How to Create a RaiderJobs Profile

Texas Tech University
Step 1

Google “RaiderJobs” and click on the first link.
Step 2

Click Employers
Step 3

Employer Login

Welcome to the Texas Tech University’s RaiderJobs.

- **Registered Users:** Enter your username and password below and click LOGIN.
- **New Users:** If you have NOT registered with this site before, click the *Click Here to Register* link below to create a new account.

**Inside RaiderJobs you will be able to:**

- Register for the October 8, 2013 Fall Career Fair in Career Events.
- Post job listings.
- Set up on-campus interview schedules.
- Search student and alumni resumes.
- Plus much more.

For further assistance, please contact our office at (806) 742-2219.

Username (Email Address):

Password:

[Login]

Click here to register for a RaiderJobs account!

Forgot your password?

Sign in or Register a new account as highlighted above.
Step 4

Registration ➔ Organization

Begin by typing the name of your organization/company in the Find Your Organization search field.

- If your organization/company name is listed
  - check the box next to your organization/company name
  - click the Continue button
- If your organization/company name is NOT listed
  - click 'Can't Find Your Organization' to complete a new registration

Type in Your Organization in the search box or click the button if your organization is not listed.
Step 5

Fill out all applicable fields. Limit your applicants to PFP majors by adding Personal Financial Planning as your preferred major. Click Add/Remove Button
Step 6

Click the + for All majors.
Step 7

Click the + by Human Sciences and choose Personal Financial Planning. Finish remaining profile.
Congratulations! Your profile is now complete. Click the Submit Profile button below to send your information to our office for approval. It may take up to 24 hours for an email confirmation.

Click Submit Profile.
Step 9

Click create a new job posting.
Step 10

Fill out all required fields again and **be sure to choose personal financial planning as the major.** Also check the screen majors text box.
You can edit existing jobs and view your current posting by clicking the “My Job Postings” tab.
Step 12

To request a new On-campus interview schedule, select New OCR Schedule Request. The Career Center will call or email you to confirm your preferred interview schedule date. If you need to change the date or other preferences at a later time, please call the Career Center. Make sure you have a job posted so you can link to the schedule.
Step 13

Once the schedule is approved you can view your student activity under the My OnCampus Interviews, My schedule list, select the schedule, then under page functions it will say manage Preselects. This is only applicable if you have selected a preselect schedule. You can also see when the application closes and the selections are due. When you make selections do not submit until you have made all of your selections. You may leave and come back but once you submit you are unable to complete this action later.
Congratulations! You’re now ready to connect with Personal Financial Planning students at Texas Tech University!
For additional information contact:

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