

# Using ISU CMS to Search for Jobs and Internships

**Suggestion:** Check into the system frequently to identify new positions. Uploading your resume to the system may give you an advantage when applying quickly to new positions posted on ISU CMS.

## Log into ISU CMS

**User Name:** your iastate.edu e-mail address

**Password:** (This is not your Web Mail password.) If you do not remember your password, Select 'Forgot Password'. The system will send you a new password for accessing ISU CMS; you can then change it to one that you will remember.

**If you are unable to login** or you receive a message saying that your **User Name** is not recognized, contact Margo, mhutches@iastate.edu; adjustments can be made to your account that will allow you to login.

## Select JOBS: Tab is located in the top banner

**SHOW ME:** Select 'All Job Listings' or "All Jobs & Interviews"

### Majors/Concentration Drop Down Menu

- 1) Select College of Design and then;
- 2) Select your major from the drop down menu

**Include Only Selected Major** (If you do not use this function, your search will include many generic jobs for any college student or graduate regardless of the major.

- 1) If searching only for positions specifically for your major, select **YES**.
- 2) If searching for positions available for any ISU student regardless of your major, Select **NO**.

## Position Type

- 1) Full time employment: If you are graduating or are a graduate, select this field.
- 2) Experiential Education (Coop/internship/summer): If you are a current student seeking an internship or position in your field for the summer or during the semester, select this field.

**Industry:** You do not need to use this field.

**Keywords:** You do not need to use this field.

**Search:** Select the Search button (the one with the magnifying glass)