SpartaJobs Guidelines

To Sign in to SpartaJobs
1. Go to www.careercenter.sjsu.edu
2. Click on Students under SpartaJobs to the right
3. First time users: Use your student ID number as your Username and as your Password.
   Alumni members: Use the assigned Career Center ID number as your Username and as your Password.
4. Click the GO button
5. New Members: Complete the profile form and click Submit.
   Alumni Members: Your saved information should appear once you sign in. Please update your Profile. Contact us if your information is not in this new account.

CONGRATULATIONS!!! You’re now registered with the Career Center.

New Users: The system will automatically change your password and email you the new password. Use that regenerated password to log-in a second time or to change your password under privacy settings.
Returning Users: Change your password in the profile section immediately.

To Search for an On-Campus Job/ Part-Time Job
1. Sign in to account
2. Click on SpartaJobs
3. Click on Position Type drop-down menu
   For On-Campus jobs, select Federal Work Study or Student Assistant.
   For Part-Time jobs off campus, select Part Time.
4. Click Search

To Search for an Internship/ Job Related to Your Major
1. Sign in to account
2. Click on SpartaJobs (*Note, for additional positions related to your major, also search NACElink Network)
3. Click on Advanced Search
4. Fill out the field categories of interest (the more categories you choose, the fewer the results)
5. Click Submit

(Over)
To Upload and Send Your Resume

*Note, resume must be in a Word document in order to upload.
**Default resume is what employers will see if you choose to participate in
resume books. Call us for more info.
1. Sign In to account
2. Click on Resumes/documents, and then Add New
3. Label your resume
4. Click on “Browse” under ‘file’ and locate your resume on your disk/com-
puter.
5. Click Submit

To Create a Search Agent (to receive jobs in your email that match your
search selections)
1. Sign In to account
2. Click on the SpartaJobs tab, then click on the Advanced Search tab.
3. Check the “Save As” box and name your search
4. Fill out field categories of interest (the more you fill out the fewer results
you’ll get reported)
5. Click Search
6. Click on the Search Agents tab, then click on “Schedule” to the right of the
search you want to enable.
7. Enable your search by checking the Yes button
   1) Select a time frequency for your search agent/ create a schedule
   2) Click submit - You’ll start to receive lists of jobs that match your
search criteria as they get posted to SpartaJobs.

CAREER CENTER

Main Entrance:..............................Administration Building, Room 154
Accessible Entrance:..................Administration Building, Room 255
Workshop Room:..........................Mod A
Website:........................................www.careercenter.sjsu.edu
Email:..............................................careerhelp@sjsu.edu
Phone:...........................................408.924.6031

To Upload and Send Your Resume

*Note, resume must be in a Word document in order to upload.
**Default resume is what employers will see if you choose to participate in
resume books. Call us for more info.
1. Sign In to account
2. Click on Resumes/documents, and then Add New
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