APPLYING FOR ON-CAMPUS JOBS – TIPS

Because PantherJOBS is a system that supports all types of positions, including internships and entry level post-graduate work, its default document is a resume.

If the on-campus job description/directions require you to upload a resume, please…

- Create one using the Resume Builder Tool
- Come to CPaRC walk-ins for a quick review of your existing resume
- Then upload it to PantherJOBS and tag it as a resume

How to create and upload an on-campus job application:

1. Under the JOBS tab you will see UWM On-Campus Job Application.
2. Open up the document and save it to your desktop – document will only save your information if it is downloaded.
3. Complete the application. Signature is not required to apply, however, you will be required to sign it, if you are hired, as a means of agreeing to the eligibility and Affordable Care Act statements.
4. Save the completed document as [NAME]-UWM APPLICATION.PDF
5. While in PantherJOBS, go to the DOCUMENTS tab and click on Documents.
6. Click ADD NEW, check the document type RESUME, and label it as Job App UWM. REPEAT under the STUDENT EMPLOYMENT APPLICATION document type.
7. Complete the upload.
8. When applying for on-campus positions, you will be cued to select which document you wish to submit, find the Job APP UWM document and select it.

**If the job description/directions require you to submit an application, you may have to submit the Job APP twice.

How to upload your semester schedule:

Windows:

1. Find the "Snipping Tool" by going to your Start Menu, All Programs, and then Accessories. Once under accessories, select the "Snipping Tool".
2. Open your PAWS account and select "Weekly Schedule". Your Weekly schedule should look something like this:
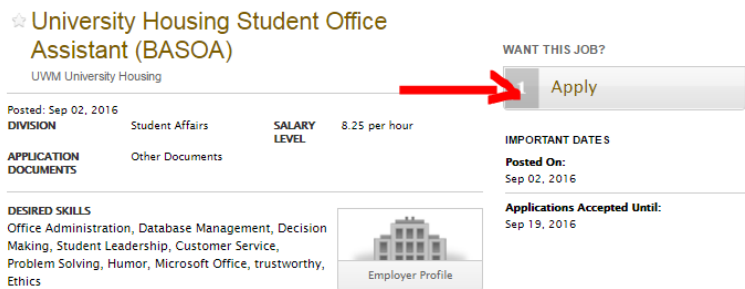

1.

2. *Please note that if you have classes that do not show up on the calendar view, that it is best to include them in your snip.
3. Return to the Snipping Tool and select "New"
4. Use the crosshair pointer to crop the image of your schedule
5. Release your clicker and Select "File" and "Save as" to keep your image
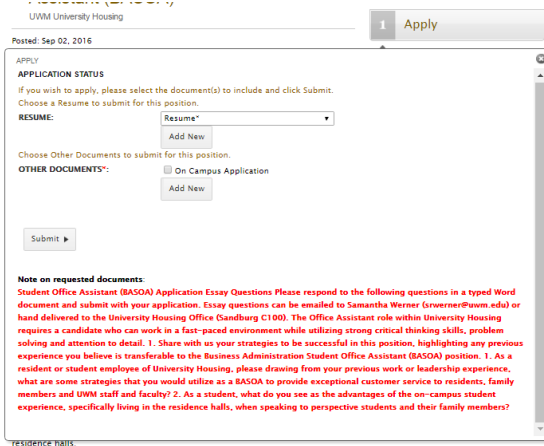
Mac:

1. Press Command-Shift-4 and identify the crosshair pointer.
2. Move the crosshair pointer to where you would like to start the screenshot
3. Drag the pointer to complete the area of the image you want
4. Release the mouse or trackpad button
5. Find the screenshot on your desktop

How to apply for a position on PantherJobs:

1. Click on the position that you are interested in
2. Find the "APPLY" button on the top right of the job description

3. Click "APPLY" and upload the necessary documents

*Please note that if you do not qualify for the position, instead of the "APPLY" button, you will find the "Non-qualify" reasoning