How do I complete My Account?

1. From the homepage, click My Account in left navigation bar
2. Click Personal
3. Enter information
4. Click Save Changes and Continue
5. Enter information on the Academic tab
6. Click Save Changes and Continue
7. Enter information on the Privacy tab
   - Choose Yes to receive email notifications
   - Choose Yes to include your resume in the resume books available to employers.
     Note: Only your default resume will be included in the resume book
   - Promote Me to Employers is optional (defaulted to "No")
   - Choose Yes to have job listings sent to your email address
     - You may opt out of these at any time
8. Click Save Changes and Continue
   - This will take you to the Documents tab
I want to look for a certain company on Go IRISH, can I do that?

1. Top of each page has a Search capability > Enter keyword > Employer name &/or Active Jobs appear > Click either
2. Click Employers on left navigation > Choose Employer Directory, Favorite Employers, Contact Directory or Favorite Contacts
   - Enter Keyword to search for an employer/contact A “Search in” box appears > unclick Overview, Website, Contact Notes to simplify your search
   - Click Apply Search
   - Click Company Name for company overview, available positions, contacts, etc.
   - Click Available Positions to view all jobs with this employer
   - Click Job Title to review the position
How do I search for jobs/internships on Go IRISH?

1. Click Jobs in left navigation bar > Go IRISH Jobs
   - A list of all available jobs displays including Multiple School postings
2. You may filter available jobs by searching a keyword (i.e. job title, ID, description, events like fairs, employer name)
3. Click Advanced Search > Scroll down in the pop-up box > Click More Filters > Choose Majors, Job Function, Position Type, Class Level, etc.
   - The fewer filters = more results
   - Enter today’s date in the first box in the Job End Date/Resume deadline field
     - Enter one month out in the "To" field
     - This will omit any past deadlines from showing up in the results
     - Click Search
4. Click the down arrow in the "Sort By" field to choose Deadlinee
   - A list of available jobs displays
5. Click Job Title to view a specific job in detail
   - For a new search, click Clear All before completing a new search

How can I find employers that are holding on-campus interviews?

1. Click Jobs > Go IRISH Jobs
2. Click Advanced Search
3. From Show Me pull down, choose All On-Campus Positions
4. In the OCR Interview Date select today’s date and 30 days out in the ‘To’ field
5. Click Search
How do I apply for jobs/internships on Go IRISH?

NOTE: Please note any additional/special instructions listed on a job/internship listing. You may be required to apply on a company’s website in addition to submitting an application through Go IRISH.

1. After searching for jobs, read all instructions and descriptions thoroughly
2. Read the message and information in the "Requested or Required Notes" field if available
3. Click the Apply field to review job application instructions and what is required to apply
4. Select the appropriate resume, cover letter, and or writing sample to use for this application
   > Click Submit
   ▪ If you have no documents to choose, please upload them as needed (see How to Upload Documents).
5. "I Have Applied" will appear to the right of the job title to show you have successfully applied
6. You will receive an email immediately confirming you’ve applied

How can I see what I have applied for on Go IRISH?

1. Job Postings: Click Jobs on navigation bar > My Applications > defaults to Noon-OCR Job Applications
2. OCR Applications: Click Jobs on navigation bar > My Job Applications > OCR Applications

How can I withdraw an application and resubmit a revised resume or cover letter?

On-Campus Recruiting (OCR)

If you want to withdraw your resume or have submitted the wrong resume for an On-Campus Recruiting (OCR) Application:
1. Click Interviews on left navigation
   ▪ Under the Requested Interviews column, you can withdraw and re-submit a resume only when the 'Pending’ shows with vertical ellipsis (dots), click the ellipsis then choose Withdraw before the application end date
   ▪ Apply using the correct resume before the application end date
Non OCR Jobs:
If the job posting is still available on Go IRISH, you can withdraw and resubmit your documents. Be aware that MOST resumes are sent immediately upon applying to the employer, so you may want to email the employer that you are re-applying with an updated resume.
1. Click Jobs on navigation bar > My Job Applications
2. Find the Job > Click Withdraw
3. Edit documents as necessary, and resubmit prior to application deadline

If the posting has been taken down and/or the deadline has passed, you cannot withdraw or edit any materials that have been submitted.

How do I find a list of employers attending the Career Fair?
1. Click Events on navigation bar
2. Click the fair title to see a list of all employers attending

How do I find a list of internships/jobs the employers are hiring for at the Career Fair?
1. Click Jobs > Go IRISH Jobs
   - The top of the page marked with a light bulb shows various Keyword search options
2. Enter the Keyword in the job search field
3. Click Search
How do I know if I have been selected for an interview?

On-Campus Recruiting (OCR) Applications - Viewing your applications for on campus interviews:
1. Click Interviews on top navigation bar
2. Two columns appear:
   - Right side is Requested interviews: These are positions for which you have applied but have no interview scheduled because:
     - The position is still accepting applicants/recruiter has not made selections yet. "Pending" will appear with vertical ellipsis (dots)
     - The employer is in process of choosing selections. “Pending” will appear with no vertical ellipsis (dots)
     - You were invited to interview, but have not yet chosen a time. "Invited" will appear with vertical ellipsis (dots). Click ellipsis to choose either Schedule Interview or Decline Interview
     - You were invited to interview, but chose not to schedule a time. "Invited" will appear with vertical ellipsis (dots). Click ellipsis to choose Decline Interview
     - You were not selected to interview for the position. "Not Invited" will appear to the right of the position title
     - Once the sign up period ends, the status, Signup Ended, will appear below the company name
     - If the position is a Resume Collect, employers manually schedule the interviews. "Resume Collect" will appear to the right of the position title
   - Left side is Scheduled Interviews: These are positions where you have chosen a time on a schedule to interview with the employer

I was selected for an interview, how do I sign up for an interview time for an on-campus interview?

Signing up for OCR interview times:
1. Click Interviews on left navigation bar
   - Under Requested Interviews column find position > click vertical ellipsis (dots) under "Invited" to Schedule Interview
2. Choose a time > click submit
Go IRISH FAQ - Interviewing

Note: Do not schedule interviews during class or exams. The Career Center will not provide a note excusing you from other commitments

- Be aware when sign-ups begin for a position so you have a better chance of selecting a time that works in your schedule. Sign-ups are on a first come, first serve basis

I was selected as an alternate for an interview, how do I sign up for an interview time for an on-campus interview?

Alternates choose interview times after the Invited students and usually have 1-2 days to choose an interview time. It is critical to know when Alternate Signups begin, as there may be limited slots or no slots remaining by the time you log into Go IRISH. Interview times are awarded on a first come, first served basis.

Signing up for OCR interview times during the "alternate sign-up Period":
1. Click Interviews on left navigation bar
   - Under Requested Interviews column find position > click vertical ellipsis (dots) under "Alternate" to Schedule Interview
   - Choose a time > click submit
   - IF Go IRISH states: Invited (All Slots Taken), there are no other available times
   Keep checking Go IRISH to see if any slots are available, as other students may cancel their interview time

How do I decline an interview?
1. Click Interviews on the navigation bar
2. Under Requested Interviews column find position > click vertical ellipsis (dots) under "Invited" or "Alternate" to Decline Interview

How do I reschedule an interview?
1. Click Interviews on left navigation bar
2. Under Requested Interviews column find position > click vertical ellipsis (dots) then Reschedule Interview
3. Interviews can only be rescheduled during the sign-up period
How do I cancel an interview?

1. Click Interviews on the navigation bar
2. Under Scheduled Interviews find position title
3. Click vertical ellipsis (dots) then Cancel

If the cancel option is unavailable it is too late to cancel your interview and you are expected to show up for this interview as scheduled.
How do I upload documents to Go IRISH?

1. First, save your resume, cover letter, and other documents on a flash drive or your hard drive
2. Click Documents > All Documents > Add New
3. Enter a Label (title) for your document
4. Select the Document Type (Resume, Cover letter, Writing Sample, Other Documents)
5. Click browse to select your file
6. Click Submit
   - You may submit up to 20 total documents
   - If multiple resumes are created, select a default resume by clicking the vertical ellipsis to the right of the resume > Make Default button. Employers see the default resume when they run resume searches in the resume book
   - Always check any document by choosing View As PDF from the vertical ellipsis next to the resume title to view and ensure that your resume converted correctly

How do I update existing documents in Go IRISH?

1. Finalize the resume you wish to update > Save to your computer
2. Click Documents > All Documents on left navigation bar
3. Click on the name of the resume you just updated
4. Click Choose File to find the saved resume
5. Click Submit
   - The saved document will not replace any previously submitted applications - only future applications
   - You will have to withdraw any previous applications and re-apply prior to any deadlines
   - Updates do not affect job posting applications since resumes are emailed immediately after students apply
My transcript will not load into Go IRISH, what should I do?
This will happen if the file size is too large. Take a screenshot of your transcript, paste the screen shot into a word document, or any other type of file, and submit.

If your transcript is too large for a screen shot:
1. Log into insideND
2. Search Grade History
3. Choose Official Electronic Transcript > Submit
4. Save as PDF
5. Upload PDF onto Go IRISH

How do I request an official transcript?
Please visit The Office of the Registrar website to request your transcript. Detailed instructions are listed for current students, alumni and former students.
http://registrar.nd.edu/students/transcripts.php
Go IRISH FAQ - Events

How do I search for an event?
1. Click Events
2. Click Career Fairs, Information Sessions, or Career Development tab to view upcoming events
   - Career Fairs - Click the fair title to see a list of all employers attending
   - Information Sessions - Click More Filters to select the Date/Time to review > Click I Will Attend
   - Career Development or Workshops - Click More Filters to search by keywords and/or other criteria > Click title to view description > Click I Will Attend

How do I cancel an event?
1. Click Events
   - Click Career Development
     - If RSVP > Click Cancel Event
     - If General Attendance > Click Cancel I Will Attend
   - Click Information Sessions
     - Click Cancel I Will Attend

Career Fairs

How do I find a list of employers attending the Career Fair?
- Click Events on navigation bar
- Click the fair title to see a list of all employers attending

How do I find a list of internships/jobs the employers are hiring for at the Career Fair?
- Click Jobs on navigation bar > Go IRISH Jobs
  - Search for jobs by Keyword e.g. WCIF17