UNIVERSITY of HOUSTON

UNIVERSITY CAREER SERVICES

An Introduction to Cougar Pathway

University Career Services (UCS) uses a system called <u>Cougar Pathway</u> to assist students with the following:

- Scheduling a one on one career counseling appointment
- Searching for full-time and part-time jobs as well as internships and volunteer opportunities
- Applying for full-time and part-time jobs as well as internships and volunteer opportunities
- Reviewing resumes and cover letters for open positions
- Submitting interview requests
- Scheduling on-campus interviews
- RSVPing for UCS workshops, info sessions and career fairs

Steps for logging in and completing your profile

- 1. Visit AccessUH at https://accessuh.uh.edu and click this icon
- 2. Log in using your UH ID (PeopleSoft) and password

This is the home page:

overview	Ourc Documen	o ourseand Employment Workstudy Activity Responses Interviews As	
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Q) Inte	erviews	Create your resume now	
<i>₩</i> Em	nployers		OCI
≣ Sur	rveys	News Feed	Campus Interviews I Qualify For
Q Res	sources	Job Finder has matches for you	Pending Campus Interviews Scheduled Campus Interviews
📆 Cal	lendar	100 Recommended Jobs	
😵 Му	/ Account	University of Houston has made an announcement Welcome to Cougar Pathway! Welcome to Cougar Pathway! Welcome to Cougar Pathway where you can search and apply for jobs, upload resumes, request appointments for correer counseling, and reserve your spot for on-campus interviewing, workshops, and career fails! You <u>MUST</u> complete your personal and academic profiles before you can search other areas of the system. The system will not allow you to move on until you've completed <u>BOTH</u> profiles. Once you've completed your profiles,	Shortcuts Request a Counseling Appointment Recommended Jobs Search for Jobs

- 3. To complete your profile, click the "Personal Profile" red link under Getting Started.
- 4. Fill in your information and click [Save Changes and Continue] until you have completed the section.
- 5. Be sure you have entered your e-mail address correctly. This is how you will receive notifications about upcoming interview invitations. If you have not entered information correctly (work authorization, graduation date, etc.) you may not appear to qualify for jobs that you actually do qualify for. Also check to see if you have agreed to accept e-mails.

NOTE: You MUST complete your personal and academic profiles before you can search other areas of the system. The system will not allow you to move on until you've completed BOTH profiles.

Steps for scheduling an appointment with a Career Counselor

- 1. To schedule an appointment, log into Cougar Pathway. On the home page screen, look to the left hand column and click the **[Calendar]** button. Two options should drop down, click **>Counseling Appt.**
- 2. Click [Request New Appointment]
- 3. Options:
 - a. If you have a limited availability, add your availability into the date and time range and then search for available appointments by clicking [Check Availability]
 - b. If you are open, simply scroll to the bottom of the page and click [Check Availability]
- 4. Appointment options should become available, click on the date and time that works best for you.
- 5. After you pick the appointment, a confirmation page should appear. —
- 6. Make sure you select the *Type of appointment and add any notes you feel necessary.
- Confirm Appointment August 05, 2016 Time * 8:00 am Lengh * 30 Type * Personal Branding (Linkedin, 30 second commercial, etc.) * Personal Branding (Linkedin, 30 second commercial, etc.) * Pre-Health Job Search Graduate School Choosing a Major General Questions Resume Critique Internship Assessment Interpretation Mock Interview

7. Click [Submit Request]

Steps for RSVPing to a Career Fair

- 1. TO RSVP, log into Cougar Pathway. On the home page screen, look to the left hand column and click the **[Events]** button. Three options should drop down, click >Career Fairs
- 2. The upcoming Career Fairs should be listed. Click the [RSVP] button under the Fair name to RSVP.

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3	Home	Evente
m	Jobs 🗸	Events
0	Profile	CAREER FAIRS INFORMATION SESSIONS WORKSHOPS
Ŋ	Documents 🗸	Showing 1-2 of 2 Career Fairs
宰	Events 🗸	
>	Career Fairs	Campus Jobs for Coogs 2016
>	Information sessions	RSVP DAY1
>	Workshops	participants 0
Q	Interviews	
S.	Employers 🗸 🗸	Goo the Map data 62016 Terms of Use
	Surveys	Fell 2016 Correct & Internation Feir
Q	Resources 🗸 🗸	Fall 2016 Career & Internship Fair
m	Calendar 🗸 🗸	RSVP DAY1 🖾 October 04, 2016 1:00 pm - 4:00 pm 🖷 October 4th, 2016

Steps for RSVPing to a Workshop

- 1. To RSVP, log into Cougar Pathway. On the home page screen, look to the left hand column and click the **[Events]** button. Three options should drop down, click >**Workshop**
- 2. The upcoming Workshops should be listed.
- 3. Click the Workshop hyperlinked name and then scroll to the bottom of the description page and click [RSVP]

3	Home	Session Start		
	Jobs	SELECT CLEAR TO SELECT CL		
D	Profile	APPLY SEARCH CLEAR MOVE FILTERS		
J	Documents			
ŧ	Events	ttems 1 20 of 45		
	Career Fairs	InsightData Fellowship Workshop		
	Information sessions	August 30, 2016 4.00 pm - 5.00 pm		
	Workshops	Writing a Winning Resume Workshop August 31, 2016 12:00 pm -1:00 pm at University Career Services - Conference Room		
2	Interviews	August 31, 2016 12:00 pm - 1:00 pm at University career services - contenence room		
R	Employers	Ace the Interview August 31, 2016 3:00 pm - 4:00 pm at University Career Services - Conference Room		
	Surveys	The and interaction Grands Washington		
Q	Resources	 Job and Internship Search Workshop September 01, 2016 12:00 pm - 1:00 pm at University Career Services - Conference Room 		
IJ	Calendar	Career Planning 101 Open House (CLASS Students Only)		
	My Account	September 01, 2016 2:00 pm - 3:00 pm at Agnes Arnold, room 210		

lome	August 31, 2010, 1.00 pm
lobs	Description
Profile	A well-written resume is your ticket to a job interview. This workshop will help you prepare a polish professional resume that will increase your chances of generating employer calibacks!
ocuments	Optional: Upload your resume to Cougar Pathway before the workshop or bring an electronic versi
vents	resume for an interactive demonstration of VMock SWART Resume Platform to see how you stand amongst your peers.
Career Fairs	Location
nformation sessio	university Career Services - Conference Room
Vorkshops	Map Satellite
nterviews	
Employers	Children's
Surveys	
Resources	Map data 12016 Seogle a Terroy & Use
Calendar	✓
My Account	BACK RSVP