

hireTSTC

Connecting TSTC Talent with Industry



Student User's Guide

Access the following website: www.hiretstc.com. Click on the “Students” tab at the top of the page.

Log Into hireTSTC System Using Your Username and Password

- Your hireTSTC username is the same as your WebAdvisor username.
- Your password is your student ID.

Update your profile

- Click on the [My Profile] tab located on the left sidebar, then on [Profile Summary].
- You will see sections containing Contact Information, Resumé Manager, Education, Additional Information and Skills.
- Each section will have an [Edit] link. Click on this link to edit fields within the section.
- Carefully complete all of the fields in each section and click on “Save.” Required fields are marked with an asterisk (*).

The more detailed your profile is filled out, the better employers can match you with their jobs and the better we can assist you.

Upload Your Documents

- Click on the [My Profile] tab located on the left sidebar and select [Resume].
- Click on the “Upload New” link found on the top right corner.
- Click the [Document Filename] button to find your document.
- Select the correct document.
- Title the document: LastName_Resume (or title it according to the document you are uploading)
- Click the “Save” button.
- To upload your cover letter, repeat this process but select [Cover Letter].
- To upload any additional documents, repeat this process but select [Additional Documents].

When uploading more than one document, make sure your most generic resumé is your default. Your default resumé is the document that employers can view when accessing our system.

Resource Library

- Click on the [Resource Library] tab located on the left sidebar.
- Here you will find career-related articles/blogs, videos, Money-Back Guarantee, cover letter samples, career preparation, job search process, resumé samples, interviewing, hireTSTC instructions and the general overview of what Career Services can do for you.

If you have questions regarding hireTSTC, please contact your local TSTC Career Services Office

Harlingen 956-364-4106 | Marshall 903-923-3327 | Waco 254-867-3354 | West Texas 325-235-7338 | Fort Bend 346-239-3429 | Red Oak 972-617-4124

Search for Jobs

- Click on the [Job Search] tab located on the left sidebar and then on [Job Search].
- Fill in the search criteria to narrow down your job search.
- Click on the Job Title to see the specifics of the position and how to apply.

Report a Hire or Update Employment Information

- Click [Report a Hire] from the left sidebar, then on [Update Status].
- Complete all required and/or applicable information.
- Click “Save” to submit the placement information to our office.

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