Getting Started
A Guide for Students

TCU | **FrogJobs**
Connecting TCU with Global Opportunities

COMPLETE YOUR PROFILE

Complete the student profile so that you can access the correct job postings/events and the Career Center can better target your desired Career Path.

Profile

Outcomes Tab
Report your internship or job opportunities received

Application Materials Tab
Upload or review documents necessary for job applications (Please upload all documents in PDF format)

Interviews Tab
Share interview questions, insights, and employer information from your recent interviews

Background Tab
Review or update your personal information, demographics, etc.

Profile Checklist

It is VERY important that you complete your profile, and update on an on-going basis.
- Update your information in the background tab
  - Update the Preference section to detail desired career industry, function, and location
  - Ensure the Education section is correct in terms of your graduation date, major, and GPA
- Add a Resume to Profile
- Report outcomes, and interviews

RESEARCH TOOLS

Find data compiled from the student body to determine the average pay, location, and career choices of TCU students. Each tab's purpose is displayed below.

Outcomes Index
See how different employers, industries, functions, and more compare for compensation and number of offers accepted at TCU.

Salary Database
Select attributes to see aggregate salary information from a set of the TCU population.

Interview Database
Review interview questions and insights from past graduates by employer, industry, function, and more.

Offer Timeline
Find out how various employers, industries, functions, cities or other attributes are distributed in regards to the timing of when job offers are received.

Offer Job Source
Find out how various employers, industries, functions, cities or other attributes are distributed in regards to where jobs come from.

Offer Trends
Find out how job offers in various employers, industries, functions, cities, and more trended over time.

Graduate School
Determine what type of graduate degrees your classmates are pursuing

On Campus Interviews

Apply to an On Campus Interview schedule to request interviews for internships and full time jobs.

Apply for an On-Campus Interview

- Click the OCI tab under OCI and Job Listings in the left ribbon
- Select from the drop down filters for the type of job you are looking for
- Click Get Results
- To select the OCI, click on the Job Title
  - Ensure the Job Status is Application Open
- Click Apply in the top right corner and select the application materials you wish to submit
- Click Apply again, to submit your request for the On Campus Interview

- You will receive an email if you are extended an interview by the employer
- To accept the job interview, go to your "Applied" tab under OCI and Job Listings
  - The Application status will say "Extended Interview"
- Click the job title and select the "Accept Interview" button at the top of the job description page
- You will then be prompted to select an Interview time
- You can come back to the job page to withdraw from the interview or select another open interview time
- An email will be sent when your interview time is confirmed

Uploading Your Resume

Uploading a Resume

By uploading your resume to FrogJobs, you will have access to search and apply to opportunities directly through job postings, and your resume will be searchable by potential employers.

To upload your resume:

- Log into FrogJobs using your TCU email and ID
- On your profile page, click on the tab, "Application Materials"
- Then, select "Add Resume".

Please upload all application documents in PDF format. If needed, please see instructions for converting word files to PDF.

- Please title your resume as "First Name Last Name"
- Click "Browse" and select your .pdf resume file to be uploaded
- Last, hit "Submit for approval"

Your resume is now uploaded to your profile. Your resume will remain in "Pending" status until it has been reviewed by the Career Center. Please check your account regularly for edits and feedback.

Job Listings

Discover and apply for internships and full time jobs.

Apply for a Job

- Click the Job Listings tab under OCI and Job Listings in the left ribbon
- Select the type of job you are looking for from the drop down filters
- Click Get Results
- To select a job, click on the Job Title
  - Ensure that the Job Status says Application Open
- The job page will open in a new tab
- Select the Apply Button in the top right corner and upload the application materials you wish to use
- After hitting Apply again, you will have successfully submitted your resume for job consideration
  - Some jobs can't be applied through FrogJobs, only through website or email
  - Follow the instructions provided in the Job Description section
- You can come back to the job page anytime to withdraw or edit your application

Appointments

Book appointments with your career counselor to discuss internships, resumes, career advice, etc.

Book an Appointment

- Click the Appointments tab in the left ribbon
  - The Appointment view is defaulted to the current week
- Select the day you wish to schedule your appointment on
  - The scheduling can be sorted by month, week, or day
  - The scheduling can also be changed from calendar to a list view
- Find a time block that is open

- Open time blocks have no green tabs associated to them
- Click the block with the name of the counselor, then click book appointment in the pop up window
- Select the Appointment Type, the exact Time, and provide a note under Additional Information
- Click Book Appointment

Events

View and register to attend events on campus such as the Career Fair, Company Information Sessions, Networking Events, or Panels/Workshops.

View and Register for Events

- Click the Events Tab in the left ribbon
- Find events you are interested in by using the drop down filters
- Click the name of the event and read the event description
- If the event requires registration, click the Register button in the top right corner, and click Register in the pop up window that appears
  - If you are unable to register, check the student registration time period for when applications are open
- You can come back to the event page anytime to cancel your registration

Account Settings

Access your 12Twenty passport and change your selection to be included in Candidate Search

Change Account Settings

- Click the black character icon in the top right of the page
- Click Account Settings in the drop down menu
- To opt out of Employer Candidate Search, click edit by the Resume Settings heading, then click no
- Access your 12Twenty passport, your unique QR code to check-in for events, and appointments

TCU

STUDENT AFFAIRS | Center for Career & Professional Development

careers.tcu.edu