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## UTD CareerWorks

### What is UTD CareerWorks?

UTD CareerWorks is the UTD Career Center's online recruiting system. Job Postings, On-Campus Interview Schedules (Jobs with Schedules) and Career Events, including seminars and career expos, can be found using this system.

### Who is eligible to participate?

**Currently Enrolled Students** - This service is *free* to currently enrolled UTD students. Students are expected to keep their accounts up to date at all times; accounts that are not updated may be deactivated. If you are interested in participating in the Internship Program you must also attend an Internship Information Session. See the Calendar of Events for the current semester schedule.

**Recent UTD Graduates** - The service is also *free* to graduates who activate their accounts no more than 6 months beyond their UTD graduation date. Accounts will remain active for one year from the activation date or until there is a report of employment. Should graduates wish to utilize the service further, they will be classified as alumni and will be charged an annual fee for the service.

**UTD Alumni** - The service is available to UTD alumni (those who have completed a degree or certification program at UTD more than 6 months prior) for an annual fee of \$50.

**Employers** - The UTD Career Center offers you a web-based recruiting system that brings qualified candidates to your doorstep. You can interact with the Career Center and the UTD candidates of your choice through this system. This is a free service to employers. You can also register for any of the career expos through this system.

### How do I sign up?

#### Students and Alumni

1. To create an account, students and alumni can submit the [self-registration form](#) online. In addition, alumni must contact the Career Center either in person or by phone to pay the annual fee (if applicable.) Account requests may take up to 48 hours to process.
2. Create your professional resume and have it critiqued by a Career Center Resume Editor.
3. Upload your resume into the system. (See Privacy Policy.) You are able to upload up to 6 resumes and 4 cover letters. One of each will remain the default, but you have the capability to change the default resume.

#### Employers

1. Please contact the Recruiting Coordinator to request your account ([recruit@utdallas.edu](mailto:recruit@utdallas.edu) or 972. 883.2943). This service is provided *free of charge* to employers.
2. You will be required to supply the following information:
  - o Company Name
  - o Brief Description
  - o URL
  - o Contact First and Last Name
  - o Contact Phone, Fax #, Physical Address, and Contact Email
3. Once your account has been created you will be sent directions for accessing the system via email, including your username and password. [Log in to the UTD CareerWorks system](#) and you're ready to go!

#### Did you know?

Current students are encouraged to register with the Career Center early. Employers usually interview students for full-time positions one or two semesters prior to graduation.