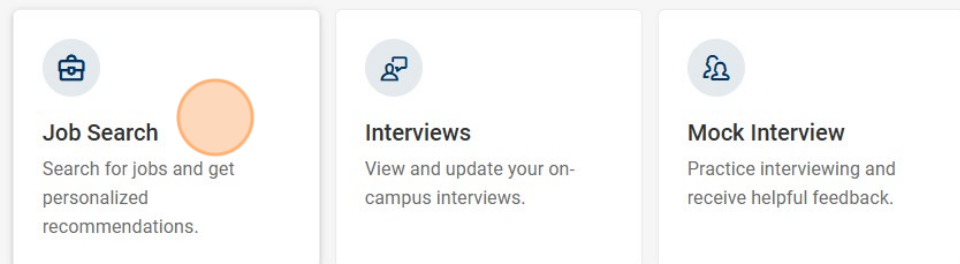


How to find and apply to positions in CareerHUB

1 Navigate to <https://www.csum.edu/career-center/students/job-board.html>

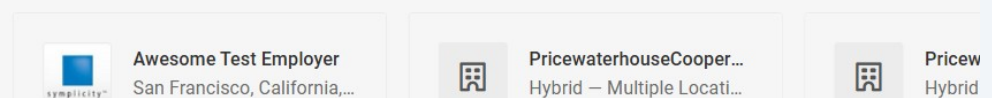
2 Click "Job Search"






The screenshot shows three main navigation cards on a light gray background. Each card has a blue circular icon at the top left, a title in bold, and a brief description below. The 'Job Search' card features a briefcase icon and an orange circle to its right. The 'Interviews' card features a speech bubble icon. The 'Mock Interview' card features a person icon.

- Job Search**
Search for jobs and get personalized recommendations.
- Interviews**
View and update your on-campus interviews.
- Mock Interview**
Practice interviewing and receive helpful feedback.

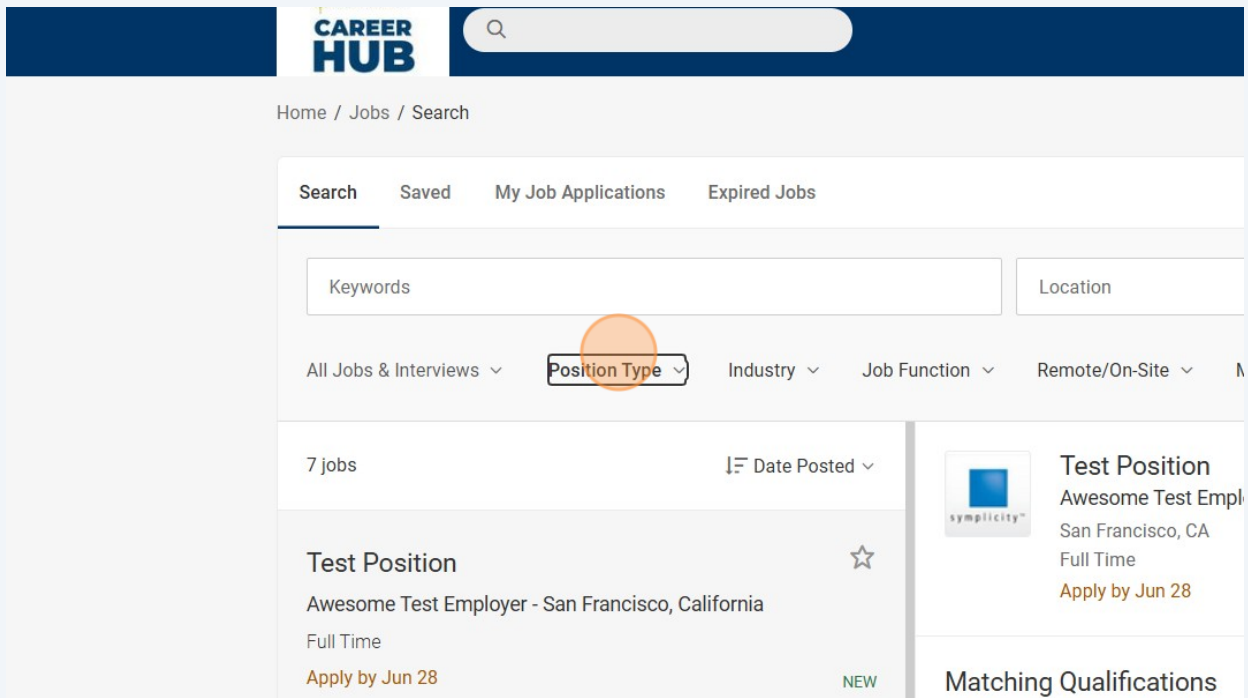
Latest Jobs



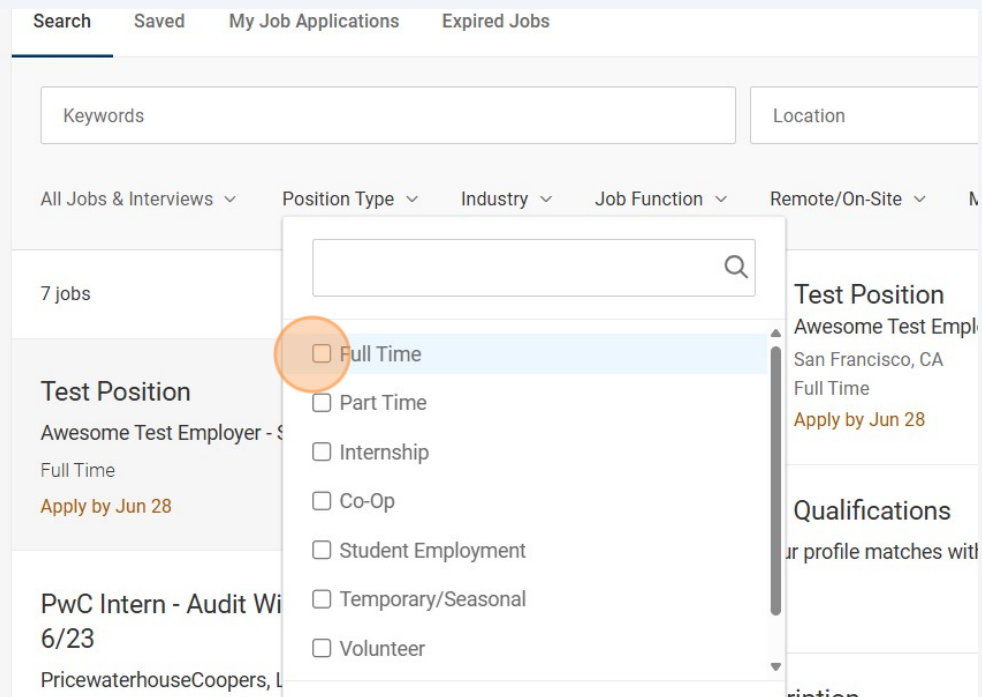
The screenshot shows three job listings in a row, each with a small logo icon on the left, the employer name in bold, and the location below it.

-  **Awesome Test Employer**
San Francisco, California,...
-  **PricewaterhouseCooper...**
Hybrid — Multiple Locati...
-  **Pricew**
Hybrid

3 You can search and filter for opportunities using the fields across the top menu.



4 Just note the system is an AND search capability. It is best to start your with your search parameters being broad. As you add more filters the system may return fewer results as the results to have meet all the criteria points you selected.



5 Click Apply button for any and all filter fields you select. Search by "Position Type"

The screenshot shows a job search results page. A dropdown menu is open over the 'Position Type' filter. The menu contains the following options: Full Time, Part Time, Internship, Co-Op, Student Employment, Temporary/Seasonal, and Volunteer. At the bottom of the menu is a 'Clear' link and a blue 'Apply' button, which is circled in orange. The background shows a job listing for 'Test Position' at 'Awesome Test Employer' in San Francisco, CA, with a deadline of 'Apply by Jun 28'. Other job listings are partially visible, including 'C Intern - Audit W...' and 'C Intern - Tax Winter 2025 - DEADLINE'.

6 Search by "Industry"

The screenshot shows the top of a job search page on 'CAREER HUB'. The breadcrumb trail is 'Home / Jobs / Search'. Below the search bar, there are tabs for 'Search', 'Saved', 'My Job Applications', and 'Expired Jobs'. The search filters include 'Keywords', 'Location', and a filter bar with 'All Jobs & Interviews', 'Position Type (1)', 'Industry' (circled in orange), 'Job Function', 'Remote/On-Site', and 'More Filters'. Below the filter bar, there is a 'Full Time' filter with a close button and a 'Clear All' button. The results show '4 jobs' and a 'Date Posted' filter. The first job listing is 'Test Position' at 'Awesome Test Employer - San Francisco, California', with a deadline of 'Apply by Jun 28'. The 'Apply' button is highlighted in orange.

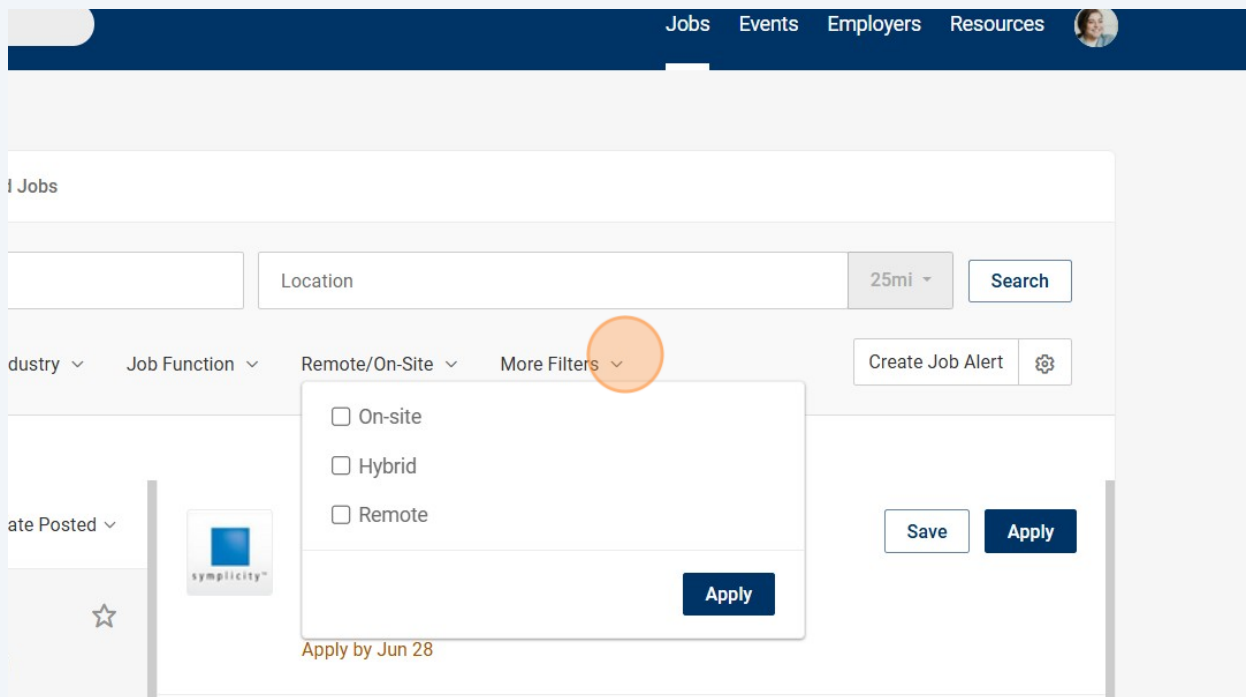
7 Search by "Job Function"

The screenshot shows a job search interface with a dark blue header containing the logo and navigation links for 'Jobs', 'Events', and 'Employer'. Below the header, there are tabs for 'Saved', 'My Job Applications', and 'Expired Jobs'. A search bar is present, followed by a 'Location' field. A filter bar includes 'Position Type (1)', 'Industry', 'Job Function', 'Remote/On-Site', and 'More Filters'. The 'Job Function' dropdown is open, displaying a search input and a list of categories: Administrative Support, Advertising, Marketing and Public Relations, Aerospace, and Agriculture. A 'Clear All' button is visible on the left. A job listing snippet for 'Test Employer - San Francisco, California' is partially visible at the bottom left.

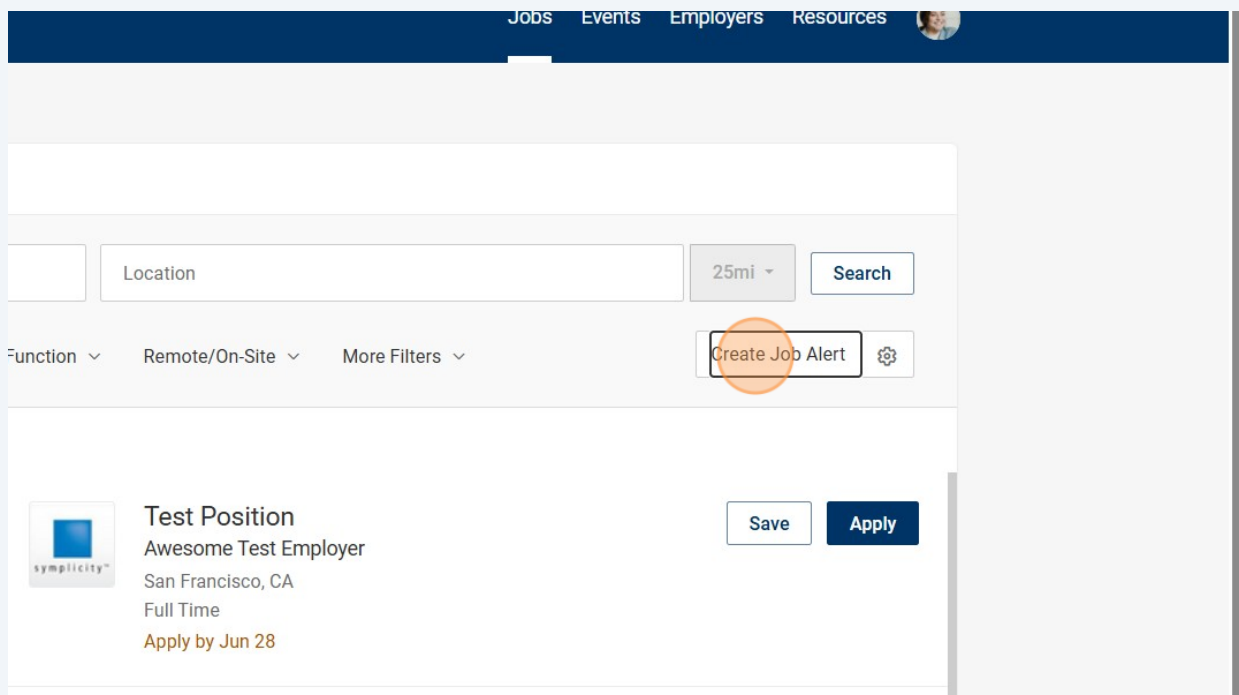
8 Search by "Remote/On-Site"

The screenshot shows a job search interface with a dark blue header. Below the header, there are tabs for 'My Job Applications' and 'Expired Jobs'. A search bar is present, followed by a 'Location' field with a '25mi' radius selector and a 'Search' button. A filter bar includes 'Position Type (1)', 'Industry', 'Job Function', 'Remote/On-Site', and 'More Filters'. The 'Remote/On-Site' dropdown is open, displaying a search input and a list of categories: Accounting & Bookkeeping, Advertising, Agriculture, Architecture & Urban Planning, and Arts/Design. A 'Create Job Alert' button and a settings icon are visible on the right. 'Save' and 'Apply' buttons are at the bottom right. A job listing snippet for 'San Francisco, California' is partially visible at the bottom left.

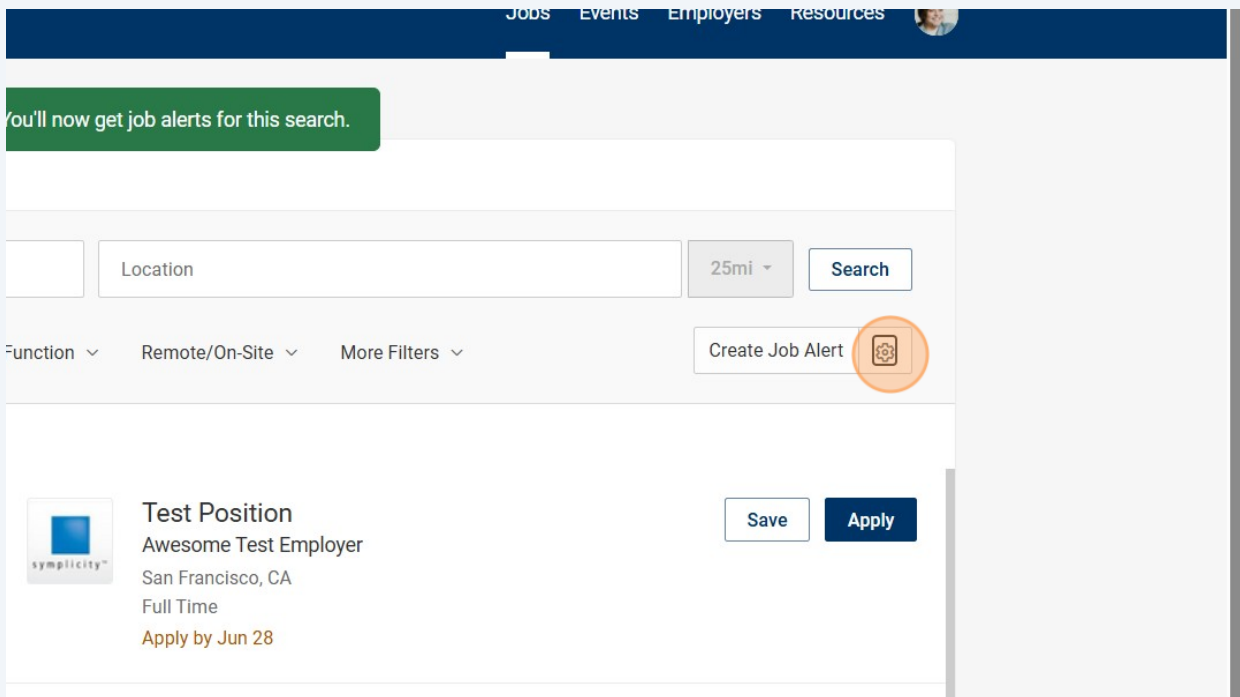
9 To see more filters available click on more filters.



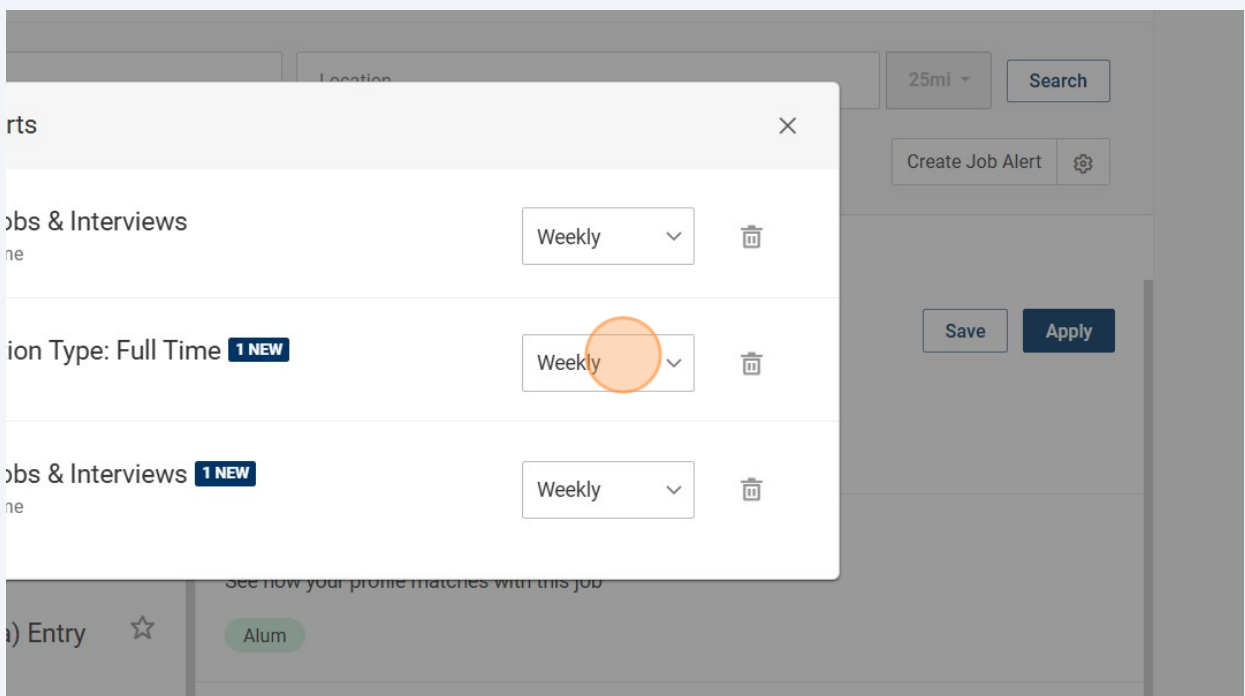
10 You can create a customized job alert based on your search criteria. After you have selected and applied your criteria and the system has returned results. Click on "Create Job Alert" button. From there you can edit the frequency of the job alert.



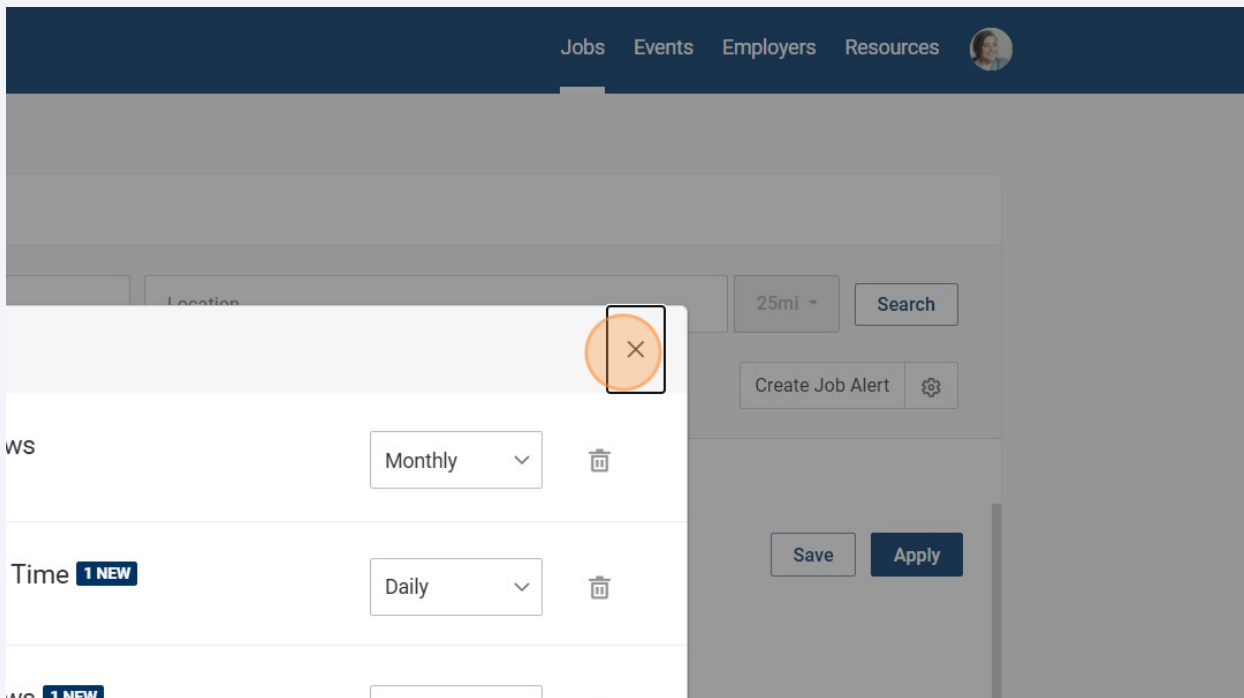
11 Click here.



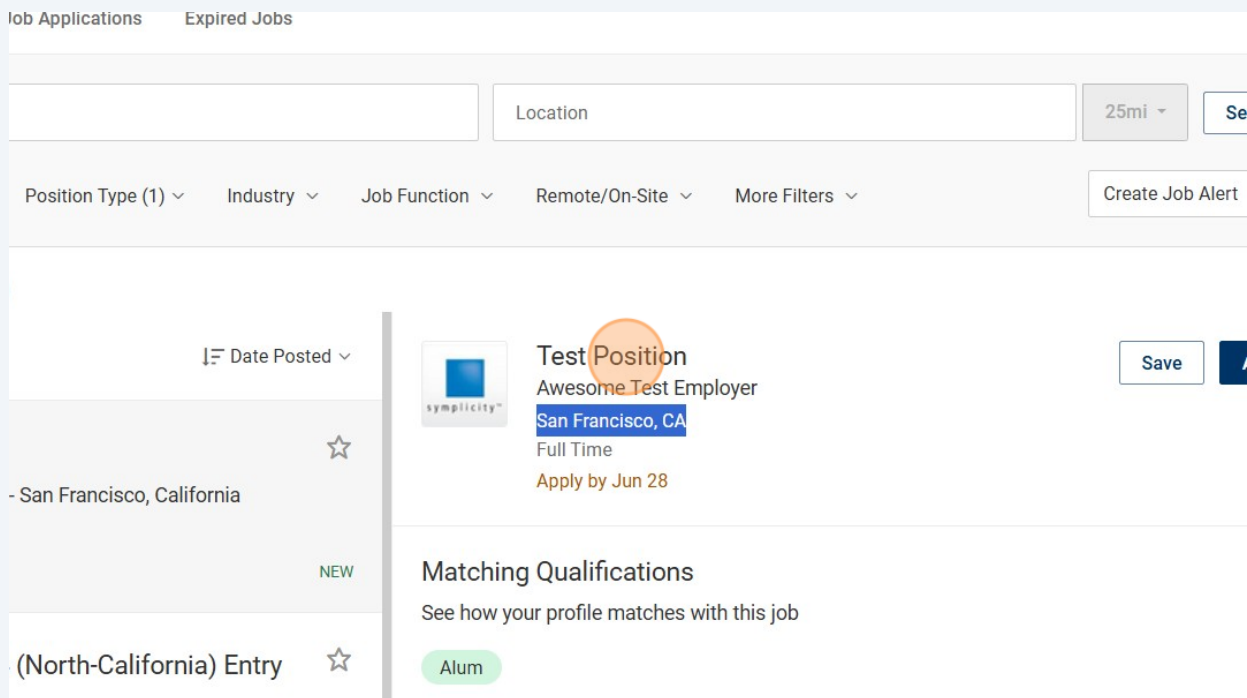
12 Change frequency with the drop down menu options.



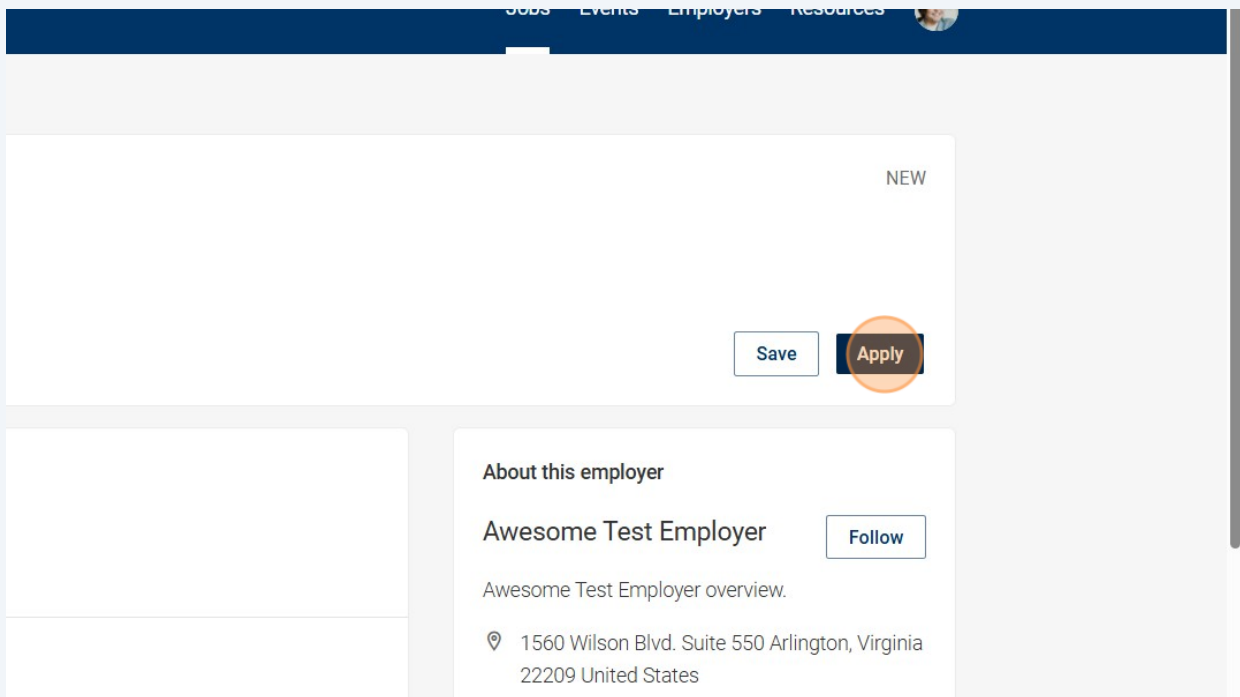
13 To exit out of job search alerts click on the X on the upper right hand corner.



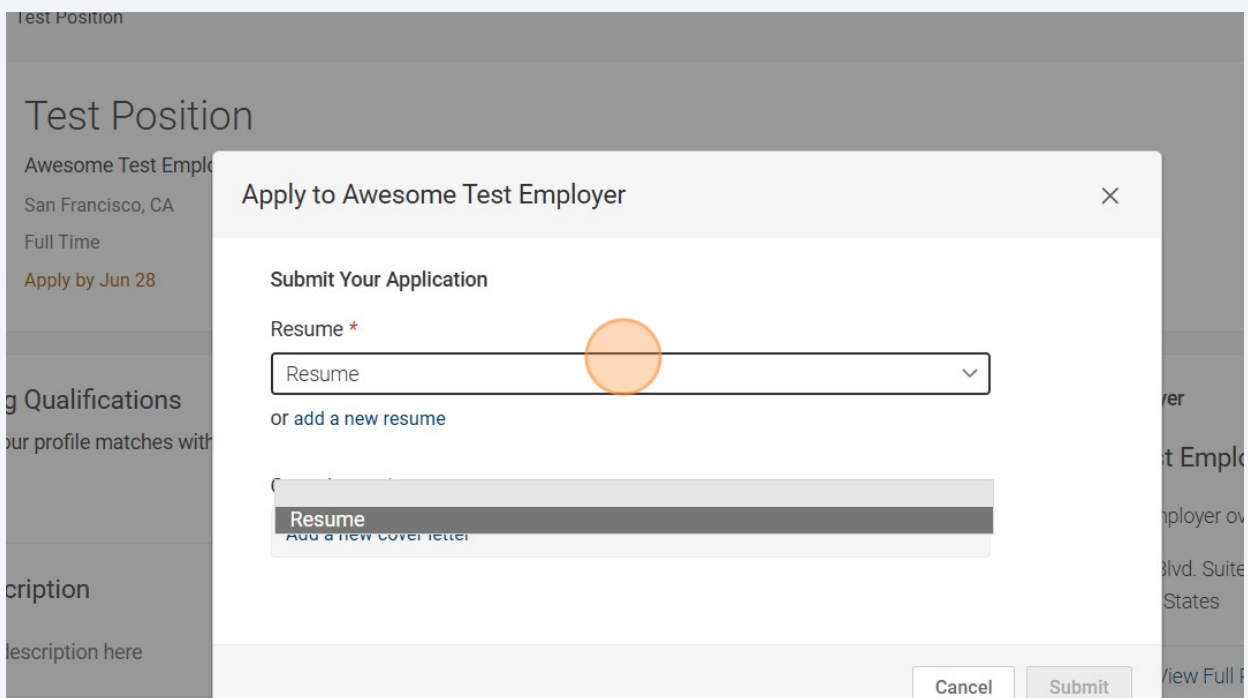
14 Click "Test Position" title to see more information about the posting.



15 To apply click on the "Apply" button.



16 Select your resume or upload a new version of your resume.



17

If the position requires additional documents, select from the drop down menu or upload a new copy of the document.

San Francisco, CA
Full Time
Apply by Jun 28

Apply to Awesome Test Employer

Submit Your Application

Resume *

Resume

or add a new resume

Cover Letter *

Add a new cover letter

Cancel Submit

Matching Qualifications
See how your profile matches with

Alum

Job Description
Insert job description here

Additional Job Details

Position Type
Full Time

Related R
Mock

18

Insert the name of the new file you are uploading.

Full Time
Apply by Jun 28

File *

Drop or browse files to upload
Max file size: 64.00 MB

Label *

Cancel Submit

Matching Qualifications
See how your profile matches with

Alum

Job Description
Insert job description here

Additional Job Details

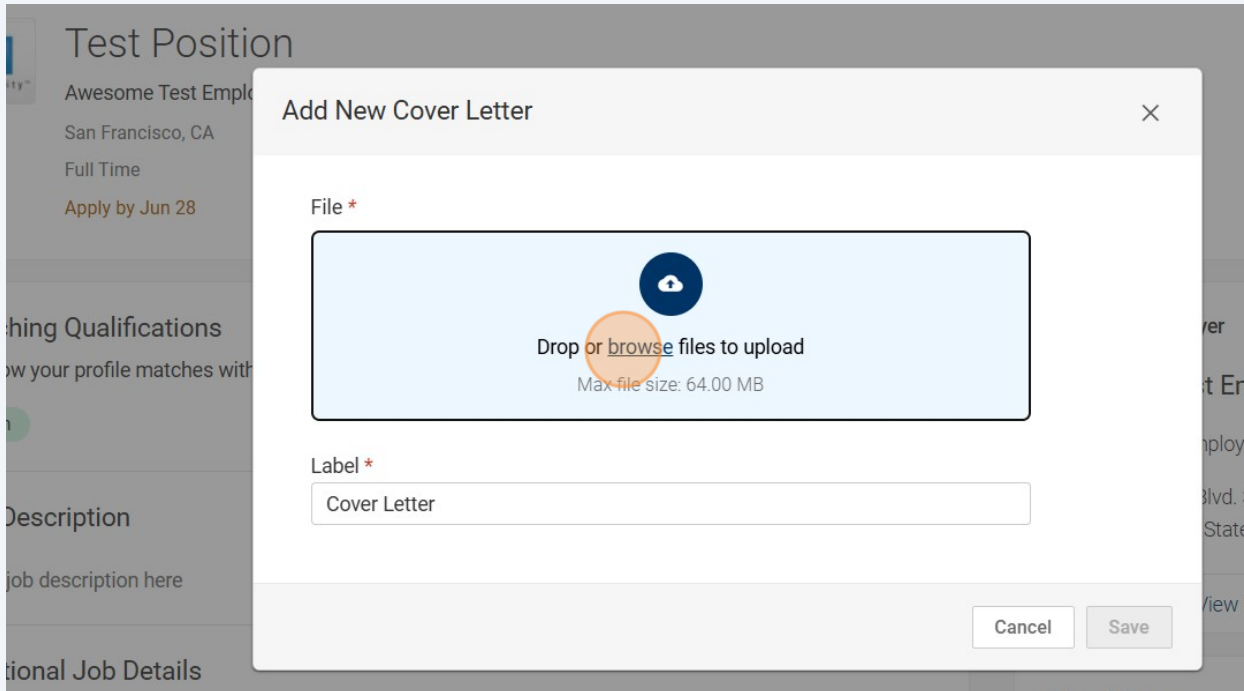
Position Type
Full Time

Compensation

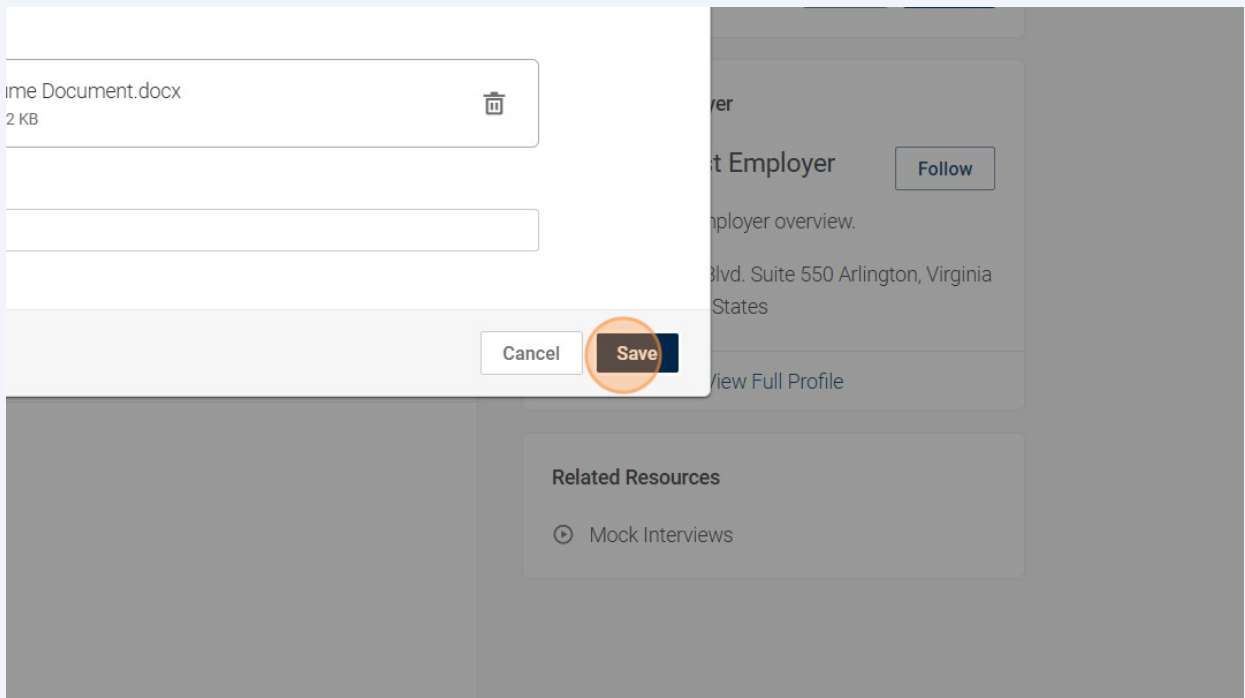
Related R
Mo

19 Type "Cover Letter"

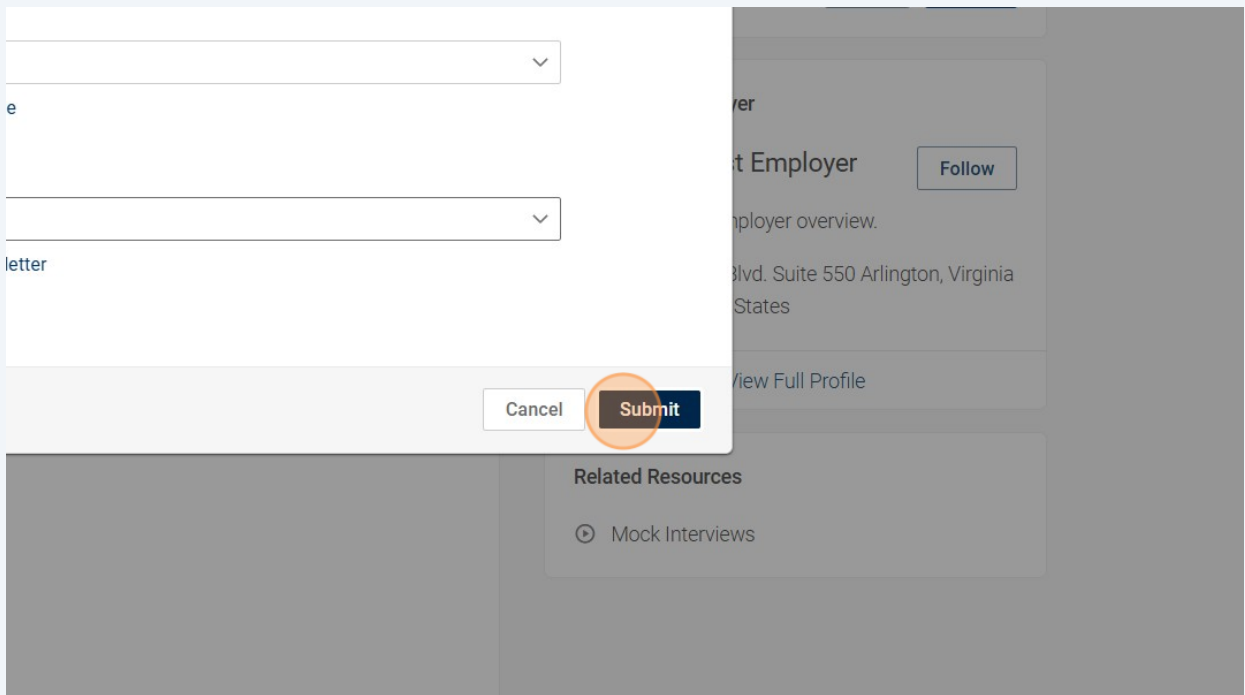
20 Find the document on your computer.



21 Click "Save"



22 Then click "Submit" after you have made your document selections.



23

To exit out of your application submission alert click on the X on the upper right-hand corner.

