Tiger Jobs
University of the Pacific
Your career starts here.
Career Resource Center

Tiger Jobs FAQ's

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 jobs on Tiger Jobs, and students and alumni can apply directly through the database. On-campus employers also post work study and non-work study positions.

How do I get to Tiger Jobs?
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 home page.

How do I apply to a job?
The first step is to develop a clear and concise resume that emphasizes your skills and qualifications. Next, contact the Career Resource Center at 209-946-2361 to schedule an appointment to have your resume reviewed and approved. YOU WILL NOT BE ABLE TO APPLY FOR POSITIONS UNTIL YOUR RESUME IS APPROVED IN TIGER JOBS. Resume samples can be obtained at www.pacific.edu/careers.

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. Click on the "Browse" button to choose your resume document from your computer. Click on the submit button to upload your resume.

If your resume has not been approved, it will be located under the "Pending Documents" tab. Once it is approved by the Career Resource Center, it will be under the "Approved Documents" tab.

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 listings?
If you would like to see which jobs you are qualified for based on the information in your profile, use the "Jobs I Qualify For" quick link located on your homepage. Make sure to update your profile periodically, so you will get an accurate list of jobs.

If you would like to do a search on your own, click on "jobs" in the top menu bar. Under the "Jobs" tab, select the type of job you are looking for from the "Position Type" drop down menu. You can further narrow your search criteria as you choose. Click "Search" to get a list of open positions. Select a job title to view the position information. You can save job listings under your "Favorites" tab by clicking on the "Add to Favorites" button at the bottom of the page.

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 "Application Status" box to the right of the position information. In the "Resume" drop-down box, choose the resume you would like to use and click "Submit." Note: if you do not have an approved resume uploaded in the documents section, you will not see the "Resume" drop-down box.

How do I sign up for on-campus interviews?

Click on "jobs" 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 once a decision on your application is made. If you are chosen for an on-campus interview, log into your Tiger Jobs account and click on the link in the "alerts" section of your homepage to pick your time slot.

How do I sign up for information sessions or workshops?

Click on "events" on the top menu bar. Click on the "Information Sessions" or "Workshops" tab. This will take you to a list of information sessions or workshops that are being offered. Click on the date of the event and read the description. At the bottom of the page, click on RSVP to register for the event.

How do I find out which organizations have registered for upcoming Pacific career faires?

Click on "events" on the top menu bar. Click on the "Career Fairs" tab. This will take you to a list of upcoming career fairs. 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 faire.