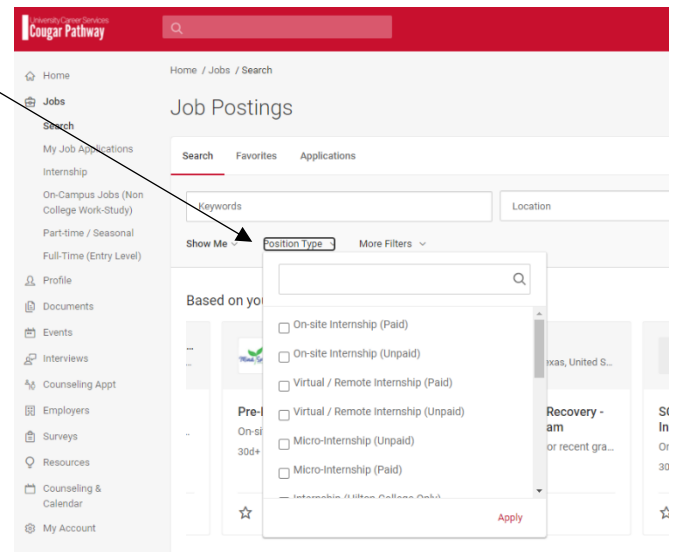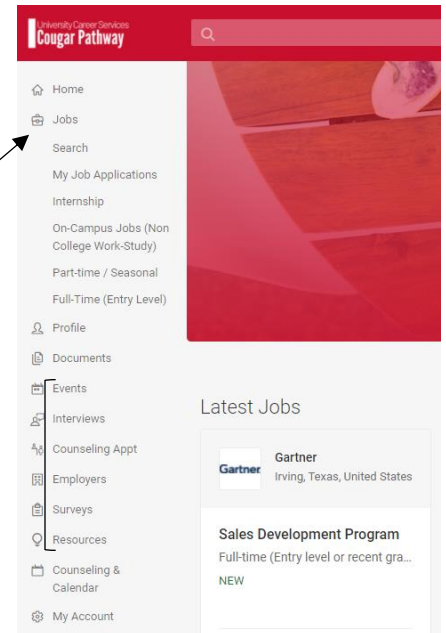# UNIVERSITY of HOUSTON | CAREER SERVICES

Applying to jobs in Cougar Pathway

Steps for applying to a job in Cougar Pathway

1. Log into Access UH and click the Cougar Pathway icon

2. **IMPORTANT** = In order to apply to a job (internship, on-campus job, part-time or full-time job) you must have an approved resume in Cougar Pathway. ***Resume template can be found here

3. If you have an approved resume, navigate to the left-hand column and click **[Jobs].**

4. Under Jobs you will see:
   - "Search" = this will help you search for job opportunities using key words and phrases
   - "My Job Applications" = this is a collection of all applications you have submitted in Cougar Pathway
   - "Internship = Full-time" = these are quick filters we have created to help students find specific jobs

5. Under "Search" you can select position type or more filters to narrow your options.

6. Position type descriptions:

On-campus job positions types & part-time opportunities:
- **On-campus, NON-College Work Study:** Open to ALL qualified students including international students
- **College Work-Study (only eligible students):** Open to eligible and approved college work study students
- **Research:** Use to search for research related opportunities, some may be on-campus with faculty
- **Part-time/Seasonal:** Open to ALL qualified students looking for a part-time (10-30 hour a week job) OFF-CAMPUS.
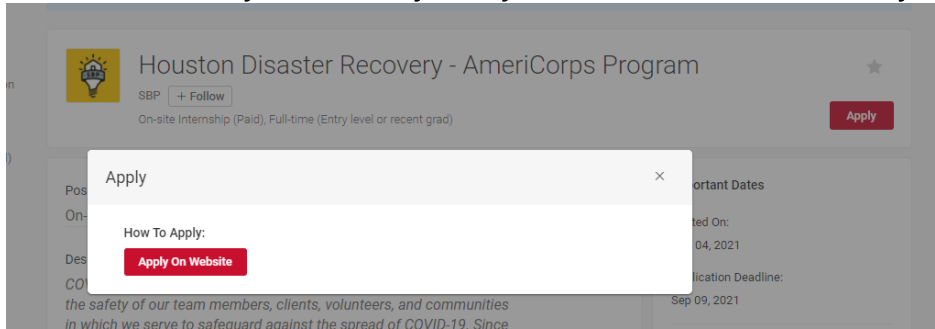
Internship positions types:
- **On-site Internship (Paid), Virtual / Remote Internship (Paid), Micro-Internship (Paid):** Open to ALL qualified students looking for a paid internship
- **On-site Internship (Unpaid), Virtual / Remote Internship (Unpaid), Micro-Internship (Unpaid):** Open to ALL qualified students looking for an unpaid internships (*Unpaid internships are only approved if the employer is a non-profit or government agency)
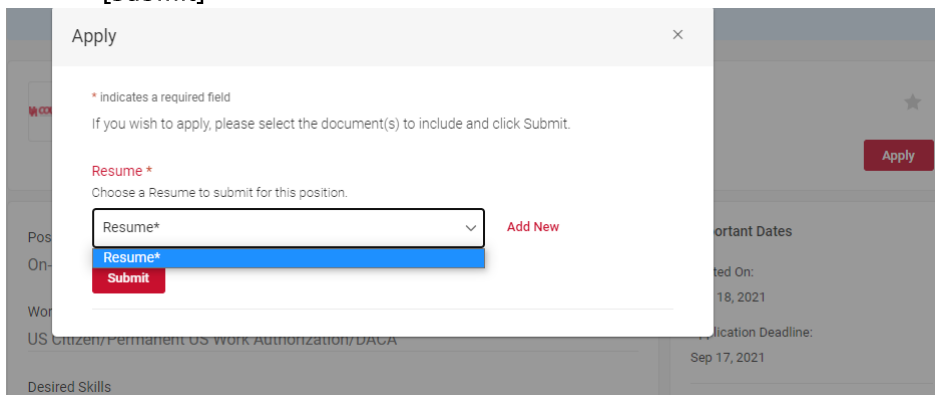
Full-time position types
- **Full-time (No experience or degree required):** Open to ALL qualified students looking for a full-time 40 hour a week job
- **Full-time (Entry level or recent gradd):** Open to ALL soon to be or recent graduates looking for a full-time 40 hour a week, career-oriented job.
- **Full-time (Experience 2-5yrs) & Full-time (Experience 5+ yrs):** Open to ALL students or alumni with direct experience in their field, who are looking for a full-time 40 hour a week, career-oriented job.
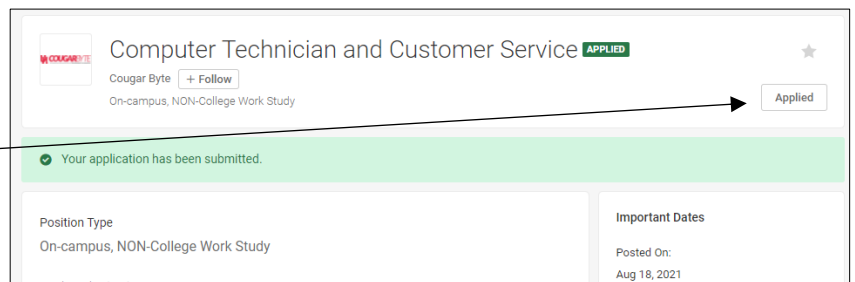
7. Once you have identified a job of interest, click into the job and review the description and qualifications. If you match – apply!

8. To apply, make sure you have an updated and approved resume.

9. Click the **[Apply]** button – one of 2 things can happen:

   - 1 – You will be directed to apply on the employer's website (example below) – follow the instructions and submit your resume *you may need to use a saved resume on your computer*

   - 2 – You will have the option to select a resume to submit (example below) – select the resume and click [Submit]

10. If you have successfully applied using the 2 methods above, you will see this confirmation message and the Apply button will change to [Applied]

11. Under "My Job Applications" you can [Withdraw] an application or review your application status: