Falcon Jobs

New Student Registration

**Step One:** Go to [www.cuw.edu/careers](http://www.cuw.edu/careers). On the right hand side you will see a box labeled “Falcon Jobs”. Click on it.
Step Two: Once you click “Falcon Jobs” the page will automatically refresh. Click on “Student Login” Towards the middle of the screen.
Step Three: Because you are a new student, you will click on “Register Here”.

If you already have an existing account but do not remember your login information, please email career.services@cuw.edu or call the Career Services office at 262-243-4401 and we will assist you in getting that information.
Step Four: Please Fill out all boxed marked with a red asterisk ( * ).
-In some field you will notice a downward pointing arrow. These indicate fields that may have multiple answers. Click on the arrow and select which areas apply. To select multiple answers, just click each one. Clicked one you didn’t mean to? Simply click one the answer that does not belong and it will deselect.
-When selecting your major, first click on “Add/Remove”. A new Window will appear.

-Select which program you are in. After selecting which program you are in, you will then select which area you are concentrating your degree in. For the Graduate or Traditional Undergraduate levels you may need to scroll down to find your concentration.
Step Five: You will be required to upload your Resume to complete the registration process. You can do this by clicking “Add”.

- Title your Resume (i.e. Freddy Falcon’s Resume). The click “Choose File” and select your resume to upload it. Then click save.
Step Six: Click “Submit Profile”. You have now completed your Falcon Jobs profile!

Step Seven: You will be presented with other opportunities to expand your professional network. If you wish to learn more about these opportunities please click on “Learn More” on the right hand side of the screen. If you do not wish to learn more, please click “No Thanks” at the bottom the screen.

Step Eight: You may begin searching for jobs on Falcon Jobs by clicking “Job Search” on the tool bar on the top of your screen. If you would like to do a general job search, select “Search All Job”. Otherwise you may select a more specific search. You may type in a Keyword, the job ID number, job industry or job type if you would like to refine your search. A list will also appear towards the bottom of the page displaying jobs that will expire the soonest.

Happy Job Searching!

If you have any questions or concerns please feel free to email Career Services at career.services@cuw.edu, or call our office at 262-243-4401.