

## APPLYING VIA THE IE CAREER PORTAL - QUICK GUIDE

To access the Career Portal please enter: [www.careers.ie.edu](http://www.careers.ie.edu).

You can also do so, by clicking on the briefcase icon available at the top of your Online Campus.

Login details are the same as for your Online campus.

In order to apply for jobs/internships via the Career Portal make sure:

**1. Your Career Portal profile is updated!**

-Click on My Account/Academic. Make sure your applicant type is set to 0-3 years of professional experience. Additionally, please make sure the languages you speak are included in this section (including your native language!)

Please bear in mind if this information is not complete, you will be unable to apply to most job opportunities, and you will see this recurring message *"Your profile doesn't have the criteria for this job"*.

Should the languages in your profile not be updated/correct, please modify the information by clicking here <https://secure.ie.edu/academicupdateform/> or on the blue text at the top of your My Account/Personal profile (*IE University students*)

Please expect a 24h delay for the languages info to be transferred and updated by the system to the Career Portal, as this does not happen automatically.

**2. You have an approved CV uploaded to the Career Portal.**

To upload your CV, please click on the "Documents"/"My Documents" tab. Should you have more than one CV, please make sure your 'preferred' one, is marked as default. If you do not have the international standard CV template IE requests you follow in order to apply via IE, please contact us.

**3. You filter the opportunities you are eligible for.**

Click on "Jobs"/"Search"/blue search button and then use the filters you can find under the keywords search box to select what you are looking for: 'Internships' and/or '0-3 years of professional experience'.

You can also filter regarding functional area.

Should you want to find an opportunity listed on the weekly digest newsletter you receive from the Talent & Careers Department, simply enter the JOB ID reference number on the keywords search box.

Should you have any doubt or concern, please contact us anytime at [ieu.careers@ie.edu](mailto:ieu.careers@ie.edu)