

PIONEER CAREERS

www.du.edu/career



UNIVERSITY of
DENVER

STUDENT LIFE
Career Services

An online job and internship resource that allows you to:

- View and apply for local, national and international opportunities for DU students.
- Sign up for special events, programs, workshops, and learn about on-campus recruiting.
- Create and upload your resume, cover letter and other documents.
- Connect with over 1,700 alumni and employer volunteers in the PIONEER CAREER NETWORK.
- Access employer and recruiter contact information.

HOW DO I CREATE A PROFILE IN PIONEER CAREERS?

LOGIN

- Use your **DU ID number** for your **username**. If you do not know your DU ID number, call the Career Center at 303-871-2150.
- Your **WebCentral password** is your Pioneer Career **password**.
- Complete your profile with as much information as possible.
- Personal: You may use your preferred personal email in your profile.
- Academic: Self-explanatory.
- Privacy: Please select “**yes**” to receive important email notifications concerning upcoming on-campus interviews, information sessions, career fairs, etc. Also please also select “**yes**” so that approved employers can review your resume and contact you about jobs and internships.
- If you do not know your DU email, search the DU Directory at <http://www.du.edu/Directory/servlet/DirectoryServlet> or contact University Technology Services at 303-871-4700.

HOW DO I CREATE A RESUME AND UPLOAD IT TO MY PIONEER CAREERS PROFILE?

- Resumes and cover letters can be submitted to PIONEER CAREERS. Your initial resume will be reviewed by a member of the Career Center staff before it is available to employers.
- Need help getting started? Use the system’s *Resume Builder* to walk you through section by section or meet with a Career Counselor on campus.

HOW DO I SEARCH FOR JOBS AND INTERNSHIPS IN PIONEER CAREERS?

- Click on the JOBS AND INTERNSHIPS tab, or the EMPLOYERS/CONTACTS tab.
- Begin your search by using simple parameters—just like any search engine, the more parameters, the fewer results will be returned. Be sure to also try a variety of search terms.
- Search Agents allow you to set up email alerts based on your search parameters.
- Click on the **Advanced Search** tab.
- Check the **Save As** box and give it a label.
- Enter some search parameters such as a keyword and state.
- Click on **SUBMIT** at the bottom of the page.
- To enable the search agent, click on the **Search Agents** tab.
- Click on the **Label** (name).
- Check the **Enable box** and tell the system how often you want to be notified when new opportunities are posted which fit your search parameters.

HOW DO I CONNECT WITH ALUMNI THROUGH PIONEER CAREERS?


PIONEER CAREER NETWORK (TAB IN PIONEER CAREERS)

- Students and alumni can search our database of over 1,700 alumni, employers, and friends of DU who have volunteered to provide information and advice about their chosen career, industry, and company to DU students and alumni. You can send an email to ask for a meeting, set up an informational interview, or arrange for job shadowing. Please do not ask them for jobs or internships. Violation of this trust could result in loss of privileges.
- The Career Center website has helpful information on how to set up and conduct an informational interview at <http://www.du.edu/studentlife/career/student/allhandouts.html>.

HOW DO I FIND OUT WHEN RECRUITERS ARE HOLDING INTERVIEWS AND INFO SESSIONS THROUGH PIONEER CAREERS?

- Check the EVENTS/INFORMATION SESSIONS/WORKSHOPS tab on PIONEER CAREERS for upcoming recruiting events and RSVP to attend.

WHAT OTHER DATABASES SHOULD I USE TO LOOK FOR JOBS AND INTERNSHIPS?

- **DU Human Resources Job Board**
 - PIONEER CAREERS has a direct link to search for jobs on campus
- **NACElink Network**
 - The NACElink Network is an online job posting and recruiting database that includes over five million employers nationally.
- **Going Global**
 - A country and city-specific resource including international jobs and internships.
- **UNIVERSITY CAREER ACTION NETWORK (UCAN—Internships Only)**
 - UCAN is a consortium of 23 top colleges in the United States that share national and international internship postings. You MUST use your DU email address to register. Click on the  icon on the Home page.
UNIVERSITY CAREER ACTION NETWORK
 - When registering for UCAN, you will receive a verification email containing a link. Click on the link to confirm your email address, and the Career Center will approve your registration. Once your registration is approved, you will receive a second email with your username and password. You will only need to use this information once as long as you use your DU email in BOTH the Pioneer Careers Profile and your UCAN profile. Now, you can easily switch between the two systems without logging in twice.