

If you don't find the answer to your question(s) here, contact Career Services at 931-372-3232, email Career@tntech.edu or click the Help link (top right side of the Home screen) of your Experience account.

Log-In Instructions

- Log into your Experience account at <http://tntech.experience.com/er/security/login.jsp>
- User Name: Your Email Address (e.g., CSStudent21@students.tntech.edu)
- Initial Password: Your T # - You will be required to change your password at first log-in
- If you forget your password, click on the Forgot your password? link on the log-in screen

Update Your Profile – Complete ALL FIELDS and update your information EACH semester

- Log into your Experience account
- Select **View/Edit Profile Data** under the **Profile** tab on the navigation bar at the top of the Home screen
- Select the desired view: **Personal Info**, **Academic Info** (degree, major, graduation date, etc.), **Career Preferences**, **Continued Academics** or **Administration**. Your account will remain open until the graduation date you have in your Profile is reached. To keep your account active after graduation or to reopen it at any time, contact Career Services.
- Click the **Edit** link at the top of any section you wish to edit. *Tip:* Use the Ctrl Key to select more than one item on the dropdown menu, e.g., Work Type: Co-op Job, Internship. Be sure to update to Full-Time Job **two semesters** prior to graduation.
- Click **Save** - Be sure your Profile info is correct and current to ensure your resume is seen by employers

Upload Your Documents – UPDATE your resume EACH semester and upload the revised copy

- Log into your Experience account and select **Upload a Document** under the **Documents** tab on the navigation bar
- Choose the document type (resume, cover letter, other (e.g., your transcript)) on the **Upload a Document** page and click **Next**. Documents must be in Word or RTF format.
- Click **Browse** to select your document. Choose the correct document and click **Open**. Click **Upload**
- Select **ONE** resume as your **PRIMARY**. This resume will be used by the Career Services office for referral.
- The **Current Documents** box will show all items currently in your account and you may use the Upload Document link there also. **Employer Views** enables you to see which employers have viewed your resume and where the Career Services Office may have referred your resume.


Publishing a Resume to a Resume Book – Don't overlook this step or your resume won't be seen by Employers!

- Log into your Experience account and select **Publish a Resume** under the **Documents** tab on the navigation bar or use the **Publish Resume** link in the **Current Documents** box
- To publish your uploaded resume to a resume book, select a resume from the drop-down list then click the **Save** or the **Update** button.
- If you are unable to publish a resume into a resume book, check your Profile information first to ensure you have not selected an incorrect field. If you are still unable to publish, contact the Career Services office and we will assist you.

Searching for Jobs, Internships, and Co-ops

- Log into your Experience account and Select the **Jobs & Internships** tab on the navigation bar and select the **Jobs/Internships Search** link on the dropdown menu. Conduct a Basic Search by job type, keyword, function or location.
- Use the **One-Click Searches** on the left of the screen or on your Home page in the **One-Click Searches** box as well as the **Jobs & Internships** box to narrow your job search.
- Create search agents by running a job search and click the link to "Save Your Search" available in the **Your Saved Searches** box
- Using your Profile Information, Experience offers personalized job matching in the **Recommended Jobs** box.

Applying for Jobs

- Log into your Experience account and search for jobs (See *Searching for Jobs* section above)
- This icon  indicates that the job posting is for an on-campus interview in the Career Services office
- Select a **Job Title** from **Search Results** page to open the Job Details
- Locate **How to Apply** section at the bottom of the Job Details page. Click **Apply**.
- Select a **Resume**, **Cover Letter** or **Other Document** that meets the requirements and click **Submit**
- You can view your **Applications** on the navigation bar and in the **Active Applications** box

Signing up for an Interview

- If you have been Accepted for a campus interview, you will receive email notification via your Experience account. Log into your Experience account and select **Your Active Applications** under the **Applications** tab on the navigation bar
- The status of your active applications is displayed in the **Employer Decision** column
- Once an employer has **Accepted** your application and the interview sign-up date has arrived, you may sign up for an interview slot
- Click on **Details...**
- On the Application Details page, under **Employer Decision**, click on **Sign up for Interview**
- On the Interview Sign Up Page, find the schedule date you would like to sign up for and select the **Time** button associated with the interview time slot you desire. Click **Save** and your slot will be reserved. Don't forget to click **Save** to lock in your interview time.
- If you wish to **Decline the Interview**, click the screen option so an Alternate candidate may be contacted by Career Services
- Use the **Upcoming Interviews** box on your Home page for a quick list of your interviews

Searching for a Career Services or Employer Event

- To browse all events, select **Career Services Office Calendar** under the **Calendar** tab on the navigation bar.
- To find events on a specific day, use the **Monthly Overview** and click on the desired numeric day link.
- Search for a specific event by event type or employer name, select **Calendar Search** under the **Calendar** tab on the navigation bar
- Search using the **By Event Type** drop down box to search for a specific type of event or search by **Employer Name** to find events hosted by a specific employer
- From any calendar search results, click on the **Event Name** for more event details
- Most events request that you indicate your attendance by using the **Sign-Up** button. This helps employers determine how many candidates will be attending to enable them to provide adequate refreshments, giveaways, and promotional literature.
- Be sure to use the **Sign-Up** button to indicate your attendance at all Career Services Career Fairs
- Check the **Upcoming Events** box on your Home page for quick and easy viewing

Creating and Using Search Agents

- Select **Job Search** under the **Jobs & Internships** tab on the navigation bar
- Select the **Jobs, Internships or Co-ops** (if applicable) tab.
- Narrow your search by selecting the search criteria or click **See More Search Options** link to broaden your search criteria
- Before executing your search, select the check box **Save this search criteria as a "Saved Search"**
- Click **Search**. Name the search in the **Saved Search Name** field
- Choose whether to receive email notifications of job matches. Click **Save**

Creating a Favorite Jobs Folder

- Search for Jobs (see *Searching for Jobs* section on previous page)
- The **Search Results** page displays all relevant positions
- Select the checkbox to the left of the jobs names that you would like to save to a folder
- Locate the **Save Jobs As Favorites** drop down box in the upper left hand corner of the table
- Choose **Create A New Folder** from the drop down box or select an existing folder
- Click **Go**
- Enter a name for the new **Folder**
- Click **Save**. You can save a maximum of 50 folders
- *What's the difference between a Folder and a Saved Search?* Folders have opportunities you elected to save. Saved Searches save your favorite search criteria so the search can be completed in one click.

Searching for Employer Contact Information

- Select **Employer Search** under the **Employers** tab on the navigation bar
- Locate the **Employer Search** section
- Search alphabetically by selecting the first letter of the employer name *or*
- Search for a specific employer by typing the name of employer in the **Employer Name** field
- Search for an employer by industry by selecting one industry or multiple industries in the **Industry** field
- Click **Search**
- Click on the **Employer Name** to view the employer profile