found by clicking **See All Jobs** under the Search bar. Within this section, you can also set up Job Alerts for your preferred search terms. Alerts will be sent to your email periodically.
- Click the **Star** on a job post to save it as a favorite or **Thumbs Down** to remove a job from your search feed.
- Click on the Job to view specific information about the position and instructions on how to apply.
- To search for jobs by employer, click **Employers** on the left sidebar.

Explore Career and Major Options

- To take an interest-based assessment that will link your preferences with potential career paths, go to **Resources** on the left sidebar and select **Career Finder** in the dropdown menu. The series of short questions asks about work activities that some people do on their jobs and asks you to decide how you would feel about doing each type of work.
- Once completed, a results page will populate with more information about your Holland Code and career paths that might best fit you. For more information about your Holland Code and what this means for your career journey, contact Career Services for interpretation. The **Career Explorer** tab allows you to explore specific careers recommended in your quiz results, including salary, job responsibilities, education requirements and more.

Schedule an Appointment

- To schedule a Career Services appointment, select **Advising Appointments** from the left sidebar.
- Click the red button labeled **Request New Appointment**.
- Select your Appointment Type and Preferred Dates and Times. Once on the Confirm Appointment screen, make sure to Submit Request. You will receive an email confirming your appointment time.

Access CareerShift and GoinGlobal in Jobs4Govs Now!

CareerShift allows you to access in-depth information about contacts and companies posting jobs; record, save and store your correspondence history records automatically; and search, select and store job listings from all job boards and all company job postings. **GoinGlobal** provides country-specific career and employment information including world-wide internship and job postings, H1B employer listings and corporate profiles for 30 countries. Find both tools on your Jobs4Govs homepage.