



Student Guide

About Maverick HireWire

A comprehensive job posting system, HireWire houses student and employer profiles, student resumes, job listings, on-campus interview schedules, career event schedules, and other employment information.

As a student at UNO, you are entitled full access to HireWire upon registering and creating a profile on the system. Registering in the system provides you with 24-7 access to job listings, interview schedules, and much more!

Access the HireWire System

- Log onto the UNO Career Center website: <http://unoceo.unomaha.edu>
- Click on the HireWire graphic on the right side of the webpage
- You will then see a screen with Student Login and Employer Login. Click on "Student Login".
- If you are current UNO student, enter your NU ID as your username and your zip code as your password.

Create Your Profile

- Select "My Account" and click on "My Profile"
- Each information box will have an edit button in the top right corner
- Carefully go through each box and fill out the required (*) and requested fields
- The more information you fill out, the better we will be able to assist you
- Save all changes by clicking "Register"
- Under "Additional Information", if you mark no in the DO NOT ALLOW FOR EMPLOYER viewing field, employers will be unable to view your resume when they search the database

NOTE: When you enter your profile, your information will go into "pending" status for the UNO Career Center staff to review. Upon approval of your information, you will receive an automatic e-mail confirmation from the UNO Career Center allowing you full access to the system.

Upload Your Resume

- Select "My Account" and click on "My Documents" and choose "Upload File"
- Click "Browse" to find your document and name it accordingly
- Click "Upload" – When uploading more than one document, make sure your most generic resume is your default resume
- In order to do a complete job search and participate in resume referrals and on-campus interviews, you must upload a resume
- To revise a current resume, make the changes in a MS Word document and save it with the same name - Upload the document and it will override the existing resume

Search for Jobs

- Click on "Jobs" and choose "Job Search"
- Use the fields to set the criteria for what you are looking for - NOTE: You can fill out as many or as few fields as you want to – for a listing of all jobs in the system, click "Search" without filling in any criteria
- A Job Agent can be created by clicking on "Create Job Agent" on the top, right-hand side of the Job Search Results box. Then name the Job Agent (for example, if you searched for healthcare positions, you can name the Job Agent "Healthcare") and then click "Save". – NOTE: This feature will e-mail you about positions as they become available based on the search criteria entered when the Job Agent was created. For example, if you leave the search criteria empty, search, and create a Job Agent, the system will e-mail about you about all positions as they become active.
- Click on the "Job ID" or the "Job Title" to see the specifics of the position and how to apply

Apply for On-Campus Interviews

- To search for on-campus interview schedules hover over "On-Campus Interviews" and click "Interview Search" and set criteria according to what you are looking for
- To view the schedules that the system has determined you qualify for, hover over "On-Campus Interviews" and click "Interview Schedules That I Qualify For" (The system predetermines your qualification by matching the information in your profile to the employers' qualification criteria)
- You may view a schedule by clicking on the schedule ID number – If you are qualified for the interview you will see a button labeled "Request Interview"
- To apply for an interview click "Request Interview" button located in center of the screen - Once you have applied for an interview, the employer will review your resume and qualifications and determine if you are a candidate that they would like to interview
- If you are selected you will be given status "Preselect" and will be notified of the timeframe in which you may sign up for an interview by the UNO Career Center office – NOTE: You will be notified via e-mail of your "Preselect" status and timeframe, so make sure that you always keep your e-mail current on your profile
- You must adhere to the timeframe you are given to sign up for an interview – once the interview schedule is "Closed" you will no longer be able to sign up

Job Fairs/Events

- Click "Career Events" and search by name, category, or date
- Click on "Career Event Name" to enter event or to get more information

Resource Library

- Click on "Resource Library" which is the green box, on the left-hand side of the screen
- To open a folder, click on the "+" next to that folder
- To view and/or save a document, click the title of the document



Questions About HireWire?
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