LOG IN
To access your new HIRE-UT account, please follow these instructions:

- Go to: http://www.ut.edu/hireut/
- Click on the link for HIRE-UT for Students
- This link will automatically direct you to Spartan Web where you will need to enter your SpartanWeb User ID and Password. You will then be automatically directed to your HIRE-UT homepage.
- If it is your first time logging into HIRE-UT, please complete your profile. If you have trouble logging into your HIRE-UT account, please contact Career Services at hireut@ut.edu.

NAVIGATE
Use the main tool bar on your home page to navigate through all the HIRE-UT functions:

- **My Account** – Update your personal information, store copies of resumes and cover letters, track networking connections and monitor your profile activity
- **Employer Directory** – Research employers
- **Job & Internship Search** – Search for full and part-time jobs, on-campus jobs and internships
- **Interview Schedules** – Sign up for on-campus interviews
- **Career Events & Workshops** – Search upcoming job and internship fairs, employer events, and workshops. Remember to register for events to make sure you’ve saved your spot!
- **Spartans Careers Blog** – Stay up-to-date on the latest career advice from the UT Career Services staff
- **Resource Library** – Find resources on resume and cover letter writing, job and internship search strategies, and more!

JOB SEARCH
From the Job & Internship Search section on the grey toolbar, select Job Search.

- **On-campus Jobs**
  - Under Position Type, select “Campus Job”.
  - Some positions require work-study status, check with The Office of Financial Aid OR SpartanWeb to see if you qualify.
  - Follow the instructions in the job posting to apply.

- **Off-campus Jobs**
  - Both full and part-time opportunities are available; select the type of opportunity you are seeking.
  - Use the Advanced Search to find specific results.

- **Internships**
  - Under Position Type, select “Internship”.
  - Use the Advanced Search to filter internships by industry, major and location.