



# GoldPASS User's Guide

GoldPASS is the U of M's database of internships and full-time jobs for students and alumni. Whenever an employer has a job opportunity they are directed to post it on GoldPASS, which makes it a robust website with thousands of listings for jobs, internships, co-ops, and volunteer positions. Students can upload resumes for employers to access, sign up for on-campus interviews, research employers, and view career events. To access GoldPASS **go to [goldpass.umn.edu](http://goldpass.umn.edu)**. Click on **Students & Alumni: Login**. You will be prompted to enter your U of M user ID (x 500 username) and password.

## 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 **Allowing Employer Viewing**, 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."
- REMEMBER TO KEEP YOUR PROFILE ACCURATE AND UP-TO-DATE! Your student information such as major, year in school, and GPA are not automatically imported into GoldPASS; therefore, keep this information accurate and current to ensure you are not screened out of career opportunities.

## UPLOADING DOCUMENTS (e.g. YOUR RESUME, COVER LETTER, AND/OR TRANSCRIPT):

1. Place your cursor over **My Account** and select **My Documents**. Select **Add** next to the type of document you want to upload.
  2. Click the **Browse** buttons to select your document. Give your document a name. Click the **Save** button.
- After you upload your first resume, your document will go into **pending** status while your resume is reviewed by the CSE Career Center (except for the week of the career fair). You will receive an email detailing the status of your resume along with a brief review of your document. You may not have access to certain features of GoldPASS while your document is pending.
  - You can upload up to 10 resumes which allows you the opportunity to tailor your resume to specific positions and companies. When uploading more than one resume, use your most generic resume as your default. This will be the document that employers can view if you have made your resume viewable to employers in your profile settings.
  - You can also upload cover letters, your unofficial transcripts, reference lists, and work samples.

## SEARCH FOR JOBS, INTERNSHIPS, CO-OPS, OR VOLUNTEER POSITIONS:

- To search for opportunities, put your cursor over **Job/Internship Search** and select.
- Enter your search criteria; use **Advanced Search** for more options. You can search a variety of ways, such as by position type, organization name, job category, and major. If no listings come up, expand your search criteria.
- 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** at the top of your results. Give your search a name and click **Save**. You can then access this search anytime you login by clicking on **I want to...** on the left menu bar and selecting saved searches.
- You can receive automatic email alerts when new jobs are posted that meet your search criteria. To set this up, select **Email me new jobs for this search** at the top of your results. Give your "Job Agent" a name and click **Save**. Email alerts will be sent once a day when new listings are posted that match your criteria. To delete or change a "Job Agent," select **My Account, My Activity, Job Agents**, then select **View/Disable/Move**.

## 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 **Find Employers** from the top menu bar. Enter your search criteria; use **Advanced Search** for more options.
2. Select the company to find phone numbers and email addresses. If a contact email for an employer is not valid, contact the CSE Career Center at 612-624-4090 or [csecareer@umn.edu](mailto:csecareer@umn.edu).

## SEARCH & APPLY 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.

- To view all on-campus interviews, place your cursor over **Interviews on Campus** and select **View All On-Campus Interviews**. Then select **Search** or **Advanced Search** 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 and, if you do not qualify, it will state the reason why. 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.
- To directly view the interviews you qualify for, place your cursor over **Interviews on Campus** and select **View Interviews "I am" Qualify for**. The results will show a list of positions, locations, and companies. Click on the **Schedule ID/Position Title** to view the full description.
- If you see **Request 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 click **Preselect Activity** to see whether or not an employer has selected you for an interview.
- You are expected to show up for your interview. If you are unable to attend an interview that you registered for, you must cancel at least TWO BUSINESS-DAYS BEFORE THE INTERVIEW. You can do this directly through GoldPASS (less than two business days, you must call the CSE Career Center at 612-624-4090). If you do not cancel within two business days, your access to GoldPASS could be suspended and you may be disqualified from on-campus recruiting opportunities. If you accept a job offer, do not continue your search and cancel any future interviews.

## SEARCH FOR CAREER EVENTS:

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

- To see all upcoming career events, select **Career Fairs/Events** at the top of the page. Then click **Results**, or use the search criteria boxes to narrow down your search.
- To view a specific event, select the name.
- If an event requires pre-registration, sign up by clicking **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 information and the positions the company is hiring for.

## VIEW ACTIVITY HISTORY:

- Place your cursor over **My Account** and select **My Activity**.
- There are several types of activities you can view:
  - **Referrals:** This includes resumes you submitted for jobs, and notices of employers who have viewed your resume.
  - **Placements:** This is where students and employers can report a hire.
  - **Schedules:** This shows any interviews you're signed up for.
  - **Event Registrations:** These are the Career Events you're currently signed up for.
  - **Job Email Alerts:** This will send you a daily email with new job postings that match a search criteria you have saved.
  - **Event Agents:** Event agents will send you a daily email with new events that match a search criteria you have saved.
  - **Internships:** This tab is not applicable to the CSE Career Center

## PROFESSIONAL NETWORKING DATABASE:

Contact professionals in your field of interest with the Professional Networking Database in GoldPASS. This feature allows you to directly reach out to contacts with career-related questions. Alumni and professionals are available to answer your questions about choosing a major, selecting a career, and more.

To access the Professional Networking Database:

- Select **Professional Networking** at the top of the page. If you are new to this feature, you must first read the "How To Best Use The Professional Networking Database" (PDF) linked in the middle of the page.
- Enter your search criteria; use **Advanced Search** for more options.
- When you find someone you would like to contact, click his or her name.
- Read through the entire profile. To contact them, select **Contact Mentor** at the top of the page.
- A message box will appear informing you of the remaining number of contacts you can make for that month. (Students are able to initiate up to 10 contacts per month.) Click OK to continue, or **Cancel** to go back to the mentor's profile.
- Some professionals have limited contacts that can be made each month.

**\*\*\*For more GoldPASS help, go to the Resource Library section on your GoldPASS account homepage.\*\*\***