SoIC Careers

SoIC Careers is a comprehensive online career resource for the School of Informatics and Computing. It includes a database of job and internship opportunities, most of which are posted by employers looking to specifically recruit Indiana University School of Informatics and Computing students.

As you use SoIC Careers and other online resources, it is **crucial** that you exercise common sense and caution when reading and responding to position descriptions and employer communication. Always be on the alert for potential fraudulent job postings, and never disclose social security numbers, credit card information, or bank account numbers to unknown employers. If you suspect a position or job offer is fraudulent, contact SoIC Career Services (soiccareers@soic.indiana.edu).

**What can I do with SoIC Careers?**

- Search for open positions and apply for jobs online.
- Research employers and perform geographic and job-category specific searches.
- Request interviews with employers interviewing on-campus.
- Search and RSVP for employer-related events.
- Schedule appointments with career advisors.

**How do I access SoIC Careers?**

- Every student in the School of Informatics and Computing, as well as any IU Bloomington student with a certified SoIC minor or who has completed at least six credits in SoIC courses, has an SoIC Careers profile.
- Go to bit.ly/soiccareers to access or create a profile.
- Make sure your account is up-to-date with your current information and current resume.

**How do I upload my resume, cover letter, or other document?**

- From your SoIC Careers homepage, select “My Documents” in the side menu, and select “pending” from the sub-menu.
- Select “Add New” and browse for a file. Label the document and select a type (e.g., resume, cover letter, etc.).
- Once your resume is uploaded, it must be approved by a member of the SoIC Career Services staff. It will be listed in “Pending Documents” until it has been approved, and you will receive an automatically generated email once it is approved. NOTE: Resumes are only approved between the hours of 8 a.m. to 5 p.m., Monday through Friday.
- Only the first resume you upload requires approval—subsequent versions of your resume will not need to go through the approval process. You may have up to 10 documents stored in SoIC Careers at any given time.
- If you have more than one resume in the system, you must designate which resume you would like to be the default resume.

**How do I search for an open position in SoIC Careers?**

- From your SoIC Careers homepage, click “Jobs/Internships” in the side menu and select “Jobs/Internships” from the drop-down menu. You will see a full list of all the on-campus interview and non-on-campus interview positions posted in the SoIC Careers system.
- Select “Advanced Search” to filter the list by position type, work authorization, and on-campus interviews (under “Show Me”).
How do I apply for an open position?

NOTE: You must have at least one resume uploaded and approved before you are able to apply for any open position.

• Follow the instructions under “How do I search for an open position in SoIC Careers,” and select an open position.
• If you qualify for the position, the “Apply” button will be on the right side of the position title. Click “Apply” and choose the documents you would like to use to apply.

NOTE: Some employers have application instructions in place of, or in addition to, the Apply button under “How to Apply.” Be sure to follow those instructions carefully.
• If you do not qualify for the position, “Not qualified” will appear in an orange bubble when you search for open positions. An explanation for why you do not qualify may appear under “Application Status” on the right side of the position description.
• You can review your submitted applications and application status under “Applications” in the Jobs/Internships module.

How do I sign up for an on-campus interview?

• From the home page, select “Interviews” from the side menu.
• If you applied for an On-Campus Interview position, your invitation status will be listed as “Pending” until the employer makes candidate selections.
• On the first day of Pre-select Signup, your invitation status will change from Pending to either “Invited” or “Not Invited.”
• If you are invited to interview, you can select the “Schedule Interview” button to review interview times and sign up.

How do I RSVP for events?

• From your SoIC Careers homepage, select “Events” from the side menu.
• Select the type of event you are planning to attend: Information Session or Workshop.
• You can select the specific event from the list of active events, and click the name of the event for more information.
• Click the “RSVP” button to RSVP for the event.

How do I schedule an appointment with a career advisor?

NOTE: Drop-in advising sessions are available throughout the semester at the Career Services Office. Check the SoIC website for the drop-in advising schedule.

• From your SoIC Careers homepage, select “Schedule an Appointment” from the right-side menu.
• From the options on the left, select Type, Date Range, Time Range, Career Advisor, or Days of the Week and click “Check Availability.”
• Choose an advising time by clicking the name of the career advisor.
• Fill in the required fields (if any) and click “Submit Request.”
• To cancel your appointment, select “Cancel” under the specific Approved Appointment.
• Select the reason for the cancellation from the drop-down menu and click “Submit.”