

GoldPASS: Frequently Asked Questions

<http://goldpass.umn.edu>

GoldPASS is an online database filled with job, internship, and volunteer opportunities. You can also post your resume on GoldPASS, and get information about career events and on-campus recruiting.

Q: Who can use GoldPASS?

A: GoldPASS is available specifically for U of M students and alumni. If you are a student, you must be enrolled in a degree-seeking program at the U of M.

Q: What kind of positions will I find on GoldPASS?

A: You'll find full-time jobs, part-time jobs, summer jobs, internships, volunteer positions, and other opportunities. You'll find thousands of postings, with the majority being job and internship postings.

Q: How many organizations post positions on GoldPASS?

A: Literally thousands of organizations are registered on GoldPASS, and that number keeps growing.

Q: When I search for a job, I only get a few results. If there are so many organizations and listings in GoldPASS, why does this happen?

A: Your search criteria may be too narrow. When you choose search criteria, try broadening your search to get more results (try adding additional job categories or removing specific majors).

Q: If I want to do the same search over a period of time (using the same search criteria), do I have to fill in my criteria every time I search?

A: No. You can save your search criteria. After you've done a search, just click on the "Save Search" link. You can access this search each time you log into GoldPASS.

Q: Can I have new positions sent to me by email?

A: Yes. Do a search in GoldPASS by clicking on "Job Search." Select all of your criteria and click "Search." When your list of jobs appears click the "Create Job Agent" link. Give your Job Agent a name and click save. Job listings are emailed daily, if or when new jobs matching your criteria are posted in GoldPASS.

Q: When I search for positions, I can only select one option from the search criteria lists. For example, "Job Category" or "Position Type." Since you told me to broaden my search criteria, how do I do that?

A: Hold down the Control (Ctrl) key while you click on your selections in the search criteria lists. You can select or deselect multiple criteria this way.

Q: Do I have to upload a resume to GoldPASS?

A: In order to apply for any position through GoldPASS, you must upload a resume. It also has to be an *approved* resume. When you upload your first resume, it goes into "pending status" until it's reviewed by a U of M career office. You can't apply for positions until your resume has been reviewed and approved. You will be notified about your resume's approval status soon after uploading it.

Q: How long will my resume be in "pending" status?

A: Most resumes are reviewed within two business days of being uploaded. If your resume is *not* approved for posting into GoldPASS, it stays in *pending* status until we contact you with instructions about how to improve it.

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GoldPASS: Frequently Asked Questions continued...

Q: I can no longer see the “My Activity” or the “Submit Resume” buttons within GoldPASS. Why?

A: This happens when your uploaded resume is in *pending* status. This will continue until your career office reviews and approves your resume for posting.

Q: Why does my resume have to be reviewed and approved?

A: By reviewing and approving your resume, your career office is helping you put your best foot forward. If your resume could be better, your career office will give you feedback to help you improve it.

Q: How many resumes can I put on GoldPASS?

A: You can have up to 6 resumes in GoldPASS at a time. If you have 6 resumes loaded and want to add a new one, you have to delete one of the existing 6.

Q: Why would I need to have more than one resume in GoldPASS?

A: Resumes should be tailored to specific positions and organizations. Your default resume is the one employers will see if they're looking through student resumes. (You can choose whether you want employers to be able to see your resume or not.)

Q: When I upload my resume or cover letter into GoldPASS, what *type* of document can I upload?

A: You can upload Microsoft Word documents, PDF documents (Adobe), or RTF documents. We recommend PDFs, because PDFs preserve the formatting of your document exactly as you created it.

Q: I received an email (or phone call) from an employer about a position I did not apply for. Why did this happen?

A: When you create your GoldPASS account profile, you can choose to make your resume and profile available to employers. You do this by selecting “yes” in the “Allow Employer Viewing” field in your profile. Employers will then have the choice of viewing your resume and contacting you about open positions. If you don't want to be contacted, go into your profile and select “no” in the “Allow Employer Viewing” field.

Q: What's the difference between *career events* and *on-campus interviews*?

A: *On-campus interviews* are when an employer visits campus to conduct interviews with select students, in order to fill a specific position. In this case, the organization selects the students it wants to interview.

Career events can be various types of events, including *Job and Internship Fairs*, *Info Tables* (when an organization has a table at Coffman and you stop by to learn about open positions), and *Info Sessions* (when an organization presents info about open positions). Some events require you to apply or register in advance, some don't. Check the event details.

Q: Who coordinates on-campus interviewing, and who do I ask for guidance with it?

At the U of M Twin Cities, each college has its own career office. Each career office oversees on-campus recruiting for students in that college, and hosts on-campus interviews during fall and spring semesters. (Note that U of M career offices do not choose which student-applicants the organizations will interview.)

Q: Should I use a specific browser when I'm using GoldPASS?

A: Yes. For best results, we suggest you use Internet Explorer if you're using a computer that uses Windows, and Firefox if you're using a Mac/Apple computer.

Q: Who do I contact if I have problems with GoldPASS?

A: Contact the career services office in your college.

This information was provided for all U of M students and alumni by the CLA Career Services office.

www.clacareer.umn.edu

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updated 6/2010