Tiger Jobs FAQ's for Students & Alumni

What is Tiger Jobs?
Tiger Jobs is the Career Resource Center’s online job database. Employers who are interested in hiring Pacific students and alumni post full-time and part-time jobs, internships, and co-ops on Tiger Jobs. Candidates can apply for positions directly through the database. On-campus employers also post work study and non-work study positions student employment positions.

How do I Access Tiger Jobs?
Undergraduate Students: To access Tiger Jobs, go to insidePacific https://insidepacific.pacific.edu and login using your PacificNet ID and password. Click on the “Living” tab and look for the Tiger Jobs logo. Click the Tiger Jobs link and you will be automatically redirected to your Tiger Jobs homepage.

Graduate Students: To access Tiger Jobs, you will need to add the Career Resource Center Channel to insidePacific, and then follow the steps outlined above for undergraduate students. To add the Career Resource Center channel, log into insidePacific. Click on "content/layout" in the top left corner. Click on the "living" link. Click on "add channel". In the drop down menu, choose "Stockton Student" and click "go". Next, choose "Career Resource Center" and choose "add channel". This will add the channel to your living tab.

Alumni: Email Austin Ogan at aogan@pacific.edu to have an alumni account set up.

How do I apply for a job or internship using Tiger Jobs?
The first step is to develop a clear and concise resume that emphasizes your skills and qualifications. Resume samples and resources can be obtained at go.pacific.edu/resumes. There are also many online resources available for reference including the Resume Handbook (includes tips and samples) and the First Year Student Resume Template under the “Resources/Document Library” tab of Tiger Jobs.

For On-Campus Employment: (including both federal work-study and non-federal work-study opportunities).

Students applying for jobs on-campus do not need to have their resumes reviewed at the CRC before applying to on-campus opportunities. The CRC staff is happy to review your resume or answer, any questions, but a resume review is not required. Make sure to select “resume for on-campus job” when you are uploading your resume.

For Off-Campus Jobs and Internships: (including part-time jobs located off-campus, internships, entry level career opportunities, experienced opportunities for alumni, and positions posted through the CRC’s on-campus interview program.)

Before applying to any positions located off-campus, students and alumni must have their resumes reviewed at the Career Resource Center. The review process is designed to give students and alumni an advantage in the job search process by helping them identify their strengths and ensuring that they are communicated well on paper. When applying to off-campus opportunities, make sure to select “resume for off-campus job” when you are uploading your resume. Once your resume has been reviewed, it will be listed under the “RESUMES THAT ARE READY TO USE” tab.
If your resume has not yet been reviewed, you can still search and view job and internship postings in Tiger Jobs, but you will not be able to apply to positions until your resume is reviewed. To start searching listings, click on the “jobs” tab.

TO HAVE YOUR RESUME REVIEWED, PLEASE CALL THE CAREER RESOURCE CENTER AT (209) 946-2361 TO SCHEDULE AN APPOINTMENT WITH A CAREER COUNSELOR OR ATTEND A DROP IN ADVISING SESSION.

How do I upload my resume?
From your Tiger Jobs homepage, click on “documents” in the top menu bar. Click the “Add New” button. In the “Label” box, put the title of your document (We suggest that you call it something professional such as “Joe Smith Resume” or “Joe Smith Social Services Resume”). For “Document Type” select “Resume for off-campus job” or “Resume for on-campus job” depending on the type of position. Click on the “Browse” button to choose your resume document from your computer. Click on the submit button to upload your resume. This will store your resume in your Tiger Jobs account so you can use it to apply for positions.

You can upload more than one resume into Tiger Jobs. Make sure that you label each resume clearly, so that you send the resume that you intended to the employer.

If you need to make changes to your resume, make the changes to your document that is saved on your computer and then re-upload the document, by going back to your list of uploaded documents and clicking on the name of your resume and choosing the “browse” button.

How do I search for job and internship listings?
If you would like to do a search on your own, click on “jobs” in the top menu bar. Use the drop down menu to select the type of job. Once you have done this, you can further narrow your search criteria as you choose. Select a job title to view the position information. You can save job listings under your “Favorites” tab by clicking on the star button to the left of the job title.

How do I submit my resume for a position?
After you have searched for open positions, click on the job you want to apply to and look for the “Apply” button to the right of the position information and a new window will open. In the “Resume” drop-down box, choose the resume you would like to use and click “Submit.” Note: if you have not selected the appropriate box, for on-campus jobs or off-campus jobs in the documents section, you will not see the “Apply” button. If you have not had your resume approved by the CRC you and you are applying for an off-campus job, you will not see the “apply” button.

How do I sign up for on-campus interviews?
Click on “Search Open Positions for Pacific Tigers” in the jobs tab in the top menu bar. Select “All Interviews” in the “Show Me” drop down menu. Click on the “Search” button to see a listing of all organizations conducting on-campus interviews. Select a job title to view the position information and follow the instructions above to submit your resume.

If the position is connected to an “open” interview schedule, you will have an opportunity to select your interview time slot when you apply. If the employer is using a “pre-select” schedule, they will review resumes prior to inviting candidates for interviews. You will receive
an email about the employer’s decision after the “employer selection date” If you are chosen for an on-campus interview, login to your Tiger Jobs account and click on the “pending on-campus interviews” link in the shortcuts section on the right side of your homepage to pick your time slot.

**How do I sign up for information sessions or workshops?**
In the shortcuts section on the right side of your homepage, click on “Register for a CRC Event” or “Register for an Employer Information Session”. This will take you to a list of information sessions or CRC workshops/events that are being offered. Click on the date of the event and read the description. Click on RSVP to register for the event.

**How do I find out which organizations have registered for upcoming Pacific career fairs?**
In the shortcuts section on the right side of your homepage, click on the name of the upcoming career fair. Click on the event name and you will see a list of registered participants. This list will change as employers continue to register for the career fair.

**How do I set up a Search Agent on Tiger Jobs?**
When you set up a Search Agent, you will be notified via email when an employer posts a job that meets the criteria that you specify. Search agents can be set up for full-time, part-time, internship, or on-campus positions.

Click on “Search Open Positions for Pacific Tigers” in the jobs tab in the top menu bar. Click on the “advanced search” tab. Check the box that says “save as” and type a name for your search agent. Enter the criteria that fit your job search needs. At the bottom of the page click the “submit” button to run your search. Once the search has finished, click on the “search agent” tab and you will see the search agent that you created. Click on the “schedule” button. Change the “enable” field to read “yes” and some new fields will appear. Enter how often you would like to be notified about the jobs that meet your criteria (i.e. if you choose “week” and “2”, you will be notified twice a week). You will not receive an email if there are no new postings that fit your criteria. Click the “submit” button and your search agent is ready to go.

**How do I Find an Alumni Mentor?** The Pacific Student Alumni Connection program is designed to connect students and alumni for the purpose of enhancing educational and career opportunities.

Click on the “Student Alumni Connection” tab towards the top. If you do not have this tab, call the CRC for assistance. Review the list of Alumni Mentors. If you have decided you would like to speak with a mentor, click on the “Interested” button in their profile. You may select multiple mentors at one time, but limit yourself to a few. This is a privilege and requires equal responsibility and effort on your part. Check your email inbox for a confirmation email with further instructions. The mentor will also receive notification of your interest and will be expecting to hear from you.