

EMPORIA STATE UNIVERSITY CAREER SERVICES



Student Guide

To Register:

1. **E Number:** Before you begin, you will need to know your ESU "E Number". To locate this number, either check your Hornet Card, or log in to Buzzin and follow these instructions:
 - Log into Buzzin just as you do for the ESU network (buzzin.emporia.edu)
 - Click on the Academic Life tab
 - Click on "what's my E/student ID number"
 - Follow instructions to sign in again and the system will display your E Number
2. Access the following website: www.emporia.edu/careerservices
3. Click on Student Services
4. Scroll down and click on the Hire-a-Hornet icon shown above

New Users:

Click on the "**Click here to Register!**" link

User ID = Your E Number

Password = hornet

Existing Users:

Enter your User ID and Password


User ID = Your E Number

Password = hornet

Click Login

Place your cursor over My Account and select My Profile

NOTE: Each section has an [Edit] link to update your profile in Hire-a-Hornet

5. Complete all sections and click on the Register button. Required (*) fields are marked with an asterisk
6. Click on the Submit Profile button 

IT'S THAT EASY!

NOTE: Once you have submitted your profile, your account will be in pending status. An administrator will review your profile. If your registration is approved, you will receive an email notification. If you do not receive your email notification within **48** hours, please contact our office at **(620) 341-5407** or career@emporia.edu

Searching for Jobs, Internships and Co-ops

- Put your cursor over Jobs and select Job Listings
- Fill in the search criteria to narrow down your job search OR just click the Search button (without entering any search criteria) to view all current jobs.
- Click on the Job ID to see the specifics of the position and how to apply

THE OPTIONS BELOW ARE AVAILABLE TO YOU WITH FULL REGISTRATION. YOU WILL BE EMAILED ONCE YOUR ACCOUNT IS ACTIVATED.

Upload your documents

- Put your cursor over My Account and select My Documents
- Click on the [Upload File] link
- Click the Browse button to find your document
- Select the correct document and name it
- Click the Upload button

NOTE: When uploading more than one document, make sure your most generic resume is your default. Your default resume is the document that employers can view when accessing our system.

Searching for Interview Schedules: Qualified and Future Schedules

Qualified Schedules:

In our system you will only be able to apply to schedules for which you qualify under the Qualified Schedules menu.

- Put your cursor over Interview Schedules and select Qualified Schedules
- Click on the Schedule ID to see the specifics of the position and how to apply. If this is a Pre-select schedule, then you will be requesting to be interviewed. If this is an Open schedule, then you will be allowed to choose an open interview timeslot.

Future Schedules:

In our system you will be able to look at all current schedules in the system under the Future Schedules menu, but you cannot apply or sign-up on these schedules. Go to Qualified Schedules to apply or sign-up on a schedule.

- Put your cursor over Interview Schedules and select Future Schedules
- Fill in the search criteria to narrow down your interview schedule search OR just click the Search button (without entering any search criteria) to view all current interview schedules.
- Click on the Schedule ID to see the specifics of the position

Searching for Career Events:

- Click on the Career Events menu
- You will see a list of all current Career Events (Career Fairs, Etiquette Dinner, etc.)
- To view details and registered employers, click on the Career Event's name.

Searching for Mentors

- Click on the Mentors menu
- Fill in the search criteria to narrow down your search OR just click the Search button (without entering any search criteria) to view all mentors that are currently allowing students to contact them.
- To contact a mentor, click on their name, and then click the Contact Mentor button at the top of their profile. If they are allowing you to see their contact info, you will now see that information. If they are only allowing anonymous contact, then an email form will appear for you to send through the system.

NOTE: You are allowed to contact .2 mentors per month. Also, each mentor decides how many students can contact them per month, so it is best to make your contacts in the beginning of the month.