



HireDeVry user guide

We are excited to introduce you to the new [HireDeVry powered by Prentus](#) located inside your [Student Portal](#) under **Resources** and **Career**. This is your interactive hub for all things career-related! [HireDeVry](#) includes the following sections. (Click the link to jump to that section.)

- **Community** - Find events, resources, and additional video tutorials allowing you to prepare for your job search. Jump into the conversation!
- **Profile** - Make sure your profile is up-to-date and accessible as your profile will be viewable by employers once you update your privacy settings.
- **My Coach** - Send a message to your Career Advisor and/or schedule a session.
- **AI Tools** - Build your job search materials and then request feedback on your profile, résumé, and LinkedIn.
- **Networking** - Build and track your network in one place.
- **AI Coach** - Get answers to job search questions and practice your interviewing skills.
- **Job Board** - Search for both internship and full-time opportunities.
- **Job Tracker** - Add and track jobs you are interested in.

Getting started: one-time account set up

When you login to your account for the first time, you will complete the onboarding process. Please review the [HireDeVry onboarding process guide](#) to learn more. You can change your responses should you need to in the future. Once you complete this one-time setup process, you will be directed to your dashboard under **Home** as shown below:

The screenshot displays the HireDeVry dashboard interface. On the left is a blue sidebar navigation menu with options: Home, Community, My Coach, MATERIALS (Resume, LinkedIn, Cover Letter, Profile), and TOOLKIT (Job Tracker, Networking, AI Coach, Job Board). The main content area is titled 'Navigation Menu' and includes several sections:

- Track Job** and **Track Contact** buttons at the top.
- Weekly Goals** section with progress bars for 'Login Streak' (25 CP, 1/5), 'Networking Messages' (25 CP, 1/10), and 'Job Applications' (25 CP, 1/10).
- Career Points** section showing '397 CP' (5th among job seekers) and a 'CP EARNED' bar chart.
- Tasks** section with a list of tasks: 'Sync your Profile to your LinkedIn Account', 'Add Picture', 'Review career resources in the Community page', and 'Explore the Community page'. The 'Add Picture' task is highlighted with a blue circle and the number 3.
- In App Messages & Notifications** and **Account Settings** buttons on the right.
- Upcoming Events** section listing events like 'Lollapalooza' and 'Career Readiness Bootcamp Kick-Off Session'.

Blue circles with numbers 1 through 5 are overlaid on the image to highlight specific features: 1 points to the search bar, 2 points to the Career Points section, 3 points to the 'Add Picture' task, 4 points to the 'Find Events' button, and 5 points to the 'In App Messages & Notifications' button.

1 Home

This is your dashboard where you can view your progress at a glance and access the navigation menu on the left.

2 Career Points

This platform includes gamification with **Career points** (CP) to help make the job search process fun! You can earn **Career points** (CP) by:

- Completing different activities and tasks in the platform
- When your **Community** post is marked as helpful by someone else
- When someone else shares an event you posted to their calendar

The higher your CP balance is, the higher your profile will be shown in the Talent Portal to employers, when you're job seeking. Doing good things for yourself and others will lead to great outcomes for all. View the leaderboard under **Community** and **People**.

3 Tasks

Find tasks in the bottom of your **Home** screen, which are activities assigned for you to complete to help you in your job search. These may be aligned to specific areas within the platform, your job search materials or specific resources available under **Community** and **Resources**.

4 Account settings

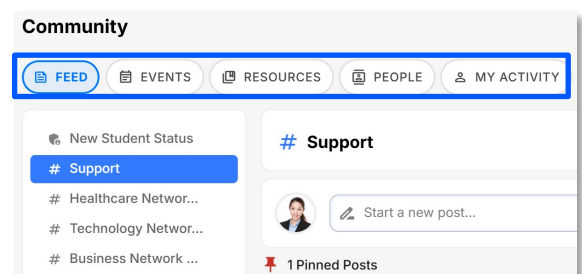
- Click the person icon in the top right corner and **Settings**.
- Under **Account**, you may update your email address, if you prefer to use a different one.
- Under **Profile**, you may update your privacy settings. To prevent all members, which includes employers, from viewing your profile, résumé and LinkedIn profile, toggle off **Show my profile in My Community Directory**.
- Under **Calendar**, sync your Google calendar to have interviews and events automatically added.
- Under **Notifications**, select which notifications you wish to receive and how – either in-app or via email.

- 5 • To view **In-App Messages** and **Notifications** from members and Career Services, click the icons in the top right corner.

Community

Here's where your interaction in the platform begins! Send a message to other DeVry University students and alumni, find and add events to your calendar, access job search strategy resources and more.

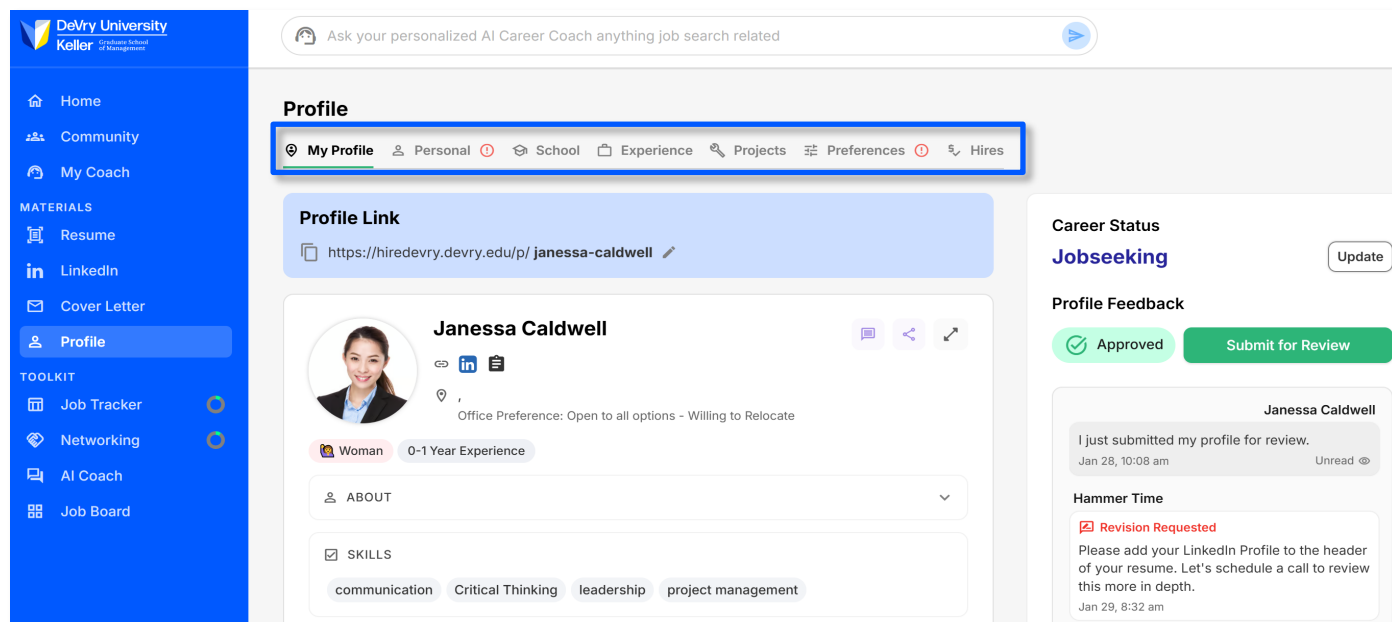
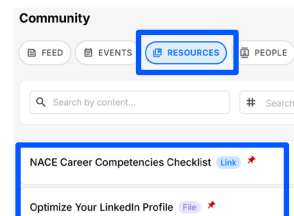
- Click **Community** to review messages under **Feed**.
- If you have a question for Career Services, click **Support** and submit your question.
- Click **Events** to review upcoming events and add those to your calendar.
- Click **People** to send a message to someone.
- Click **My Activity** and view what you have accomplished.
- Click **Share** button in top right corner of the screen to **Post** a message or add an **Event** you found in your community that you want to share with your fellow students and alumni. Once you add in details and save your event, it will be reviewed by Career Services before it is listed under **Events** inside the platform.



- Search for guides and videos under **Resources** to review and/or download on different job search strategy topics as shown to the right.

Profile

Completing your entire HireDeVry profile is very important! Employers may view your profile once you toggle on **Show in Talent Portal** in your account settings.



- Add detailed information into each tab across the top and review carefully to ensure formatting and details are accurate.
- Under **Personal**, upload a professional headshot that represents you well and enter answers to the personality prompt questions that will display under your **About** section.
- After you add your LinkedIn profile URL, click **Sync LinkedIn**. Doing this will pull additional information into the platform to help you build out your profile for employers to view. This will ensure consistency across platforms and help power AI tools to provide you with helpful feedback and save you time.
- Under **Experience**, highlight skills you have developed by adding up to 15 different ones. Add specific details under each role you held to include bullet points of key achievements and skills. (Add 0 to the salary field, if you do not wish to include it.)

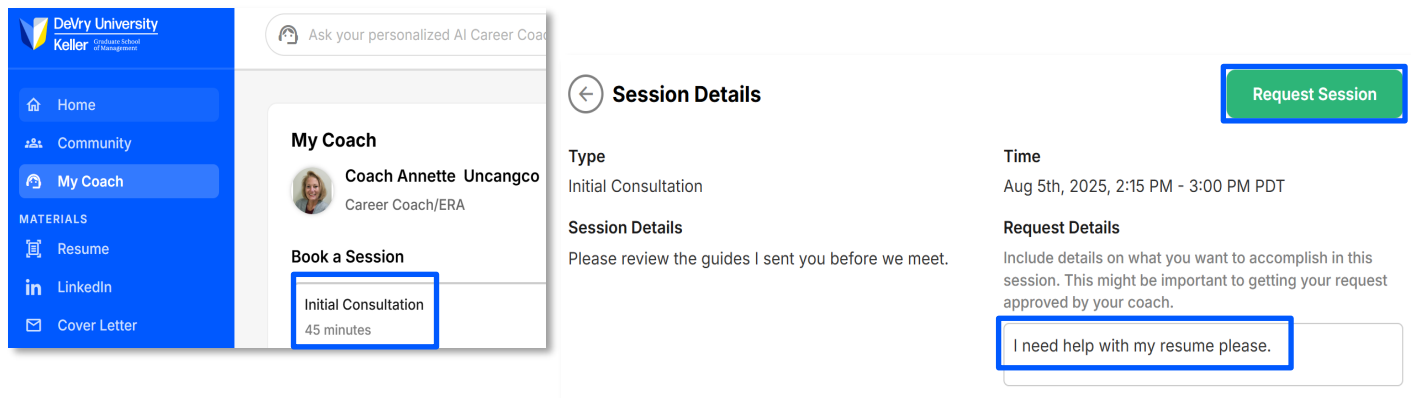
Activating your jobseeker access

Once you have completed two classes at DeVry or you are already a DeVry alum, upgrade your account to a Jobseeker, which unlocks essential job search tools including access to schedule a session with your Career Advisor (My Coach), AI Tools (Résumé, LinkedIn, Cover Letter, etc.) and your Job Tracker.

My Coach

You have a dedicated Career Advisor! When you are ready to partner with your Career Advisor on your job search or career advancement, you may schedule your first session as shown.

- Select **Initial Consultation** and a calendar will appear.
- Select a date and time that works for your schedule, add a note about the assistance you need and click **Request Session** as shown on next page.

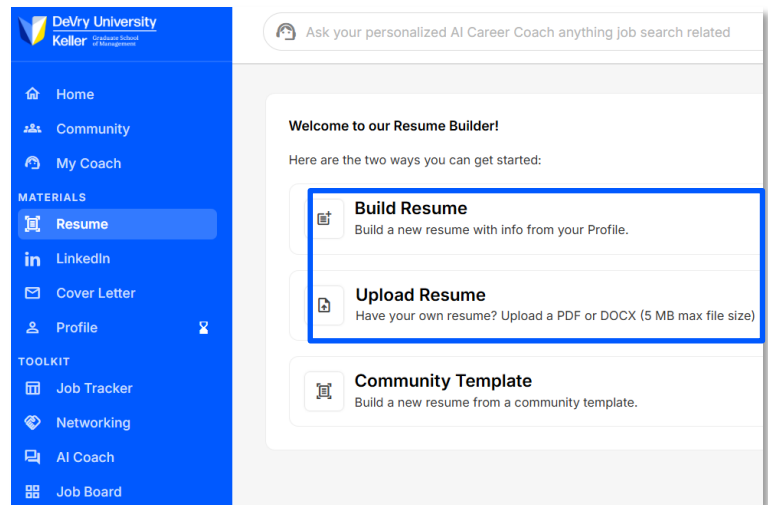


Résumé

Build and store your résumés here.

- Click **Build Résumé** and follow prompts to add information under all headers.
- Click **Upload Resume** to upload an existing résumé in either a PDF or WORD (DOCX) file.

Note: After you update your status to jobseeker, you can store multiple versions and access different AI tools to help improve your résumé. Only one résumé can be set as your default. Make sure your standard version is the default as that is the résumé that will be linked in your profile and shared with recruiters.



LinkedIn

Adding and syncing your LinkedIn Profile inside HireDeVry pulls specific information you have marked as public into your HireDeVry profile and your résumé saving you time! When you sync your LinkedIn profile, this public information will get pulled over into HireDeVry:

- **Profile Picture**
- **Location/Address** (only added if not already included)
- **Education**
- **Job Experiences** are added for every experience listed on your LinkedIn profile except for experiences that are NOT connected to an employer's LinkedIn account (i.e. thumbnail image is empty). You will be able to add those experiences yourself. You will need to add any links from your LinkedIn account as the sync will not add those.

Once you change your status to jobseeker, you will be able to use the AI tools to analyze your LinkedIn profile. Be sure to make updates through the analyzer before submitting your profile to your Career Advisor for suggestions and approval.

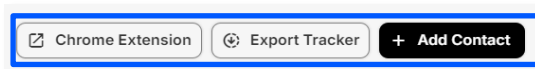
Cover Letter

Once you change your status to jobseeker in the platform, you will be able to build a new cover letter using AI tools and then tailor it to specific jobs you are applying for.

Networking

Build and manage your network inside the platform!

- Click **Chrome Extension** in the top right corner of the screen and download it.
- Click **+Add Contact** and enter information for a new contact you want to track. Click **Publish Contact**.
- Click **Export Tracker** to review your network in an Excel spreadsheet.



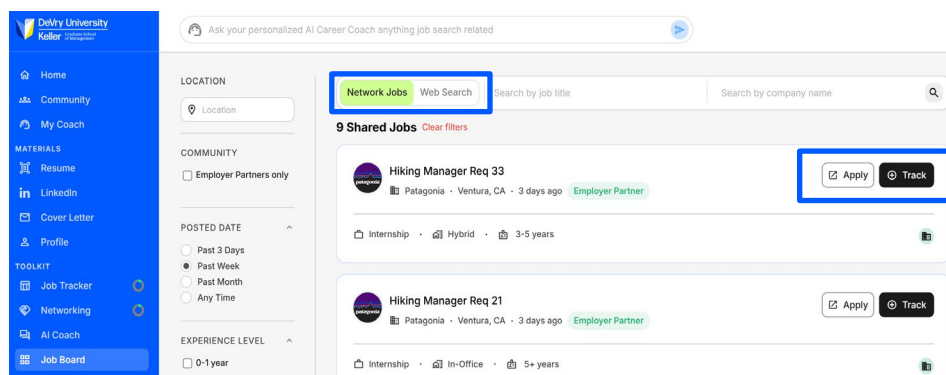
AI Coach

Once you update your status to jobseeker, you will be able to ask job search strategy questions to the **AI Coach**. Once you are in the interview stage of an application and have that job listed inside your **Job Tracker**, you will also be able to practice interviewing under **Mock Interview**.

Job Board

You have two different ways to search for opportunities.

- Under **Network Jobs**, you can use the filters on the left to search for opportunities posted by Career Services and recruiters interested in hiring our students and alumni.
- Under **Web Search**, you will have access to opportunities from over 100 different job search engines.
 - Click **Track** to add the job to your **Job Tracker**
 - Click **Apply** to learn how to submit an application for that opportunity.

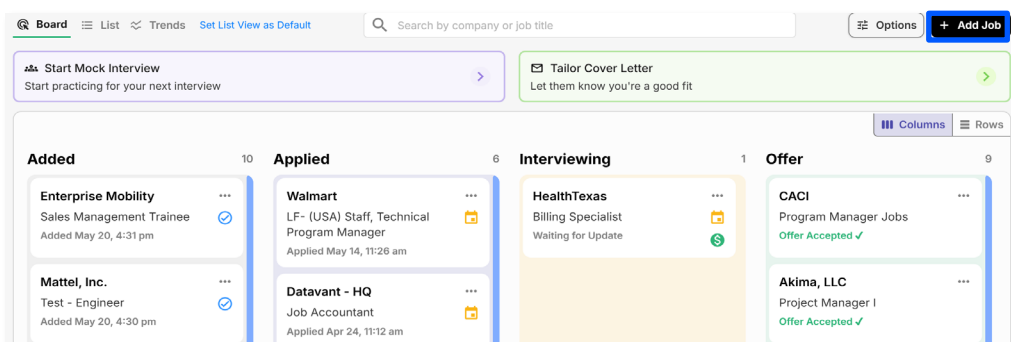


Tip: Keep your Career Advisor informed as you apply for different opportunities.

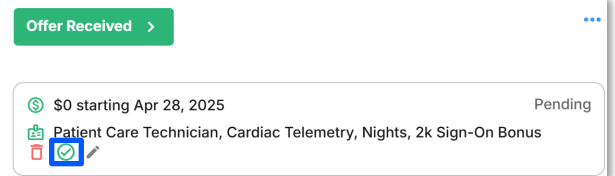
Job Tracker

Easily track and manage your job applications here.

- Click **Track** on jobs in the **Job Board** to add those here. This simply saves the job in a place where you can decide to take action on it later.
- If you would like to track a job that you found outside Hire DeVry, click the **+Add Job** button in the top right corner of the **Job Tracker**. Add in all required fields noted by a **red** asterisk and click **Save Job** in the bottom right corner.
- **After** you follow the specific application instructions listed for a specific job, click on that job and slide it over to the next column - **Applied**. (Simply drag and drop.) You can also click the checkmark to move it to **Applied**.



- When you schedule an interview, click and slide the job to the **Interview** column or click the yellow icon in the top right corner of the job to update that job and add your interview details. Go to the **AI Coach** to practice with a **Mock Interview**. Also schedule time with your Career Advisor to practice.
- Once you receive an offer (***Congratulations!***), click and slide the job to move it to the **Offer** column or click the **green \$** sign in the top right corner.
- Add all the details of your offer and click **Add Offer**. (Add 0 to the salary field, if you do not wish to include it.)
- Click on the job to open it and confirm your offer by clicking the **green checkmark** shown here and **Confirm**.
- When a new page appears, review and add any final details and then click **Save** in the bottom right corner.



Tip: Keeping your Job Tracker updated is essential to keeping your job search organized and helps your Career Advisor better assist you.

Questions? Submit your questions to Career Services inside **Community** under **Support**.

Platform Technical Support

At the bottom of every screen inside the platform, you will find this icon:



Click the icon to view the options shown on the right. You may access and download the **Chrome Extension** and the **Prentus Mobile App**. This is also where you can submit any technical issues you encounter within the platform.

Note: All career-related and content specific questions should be sent to Career Services via email to CareerServiceRequest@DeVry.edu.

