

# Student Directions

## How To Apply for a Job through CSO

1. Log on to CSO.
2. Click the "Job Search" tab.
3. Fill out search criteria. Click "Search."
4. Select the job you are interested in.
5. To Apply, click "Apply Now."
6. Click on "Select Documents." Choose resume to be sent.
7. Click "Submit" when finished.



## How To Report a Hire

1. Log on to CSO.
2. Under "Quick Links," click on "Report a Hire."
3. Choose the job or schedule you were hired for. (If the job is not listed, please create a new placement).
4. Fill out information.
5. Click "Finish" when done.

## How to Sign-up for On-Campus Interviews

### Open Schedule:

1. Log on to CSO.
2. Click the "On-Campus Interviews" tab.
3. Select "Interviews I Qualify For."
4. Click the "Job Title" for which you are interested in applying.
5. Click the "Sign Up" button.
6. Click the "Interview Date."
7. Choose a time slot.

### Preselect Schedule:

1. Log on to CSO.
2. Click the "On-Campus Interviews" tab.
3. Select "Interviews I Qualify For."
4. Click the "Job Title" for which you are interested in applying.
5. Click the "Apply Now" button.
6. Choose the document you want to submit. Click "Save."

**\*You will be notified when you have been selected to choose a time.**

### How to choose your time slot:

1. Log on to CSO.
2. Click the "On-Campus Interviews" tab.
3. Select "Interviews I Qualify For."
4. Click the "Job Title" you applied for.
5. Scroll down to the bottom and click the "Interview Date."
6. Choose a time slot.