

FROGJOBS: A Guide

GETTING STARTED

MY ACCOUNT OVERVIEW

My Profile: Use to review or update personal information, demographics, etc.

My Documents: Use to update or upload documents. To update default résumé, click [Update](#), browse for a new document and select [Upload](#).

My Activity: Use to review referrals, interview schedule activities and event RSVPs. The [Referrals](#) tab will show you the date and names of companies your résumé has been referred to. (*A referral does not guarantee an interview*). The [Schedule](#) tab will show your current on-campus interview status.

Step 1: Complete your profile

- Visit www.careers.tcu.edu and click on the FrogJobs icon below the main picture.
- Click on the [Student and Alumni Login](#) link.
- Current students use the following information:
Username: TCU E-mail address, Password: TCU ID Number
- Alumni must pre-register in Jarvis Hall 235 or Dan Rogers 141 during office hours. If you are unable to come into the office, e-mail frogjobs@tcu.edu.
- Complete all sections and click [Register](#) (Required fields are marked with *).
- Click on [Submit Profile](#).

Note: If you select "no" in the "Allow Employers to View my Résumé Field," Career Services will not refer your résumé to any employers. If you select "yes," make sure your default résumé is always updated.

Step 2: Upload your Résumé or Cover Letter

- Go to [My Account](#) and select [My Documents](#).
- Click on the [Upload File](#) link and click the [Browse](#) button to find your document.
- Select the correct document, name it and click the [Upload](#) button.
- As a service to TCU students and alumni who register on FrogJobs, the first résumé you upload will be reviewed, and your account status will be pending. Once your résumé is approved, your account will be fully activated.
- When you upload your résumé the first time, your FrogJobs account may be inactivated until errors in your résumé are corrected. You will be notified by e-mail to review your résumé and upload a new version.

Note: When uploading more than one document, make sure your most generic résumé is set as the default. The default résumé is visible to employers when they use FrogJobs and is the résumé sent by Career Services to interested employers. Make sure it remains updated!

Important items within the Calendar

- **Schedule items:** interviews, information sessions, deadline dates to submit résumés and sign up for interviews.
- **Career Events:** Career Fairs, Networking Nights, and other events sponsored by Career Services.

CAREER EVENTS

Click on the [Career Events](#) tab to view information on Career Expos, information sessions, and other career events. To view details, registered Employers, or RSVP, click on an event's name.

JOB SEARCH TO SEARCH FOR A JOB:

- Click on the [Job Search](#) tab and enter search criteria (for all available jobs click search). Click [Advance Search](#) to add more criteria. The more criteria added, the fewer results that will be returned.
- Click the [Job ID](#) link to view detailed job information.
- To apply, follow the instructions in the Application section.
- If the option for application is to apply through FrogJobs, click the [Submit Résumé](#) button. Be sure to select the résumé you wish to submit and enter a message in the comment box.
- To cancel the inquiry and return to results page, click [Cancel](#).
- To review your activity, click the [My Activity](#) tab.

SIMPLIFY THE PROCESS:

- You have the option of saving your search criteria by creating a Job Agent to automatically search new postings and e-mail any new matches.
- To create a job agent, go to [Job Search](#), enter criteria, then click [Search](#). When results are shown, click [Save Search](#).
- Follow instructions. Your search is now available through the left access bar.

Visit Career Services in Jarvis Hall for more resources. Schedule an appointment with your Career Advisor today!

ON-CAMPUS INTERVIEWS

Apply for an On-Campus Interview

- To view a list of on-campus interviews available, click on the [On-Campus Interview](#) tab. Select [Apply for Interviews](#) to see opportunities you are eligible to apply for.
- Select [All Upcoming Interview Schedules](#) to see a general list of on-campus interviews.
- To review the complete description for a position, click on the [Schedule ID](#).
- To apply for an interview, click on the [Request Interview](#) button. A dialog box will prompt you to choose what résumé to submit.
- You may cancel your request for an interview until the Résumé Submission Deadline. Once the schedule has closed, contact Career Services to cancel your request. Please see policy on FrogJobs regarding penalties for late cancellations.
- A black arrow next to the schedule ID indicates you have been pre-selected or that you have access to the interview schedule.

Note: If you miss a résumé submission deadline, you may bring a printed copy of your résumé to Jarvis Hall 235. If the timeline allows, Career Services will place the résumé in the employer packet; however, this does not guarantee an interview.

Find out if you were selected

- The most common way you will be notified of an interview selection is by receiving an e-mail from FrogJobs.
- Another way to find out if you have been selected is by visiting [My Activity](#) within the [My Account](#) tab on FrogJobs.
 - In the [My Activity](#) menu, select the [Schedules](#) tab
 - Under the pre-select tab, view the [Pre-Select Status](#) field to see the status of your application (accepted, declined, selected as alternate)*Note: Requested will appear as status until employer has made a decision.*

How to Sign Up for an Interview Slot

- If listed as Accepted or Alternate, click on the job title to sign up for a time slot.
- Scroll to the Sessions section and click the interview session date.
- Select a time slot by clicking the [Sign-Up](#) link under the column labeled [Action](#).
Note: You will not be able to select an interview time until the sign-up date.

How to Modify an Interview Slot

- Go to [My Activity](#).
- Select [Schedule Activity](#) and click on the link for the interview you would like to modify.
- You will be able to select [Cancel](#) or [Switch Time](#) until midnight CST of the sign-up closed date. Please see policy on FrogJobs regarding penalties for late cancellations.

For more information about FrogJobs or additional Career Development resources, contact Career Services. Schedule an appointment with your Career Advisor today!

FROGJOBS FAQ

The job says apply through FrogJobs, but there is no Submit button. Why can't I apply?

Most likely your profile is incomplete or your information does not match the requirements set by the employer. Make sure you have entered your GPA and major correctly.

I'm trying to apply for an On-Campus Interview, but the job isn't showing up when I search for it...

When searching for on-campus interview positions, you must search for the schedule—not the job.

There is a yellow line on my homepage that says my résumé needs revision. How do I do that? Do I have to do that?

Your résumé must be approved by a Career Advisor to be active in the system. View My Documents to see your reviewed résumé. If your résumé is not approved, it will not be sent to employers.

I'm trying to RSVP to a career event, there is no RSVP button.

Check what you have listed as your major. Some events are only open to specific majors. If you would like to attend, contact your Career Advisor to see if arrangements can be made.

TCU Career Services

Jarvis Hall 1st Floor / Dan Rogers 141

8:00 a.m.—5:00 p.m., M-F

www.careers.tcu.edu

817.257.2222

TCU
Christian University