How to search for part-time jobs/internships using myJobs:

1. Visit the Career Development Center webpage: [www.cdc.indiana.edu](http://www.cdc.indiana.edu), click on the “Student Login” button in the top right corner of the screen.

2. Login using your IU credentials.
3. Once logged in, you will be on the myJobs homepage, click on “Jobs” on the left panel, and underneath “Jobs,” click on “Search.”

4. On the Job Postings page, you are able to enter job **Keywords** – in this case “Tutoring” was entered, as well as a **Location** with a distance dropdown next to it. “Bloomington, IN, USA” was typed in, searching for jobs within 25 miles of the town. Click “Search” when done entering in this information. **All three of these fields are optional, but recommended if you are looking for a specific position. You may also browse Trending and Latest Jobs in this section.**
5. After searching, a list of possible jobs shows up, though this search can be refined further by clicking on the “Position Type” button below the Keywords field. You can differentiate from internships, part-time jobs, work studies and more! Just make sure to click “Apply” after selecting the criteria you want.

6. Optionally, if you would like to refine the search even more, you may click on “More Filters,” which lets you filter when the job was posted, what work authorizations are required, if the job is on or off campus, etc. Remember again to click “Apply” at the bottom of the filters to save your selections.
7. Now that all the filters you selected have been applied, click on a job that interests you, for guide purposes, the first job was selected of the results.

8. You are able to look through the job description and requirements on this page and may click “Apply” if you believe you are qualified and interested in the position. From here you will follow the instructions provided by the employer through myJobs and/or their own website to submit your application. If you decide you are not interested in the position, you may go back to the previous page and look for other jobs. (NOTE: If you do not have a resume uploaded to myJobs yet, you may not see the “Apply” button on this page, please upload a resume under “Documents” on the left tab of this page).
9. To check the status of your application, click on the “My Job Applications” button under “Jobs” on the left panel. If you would like to search and apply for another job, repeat steps 3-8.
Additional Features:
If you would like to follow an employer for updates or add the position they are offering to your favorites (to compare positions at a later time or otherwise), click on the “+Follow” button or star next to the job title. Once you have done either of these, you may navigate to your following/favorites on the homepage of myJobs.