

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

Q: How many organizations are registered 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 on 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 have done a search, just click 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 e-mail?

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 "Email me New Jobs for this Search" link. Give your search a name and click "Save". Job listings are e-mailed 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 key for a PC, or Command for a Mac while you click on your selections in the search criteria lists. You can select or deselect multiple criteria this way.

Q: Why do I need to upload a resume to GoldPASS?

A: In order to apply for any position through GoldPASS, you must have a resume in GoldPASS. It also has to be an approved resume. When you upload your first one, it goes into "pending status" until it is reviewed by the Career Services Office. You can not apply for positions until we approve. After we review your resume, we will notify you whether it has been approved or whether you need to make further adjustments.

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

A: We will review most resumes within two business days. If we do not approve your resume for GoldPASS, it stays in *pending* status and we contact you with instructions about how to improve it. After you have worked on it, you can then upload your updated resume.

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 we review your resume and approve it for posting.

Q: How many resumes can I put on GoldPASS?

A: You can have up to 10 resumes in GoldPASS at a time. If you have 10 resumes loaded and want to add a new one, you have to delete one of the existing resumes.

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

A: Resumes should be tailored to a specific position and organization. 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 do not want to be contacted, go into your profile and select “no” in the “Allow Employer Viewing” field.

Q: What is 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 organizations select 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 has a table at Coffman and you stop by to learn about open positions). Some events require you to apply or register in advance, some do not. Check the event details.

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

A: 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. Contact your college's career center with questions (Note that we do not choose which student-applicants the organizations will interview.)

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

A: Yes. For best results, the preferred browser to use is Mozilla Firefox, not Internet Explorer (for PC and for the Mac).

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

A: Find and directly contact your specific career services office, found here: <http://www.career.umn.edu/goldpassoffices.htm>