Using Job Hunting Reports

Job Hunting Reports are records filled with valuable information on various company's recruitment processes left by past students who have finished job hunting. Insider information on the selection screenings, what kind of questions that appear on the written tests, what kind of questions that are asked in interviews, etc. is available for you to access to help you with your own job hunting.

Some records also include the student's contact information such as telephone numbers and e-mail addresses. As such, you can get in contact with them directly to request visits or ask for advice. We currently have 400 entries on record, so make good use of this resource!

Words of Caution:

· The use of personal information for purposes other than job hunting is **strictly prohibited**.

· Sharing this information with friends and other third parties, both inside and outside APU, is **strictly prohibited.**

How to view Job Hunting Reports

1. Click on the "Campusmate Web (APU)" link in the right-hand menu of Campus Terminal.

2. Log in using your APU user ID and password.
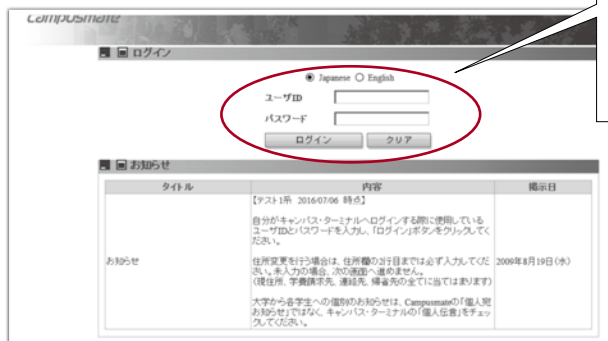
Enter your own APU user ID and password to log in.

If you select English at this point, the display language will switch to English .

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3. Select "Job Hunting Report" in the menu on the left.

4. Enter your search terms and click "Search".

A default value is entered in the "Academic Year" field. You can enter a different value manually if you wish. If you leave this field blank, it will search for information across all academic years.

You can search for your preferred "Industry" and "Company Name".

5. Job hunting information items matching your search terms will appear. Click "Select" to open the page with details of the company and the student who was selected.

Click ■ if you wish to view the Job Hunting Reports as a PDF.

6. The page with details of the company and the student who was selected will open. Scroll to the bottom of the page to open the attached PDF file to view the selection screening details, contacts, etc.

If the author has consented to the release of their personal details, their student number and name will appear here.

Scroll down to find an attachment (PDF file) titled *Job Hunting Reports*. Here you can view selection screening details, contacts, etc.

7. Making good use of the Job Hunting Reports

If the author has consented to having their name released, it will be shown here.

If you wish to arrange an alumni visit, or have any questions, you may contact the author if they have provided their telephone number / e-mail address.

You can find out about the entry dates and methods of the author's employer, and about the process and content of their written tests and interviews.

There is also advice on the costs involved in job hunting, attending classes, and records of job hunting activities as a whole.