DeaconSource Tip Sheet

- A webinar on the use of DeaconSource can be found at [http://career.opcd.wfu.edu/deaconsource-registration/](http://career.opcd.wfu.edu/deaconsource-registration/).

- Bookmark the log-in page: [https://deaconsource.experience.com/experience/login](https://deaconsource.experience.com/experience/login). You are strongly encouraged to check DeaconSource daily for new postings (some with short application deadlines) and events!

- If you used DeaconSource last year, log in using your WFU email as your username & the password you set. If you’ve forgotten your password, click “Forgot Password” to set a new one. If you are a new user, use your WFU email as your username, then click “Forgot Password” to be prompted to set one.

- If you are a first time user, complete your profile. If you are a returning user, update your profile. You must read the “Statement of Understanding” and acknowledge that you have read & understood the policies for using DeaconSource. Do not falsify any information in your account (GPA, work authorization, etc.) or it may be considered an honor code violation.

- When completing the profile, you may select as many location and career preferences as you like. This information is not viewable by employers; it is used by the WFU career teams to target messages to you about career-related events, postings, etc. If your interests change, you can edit this information at any time.

- Use the “Documents” tab to upload your resume, transcript (unofficial copies only), etc. You may also upload writing samples, letters of recommendation, etc. Name each document distinctly.

- The “Documents” tab is a folder holding your documents. It is not viewable by employers. Uploading a document does not apply you to a job or internship opportunity! You must search for & apply to each opportunity for which you have an interest.

- Click the “Jobs/Internships” tab to search for opportunities.

  Searching Suggestions:
  1. Use broad searches.
  2. If you are open to location, just select a job function, then click “Search.”
  3. If you are location focused, select a job function & state, leave the other search criteria blank, then click “Search.”
  4. Select no criteria and click the “Search” button to see all posted opportunities.
  5. Select “job” or “internship” based on which opportunity you are searching for, then click “Search.”
  6. Set a search agent. If you will be using the same “search” over and over, save it! Do the search, then click “Save Your Search.” In this option, you can also determine if you’d like to be notified by email of new opportunities that match the search criteria.
  7. Use the One-Click Searches, located on the main page after you log in, to quickly do searches.

- You must read job descriptions to truly understand what the jobs are, what qualifications are being sought, etc. Be open-minded. Look at everything that meets your search criteria. Don’t cherry-pick, applying to only “brand names” that you recognize. Review the websites of organizations that are unfamiliar to you and then decide if the organization and job description might be something you are interested in and suited for. Apply, apply, apply!

- The “Applications” tab is where your applications are tracked. Check this tab often to see if you have become an interview candidate! If you are selected to interview, click the link to sign up for an interview time. Interviews are scheduled on a first-come, first-served basis! You are encouraged to check your interview status often! NOTE: If you are selected as an Alternate, you are only able to sign up for an interview slot if one is available after interview candidates have signed up. Alternate candidates must check DeaconSource on the date that the schedule opens up to alternates to see if a slot is open. Slots are available to alternates on a first-come, first-served basis.

- Use the “Calendar” to ensure you don’t miss career-related events and applications!
  1. Click “OPCD Calendar” to see application deadlines, events, etc.
  2. Click “OPCD Calendar” then click a date on the calendar on the right side of the page to see items for a specific date.
  3. Click “Event Calendar” to search by event type. These events can be found on the “OPCD Calendar” tab as well.
  4. Click “My Upcoming Events” to see interviews you have coming up, what events you have RSVP’d to attend, etc.

- Attend as many employer information sessions as you can. RSVP for these within DeaconSource. Many of the employers review the RSVP lists and take attendance, which may impact their interview decisions!