



Turn it on. Get Connected.

Guide to Getting Started on Jobs4Cats

Create a Profile on Jobs4Cats

IMPORTANT: You must have a Texas State Student ID number to use Jobs4Cats.

1. Go to www.careerservices.txstate.edu
2. On the left, under Quick Links, select "Student & Alumni-Jobs4Cats." Or under the "Students" tab, select "Jobs4Cats"
3. Click the "NEW USERS" link.
4. Complete all required information. Use the question marks (?) for assistance in completing fields.
5. Click "Register" at the bottom of the page.
6. At this time you can submit a resume or cover letter if instructed. Next, click "Submit Profile." Your account will be in a pending status for up to three business days. Upon activation of your account, you will receive an email. At that time, you can begin applying for jobs in Jobs4Cats!

Searching for s and Internships

1. After being activated, go to www.careerservices.txstate.edu
2. Under the "Students" tab, select Jobs4Cats.
3. Log-on to Jobs4Cats
4. From your homepage, select "Jobs" in the silver menu bar. Then click on "Job Search" in the drop down menu.
5. To see all jobs and internships, click the "Search" button.
6. To narrow your search, select a position type (Federal Work-Study, Internship, Part-Time Off Campus, Part-Time On Campus, etc.)
Hold the [Ctrl] button to make more than one selection.
7. Click the "Search" button.
8. Click on the "Job ID" number to get more details about the job. This is the Job Profile.
6. To return to your search results, click Job Search. To return to the main menu click on [Change Criteria].



[Job Search](#) > [Job Profile](#)

9. Create a **job search agent** by clicking on [Save Search] next to [Change Criteria]. When new jobs are posted you will be notified by email listing the jobs or internships that match your search criteria.

Uploading Documents

Step 1: Create and save your resume.

****If you already have a resume created and just need to upload it, disregard steps A - D****

- A. Go to the Texas State homepage at www.txstate.edu.
- B. Under the **Current Students** tab, click Career Services.
- C. Under the **Students** tab, click Resume Assistance.
- D. There are two types of resumes: **Suggested Basic Resume** and **Suggested Teacher Resume**; download the resume that is most appropriate for you.
- E. Once you are done creating your resume, login to Jobs4Cats from the Career Services homepage.
- F. Under **My Account** in the silver menu bar, click **My Documents**.
- G. Scroll down to the box entitled **Resume** and click **Upload File**.
- H. Name your file and browse for your document where you saved it. Click **Upload**.

Step 2: Download and save your transcript.

- A. Go to the Texas State homepage at www.txstate.edu.
- B. Click on **CatsWeb > Student Services**.
- C. Under **Academic Records**, click **Transcript**.
- D. Login using your Texas State username and password.
- E. Copy and paste your transcript into Microsoft Word. Add your name to the top so employers can identify you.
- F. Save the file.
- G. In Jobs4Cats under **My Account**, click **My Documents**.
- H. Scroll down to the box entitled **Unofficial Transcript** and click **Upload File**.
- I. Name your file and browse for your document where you saved it. Click **Upload**.