UMD GoldPASS User's Guide

http://goldpass.umn.edu

GoldPASS is the U of M listings site created just for U of M students and alumni. On it you can find thousands of listings for jobs, internships, and volunteer positions. You can also upload resumes for employers to access, sign up for on-campus recruiting opportunities, and much more.

TO ACCESS GOLDPASS:

- Go to http://goldpass.umn.edu

- Click on **Students & Alumni: Login**.

- You will be prompted for your U of M user ID (your x.500 username) and password. Enter those.

NEW USER:

- Your profile will appear, containing some of your personal details. You need to fill in empty fields and update it.

- Required fields are marked with an asterisk (*****). Click the **Edit** link to the right of each box you want to complete.

- If you select "Yes" to **Allow Employer Viewing**, then employers will be able to see your resume when they conduct searches.

- Be sure to **save** your profile and follow any other instructions that appear.

- You will also be prompted to agree to a 'User Agreement'. Now you're ready to start using GoldPASS.

- REMEMBER TO KEEP YOUR PROFILE ACCURATE AND UP-TO-DATE! Your information such as major, year in school and GPA are not automatically imported into GoldPASS. Therefore, keep this information current to ensure you are not screened out of career opportunities.

RETURNING USER:

- After you log in, you'll be taken to your GoldPASS home page. Begin browsing or using GoldPASS's many functions!

- If you want to update your profile, place your cursor over **My Account** and select **My Profile**. Click the **Edit** link to the right of boxes you want to update. Be sure to **save** when you're done.

TO UPLOAD DOCUMENTS (LIKE YOUR RESUME, COVER LETTER and/or TRANSCRIPT):

1. Place your cursor over **My Account** and select **My Documents.**

2. Click the **Upload File** link next to the type of document you want to upload.

3. Click the **Browse** button to find your document. Select the correct document and give it a name.

4. Click the **Upload** button.

NOTE: You can upload up to 6 resumes. When uploading more than one, use your most generic resume as your default. Your default resume is the document that employers can view if you have made your resume viewable to employers.

TO SEARCH FOR JOBS, INTERNSHIPS, OR VOLUNTEER POSITIONS:

Whenever an employer wants to recruit U of M students for a position with their company, they post those opportunities to GoldPASS. You can search and apply for these positions.

* To search for opportunities put your cursor over **Job Search** and select it. (Do this to search for internships, co-ops, and volunteer positions too.)

* Enter your search criteria. You can search a variety of ways, such as by position type, organization name, job category, and major. You can select multiple options at once by holding down Ctrl while making your selections. If no listings come up, expand your search criteria by selecting **Change Criteria** on the upper right.

* Click on the Job ID # to see the details of a position and application instructions. Sometimes you are able to apply to the position by submitting your resume through GoldPASS, if this option is not available there will be detailed application instructions for you to follow.

* You can save your search by selecting **Save Search** on the upper right. Give your search a name and click **Save.** You can then access this search anytime you login by clicking on **View Saved Searches** on the left menu bar.

* You can receive automatic e-mail alerts when new jobs are posted that meet your search criteria. To set this up, select **Create Job Agent** on the upper right. Give your "Job Agent" a name and click **Save**. E-mail alerts will be sent to you once a day when new listings are posted that match your criteria. To delete or change a "Job Agent," select **My Activity** and click the **Job Agent** tab**.**

EMPLOYER DIRECTORY:

Many employers registered in GoldPASS have made their contact information available. These contacts can be useful for setting up informational interviews, inquiring about internship and job opportunities, and/or to follow up on an application.

To Access the Employer Directory:

1. Click on **Employer Directory** from the top menu bar

2. Search by organization name, industry type, and/or location

3. Select the company, and click on **Contacts** to find phone numbers and email addresses for that organization. *If a contact email for an employer is not valid, please contact the UMD Career Services.*

TO SEARCH FOR ON-CAMPUS INTERVIEWS:

Many employers come to campus to conduct their interviews for internships and jobs, check GoldPASS regularly so you don't miss out on any on-campus interviewing opportunities!

1. To view all On-Campus Interviews, place your cursor over **On-Campus Interviews** and select **View All On-Campus Interviews**. Then select **Search** or use the search criteria boxes to narrow down your search. When you click on the job title connected to the interview it will state at the top of the page whether you qualify or not for the position. If you do not qualify it will state the reason why and at the bottom of the page it will list the job qualifications under "Posting Information." If after viewing the qualifications of the position you think you should qualify, you probably

need to update your account. To update your account select "My Profile" from the Account Menu at the top of the page.

2. To directly view the interviews you qualify for, place your cursor over **On-Campus Interviews** and select **Sign up for Interviews you qualify for.** The results will show a list of positions, locations, and companies. Click on the **Schedule ID** to view the full description.

3. If you do qualify and see **Sign up for an Interview**, click on it and select the day and time that you would like to interview. If you see **Request an Interview**, click on it to submit your resume. At the end of the request period you will be notified by email whether you have been accepted or declined. If you are selected you will then be able to pick an interview time slot on GoldPASS. You can always manage your interview schedules by clicking on **My Account, My Activity** from the top menu bar and selecting **Schedules** to view any interviews you've already signed up for or by selecting **Preselection Activity** to see whether or not an employer has selected you for an interview.

4. You are expected to show-up for your interview unless you cancel more than 48 hours in advance.

REPORT YOU INTERNSHIP HIRE IN GOLDPASS:

Students enrolled in the **LSBE internship course** are required to report their internship hire in GoldPASS. That way your internship record will always be housed in your GoldPASS account for reference to you and future employers.
How to report your hire:

1. Log into your GoldPASS account (see access your GoldPASS account)
2. On the left hand side of the landing page is the link to "report a hire"
3. If you found your internship through a GoldPASS job posting, you can see the job on the middle of the screen
4. If not, click the " click here" red hyperlink on the middle of the page
5. Proceed to complete the form for all the fields. For the "Department" field, please list LSBE Internship Program
6. Click save

TO SEARCH FOR CAREER EVENTS:

Many events are posted on GoldPASS, such as: **Career Fairs, Employer Info Sessions, Company Site Visits, Career Panels, Networking Events, and Workshops**

- To see all upcoming career events, place your cursor over **Career Events** and select it**.** Then select **Search**, or use the search criteria boxes to narrow down your search.

- To view a specific event, select the name.

- To sign up for an event, click **Register For Event** at the top of the page.

- You can also find event listings by date, by browsing the calendar on your GoldPASS homepage.

- For many events, such as Career Fairs, you can see what employers are attending by clicking on **View Employers Attending**. Click on the Company's name to view the organization's information and the positions they are hiring for.

Find Searches You've Already Saved in GoldPASS:

- Click **Home.**

- Scroll down to the lower left corner. Select the plus sign **(+)** next to Saved Searches and select one.

- To delete an old search, select the red **x** next to its name.

View Your GoldPASS History/Activity:

Place your cursor over **My Account** and select **My Activity.**

Types of activity you can view:

- *Referrals*: This includes resumes you submitted for jobs, and notices of employers who've viewed your resume.

- *Placements*: These are notices about your job placements. In other words, if you've reported through GoldPASS that you were hired for a job or internship, or an employer has reported hiring you, it will show up here.

- *Schedules*: The Schedule Activity shows any interviews, Info Sessions, or waiting lists you're signed up for. (You can also see what's known as "preselection activity." This means that after you request an interview for a position, you can go to the *Preselection Activity* section to see if the organization has selected you for an interview or not.)

- *RSVPs*: These are the Career Events you're currently signed up for, like Info Sessions or Job Fairs.

GOLDPASS STUDENT CHECKLIST:

- ☐ **Profile:** Create your profile at goldpass.umn.edu – make sure to complete your profile with as much detail as possible like your graduation date, cumulative GPA, major, etc. to ensure you are not screened out of internship and job opportunities.

- ☐ **User Agreement:** Review and agree to the student user agreement in GoldPASS to receive full access to the system.

- ☐ **Resume:** Upload your current resume and set it as your „default." Make sure to always have your most current resume in GoldPASS.

- ☐ **Allow Employer Viewing:** If you would like to be included in a resume searches by employers, choose "allow employer viewing" in your profile. Employers may contact you via e-mail or phone to share events and opportunities with their organization. Once you secure an internship or job opportunity, remember to turn "Allow Employer Viewing" off in your profile.

- ☐ **Set-up a daily e-mail:** Create and update your "Job Agents" regularly to receive relevant opportunities via e-mail once a day. This will allow you to see typical employers and positions that are posted in GoldPASS.