



Student Guide

About Maverick HireWire

A comprehensive job posting system, HireWire houses student and employer profiles, student resumes, job listings, on-campus interview schedules, career event schedules, and other employment information.

As a student at UNO, you are entitled full access to HireWire upon registering and creating a profile on the system. Registering in the system provides you with 24-7 access to job listings, interview schedules, and much more!

Access the HireWire System

- Log onto the Career Exploration and Outreach website: <http://unoceo.unomaha.edu>
- Click on the HireWire graphic on the right side of the webpage
- You will then see a screen with Student Login and Employer Login. Click on "Student Login".
- If you are not a current user, click on "Click here to register" and create a profile.

Create Your Profile

- Select "My Account" and click on "My Profile"
- Each information box will have an edit button
- Carefully go through each box and fill out the required (*) and requested fields
- The more information you fill out, the better we will be able to assist you
- Save all changes by clicking "Register"
- Under "Additional Information", if you mark no in the do not allow for employer viewing field, employers will be unable to view your resume when they search the database

NOTE: When you enter your profile, your information will go into "pending" status for the Career Exploration and Outreach (CEO) staff to review. Upon approval of your information, you will receive an automatic e-mail confirmation from CEO allowing you full access to the system.

Upload Your Resume

- Select "My Account" and click on "My Documents" and choose "Upload Files"
- Click "Browse" to find your document and name it accordingly
- Click "Upload" – When uploading more than one document, make sure your most generic resume is your default resume
- In order to do a complete job search and participate in resume referrals and on-campus interviews, you must upload a resume
- To revise a current resume, make the changes in a MS Word document and save it with the same name - Upload the document and it will override the existing resume

Search for Jobs

- Click on "Jobs" and choose "Job Search"
- Use the fields to set the criteria for what you are looking for - NOTE: You can fill out as many or as few fields as you want to – for a listing of all jobs in the system, click "Search" without filling in any criteria
- Click on the "Job ID" to see the specifics of the position and how to apply

Apply for On-Campus Interviews

- To search for on-campus interview schedules click "Interview Search" and set criteria according to what you are looking for
- To view the schedules that the system has determined you qualify for, click "Interview Schedules That I Qualify For" (The system predetermines your qualification by matching the information in your profile to the employers' qualification criteria)
- You may view a schedule by clicking on the schedule ID number – If you are qualified for the interview you will see a button labeled "Request Interview"
- To apply for an interview click "Request Interview" located in red on the left side of the screen - Once you have applied for an interview, the employer will review your resume and qualifications and determine if you are a candidate that they would like to interview
- If you are selected you will be given status "Preselect" and will be notified of the timeframe in which you may sign up for an interview by the Career Exploration and Outreach office – NOTE: You will be notified via e-mail of your "Preselect" status and timeframe, so make sure that you always keep your e-mail current on your profile
- You must adhere to the timeframe you are given to sign up for an interview – once the interview schedule is "Closed" you will no longer be able to sign up



Questions About HireWire?

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