

Job Connect

SPRINGFIELD
COLLEGE



Career Center

FLYNN CAMPUS UNION, MAIN LEVEL
(413) 748-3222
career@springfieldcollege.edu
[facebook.com/careercentersc](https://www.facebook.com/careercentersc)
[@sccareercenter](#)

The Career Center’s online career management tool is called Job Connect.

- All full-time, part-time (non work-study), and seasonal employment opportunities are found in Job Connect, in addition to internship opportunities.
- Job Connect features Online Appointment Scheduling, Career Center handouts, quick links to the Career Guide, InterviewStream, plus much more!
- In Job Connect, you will be able to upload your resume(s), cover letter(s), as well as additional credentials such as an unofficial transcript and reference letters into the system.

Job Connect Login Instructions

To log into **Job Connect**, click on the following link and use your Springfield College Windows/PrideNET username and password. <http://www.springfieldcollege.edu/student-life/career-center/students/find-a-job-or-internship/index#.U8QEf8tOXcs>

Job Connect can also be accessed from the Career Center webpage. First, select the **Student Life Tab** from the college’s main webpage and then select the **Career Center Tab** (<http://www.springfieldcollege.edu/career>). From the **Career Center Tab**, you will see a **Job Connect Log in Window** directly below the heading “**Welcome to the Career Center**”. From the **Career Center Tab** you can also select the **Students Tab** and then select the **Find a Job or Internship Tab**. In the center of the page, click on **Log into Job Connect** and continue the log in process.

WELCOME TO THE CAREER CENTER



Student's Login

Alumni

Employer



JobConnect Login:

career

Password:

....

Login

Forgot your password?

Forgot your login?

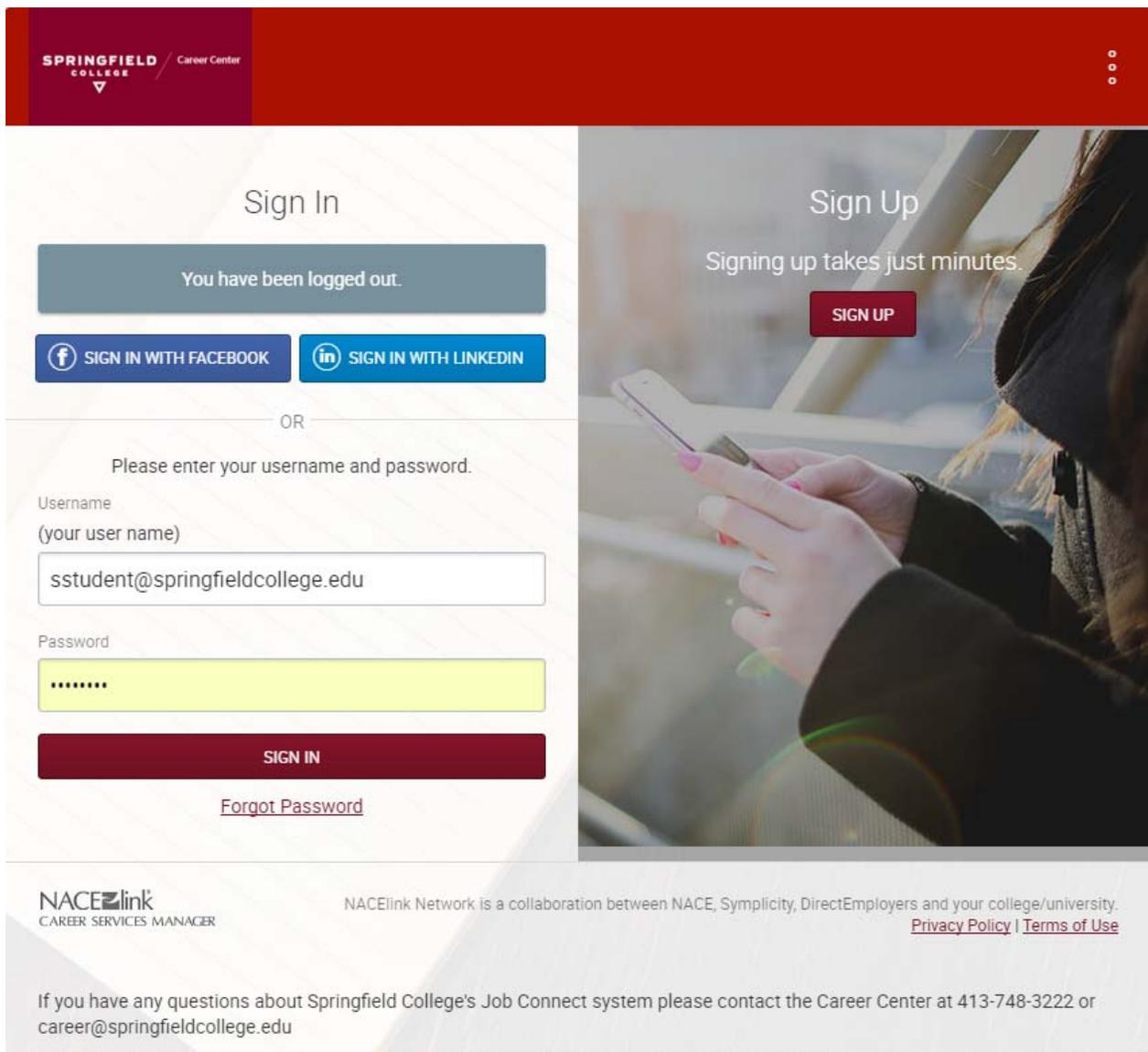
For Students

The Career Center's online career management tool is called Job Connect. Job Connect houses full-time, summer internships, summer, volunteer and part-time positions for students and alumni. In addition it includes a resume and cover letter builder, online appointment scheduling, Career Center handouts, quick links to the Career Guide and InterviewStream and much more!

Login Instructions:

To log in to Job Connect, students should use their Springfield College PrideNet username and password. Individuals who have trouble logging into their account should contact the Career Center at (413) 748-3222.

[Log in to Job Connect](#)



The screenshot shows the Job Connect interface. At the top left is the Springfield College Career Center logo. The main content is split into two panels. The left panel is titled 'Sign In' and contains a message 'You have been logged out.' Below this are two buttons: 'SIGN IN WITH FACEBOOK' and 'SIGN IN WITH LINKEDIN'. A separator 'OR' is followed by the instruction 'Please enter your username and password.' There are two input fields: 'Username (your user name)' with the value 'sstudent@springfieldcollege.edu' and 'Password' with masked characters. A 'SIGN IN' button is at the bottom of the form, with a '[Forgot Password](#)' link below it. The right panel is titled 'Sign Up' and contains the text 'Signing up takes just minutes.' and a 'SIGN UP' button. The background of the right panel shows a person using a smartphone. At the bottom, there is a footer with the NACElink logo and text: 'NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university. [Privacy Policy](#) | [Terms of Use](#)'. Below the footer is contact information: 'If you have any questions about Springfield College's Job Connect system please contact the Career Center at 413-748-3222 or career@springfieldcollege.edu'.

Once you have logged into the system you will need to complete your **Personal and Academic Profile** in order to access other features of the system. If you have trouble logging into your account, please contact the Career Center at 413-748-3222 and we will be happy to assist you.



Sue Student

Bachelor of Science - Youth Development - May 2017 | + Show GPA
Freshman
Experience at Pasquale's Restaurant and Cumberland Recreation Department
<https://spfldcol-csm.symplicity.com/profiles/demo.student>

83% Profile Complete
+ Add A Project

Personal Statement

I am a hardworking, team-oriented individual looking to obtain a a summer job/internship to gain experience in a recreation setting.

Education

- Graduation Date: May 2017
Bachelor of Science - Youth Development
Springfield College
Freshman
GPA: 4.00

Experience

- Apr 2011 - Aug 2013
Kitchen Assistant
Pasquale's Restaurant - Providence, RI
Description: Assisted chefs with food prep and maintained supplies; washed dishes; cleaned kitchen
- May 2010 - Jul 2011

Publish your profile when you are ready to share it.

Publish

Your profile is ready. [Share it!](#)

+ Add Permanent Email

 jdoyle2@springfieldcollege.edu

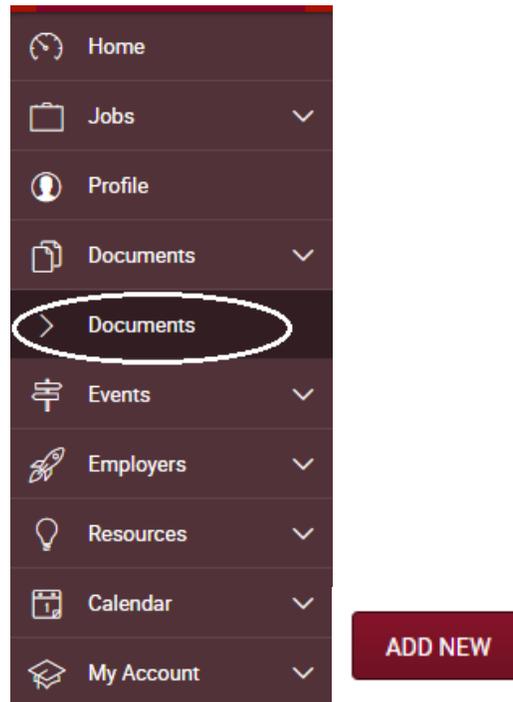
 

 Resume

+ Add Website

Getting Started With Job Connect - Uploading Your Resume and Documents in Job Connect

After completing your **Academic and Personal Profile** information, we recommend that you upload your resume into the system. We strongly encourage you to have your resume reviewed at the Career Center prior to uploading. To upload your resume click on the **Documents** tab and then hit **add new**.



Home / Documents /

resumes

Did you know?

Having trouble uploading MS Word files? For immediate access to your documents, save them first in PDF format, then upload. For instructions to save a file as a PDF in Windows click [here](#). For Macs click [here](#).

* indicates a required field

Student Document

Label *

Document Type

Resume Cover Letter Unofficial Transcript Writing Sample Other Documents

Maximum file size: 500kb

File *

Please select your document to upload.

No file chosen

Name your document under the **Label** section and then select a **Document Type** (please note you can include resumes, cover letters, unofficial transcripts, a writing sample, other documents). Next, choose a file from your computer to upload into Job Connect, then hit **submit**. Job Connect will convert your file into a PDF version and you should see it listed under the **Documents tab**. If you upload multiple resumes you should select one to be your default resume. You can do this by clicking on the three vertical dots to the right of the document and then clicking on the “**make default**” option. You can repeat this process for multiple documents. It is important to keep your resume current.

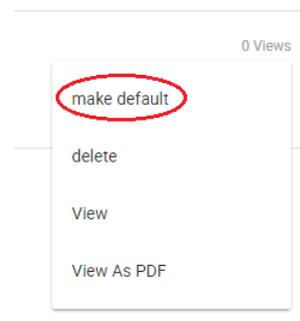
test

Resume

Last modified on May 11, 2016, 12:04 pm

Publication Compatible? yes

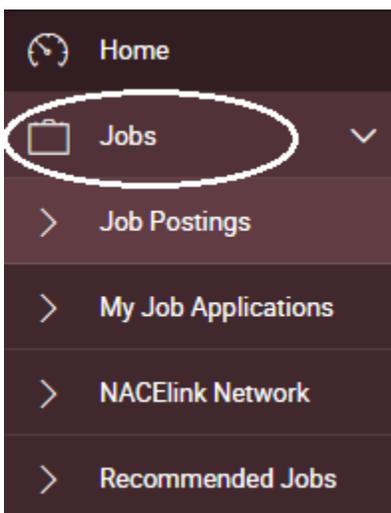
0 Views



Performing a Job/Internship Search in Job Connect

Utilizing the General Jobs Tab

Explore the job postings by clicking on the **Jobs tab** and selecting the link entitled **Job Postings**; remember to keep checking our job postings; new jobs are posted daily. You are able to search for positions by position type, including but not limited to: full-time, part-time, summer employment, and internship opportunities. You can conduct a basic job search (by keyword, job function, or geographic location). If you select the link entitled **NACELink Network**, located below the **Job Postings** link, you will be able to search a nationwide online database of positions; these positions are not affiliated with Springfield College. The **My Job Applications** link will house the applications for any positions where you have applied to the hiring employers via the Job Connect system. The **Recommended Jobs** link will allow you to view a list of jobs selected based on your personal criteria and preferences.



To begin your job search, you can search for positions by utilizing the keyword search box, as seen below. You can search for positions utilizing various search criteria including but not limited to: employer name, geographic location, job title, job description, class year, and degree level.

The screenshot shows a job search interface with the following elements:

- Navigation tabs: JOBS, RECOMMENDED JOBS, MY FAVORITES, APPLICATIONS, EXPIRED JOBS.
- Filter tabs: ALL POSITION TYPES, FULL TIME, INTERNSHIP, PART TIME.
- Search input: A text box containing "education florida" and a red "SEARCH" button.
- Filters: "Keywords: education florida x", "Show Me: All Job Listings x", and "Clear All".
- Advanced options: "Saved Searches" and "Advanced Search" with dropdown arrows.
- Results summary: "Items 1-3 of 3 (Results as of: Wednesday, May 11, 2016 | 12:58 pm)".
- Sort by: "Date Posted" with a dropdown arrow.
- Job listing: A card for "Special Education Teacher - Elementary School" with a "B" icon, "Full Time" status, "Bridgeport Public Schools - Bridgeport, Connecticut" location, and a date of "Apr 12".

In this next visual, you will see a sampling of the employment opportunities that resulted from the **keyword** search being queried in Job Connect.

Applying for a Position - When you are applying for a position, click on the **position title** and then on the **Apply** link, which is located on the job summary page. On the job summary page you will also see information about the position, important dates, and personnel contact information.

The screenshot shows a job search results page with the following elements:

- Results summary: "Items 1-3 of 3 (Results as of: Wednesday, May 11, 2016 | 11:00 pm)".
- Sort by: "Date Posted" with a dropdown arrow.
- Job listings: Three cards, each with a letter icon, title, status, location, date, and a star icon.
 - B** Special Education Teacher - Elementary School, Full Time, Bridgeport Public Schools - Bridgeport, Connecticut, Apr 12.
 - E** Math/Science Teaching Fellow, Summer, Graduate Fellowships/Assistantships, Esperanza Academy - Lawrence, Massachusetts, Apr 8.
 - U** Employer Relations Coord. / Career Counselor, Full Time, University of South Florida St. Petersburg - St. Petersburg, Florida, Mar 31.

Once you click on the **position title**, the **Apply** link, position description, and further details will appear. On the right side of the screen follow the **How To Apply** procedures. If a clickable box with the word **Apply** appears, you can proceed with applying for the position via Job Connect, as depicted in this visual below.

The screenshot shows a job posting interface. At the top left is a dark blue header with a white letter 'B' in a square, followed by the text 'Special Education Teacher - Elementary School' with a star icon. Below this, it says 'Full Time' and 'Bridgeport Public Schools - Bridgeport, Connecticut'. To the right of the header is a white button with the text 'APPLY'. Below the header, there are three columns of information: 'Position Type' (Full Time), 'Desired Class Level(s)' (Graduate Student), and 'Work Authorization' (US Citizen, Permanent Resident). To the right of these columns is a 'How To Apply' section with contact information for Lisette Colon and a website link. Below this is an 'Important Dates' section with 'Posted On: April 12, 2016' and 'Applications Accepted Until: May 31, 2016'. At the bottom left, there is a 'Related Resources' section. The main body of the page contains details about the category, location, date of availability, and date closing. It also lists the school's address and the specific position title.

Position Type **Desired Class Level(s)** **Work Authorization**
Full Time Graduate Student US Citizen, Permanent Resident

How To Apply
For additional information contact:
Lisette Colon
LColon@bridgeportedu.net

Qualified candidates who wish to apply should access the Bridgeport Public Schools' website:
www.bridgeportedu.com/teachers

Important Dates
Posted On:
April 12, 2016
Applications Accepted Until:
May 31, 2016

Related Resources

Category: Elementary School Teaching/Special Education
Location: Bridgeport Learning Center @ Sheridan School
Date of Availability: Immediately
Date Closing: open until filled

BRIDGEPORT PUBLIC SCHOOLS
45 Lyon Terrace, Room 310
Bridgeport, CT 06604

SPECIAL EDUCATION TEACHER
BRIDGEPORT LEARNING CENTER

In the following visual, after clicking on the **Apply** link, an **Apply/Application Status** box will appear. Then, select the documents from the **Applications Status** drop down and then click **Submit**. Once you apply for a position through the **Apply tab**, a record of your application will be stored under the **Applications tab**. You have the ability to create a resume to use to apply, directly from within the job posting. An **Add New** option displays next to document type. Clicking on it will display a window where you can label and choose the file. Remember that in neither case will the file be added to the **Documents section**.

The screenshot shows a dark blue 'Apply' window with a close button (X) in the top right corner. The window contains the following text and form elements: 'Qualified candidates who wish to apply should access the Bridgeport Public Schools' website: www.bridgeportedu.com/teachers'. Below this is the 'Application Status' section with a red asterisk indicating a required field. A message says 'If you wish to apply, please select the document(s) to include and click Submit.' Underneath is a 'Resume' section with the text 'Choose a Resume to submit for this position.' and a dropdown menu showing 'test*' with a downward arrow. To the right of the dropdown is a red button labeled 'ADD NEW'. Below the resume section is a 'Notes' section with the text 'If you would like to add an optional personal note to the employer, please enter it here. This field is NOT required.' and a large empty text area. At the bottom left of the window is a red button labeled 'SUBMIT'.

Apply ✕

Qualified candidates who wish to apply should access the Bridgeport Public Schools' website:
www.bridgeportedu.com/teachers

Application Status * indicates a required field

If you wish to apply, please select the document(s) to include and click Submit.

Resume
Choose a Resume to submit for this position.

test* **ADD NEW**

Notes
If you would like to add an optional personal note to the employer, please enter it here. This field is NOT required.

SUBMIT

Utilizing the Advanced Search Tab

By clicking on the **Advanced Search** link, located on the right side of the screen, you will be able to enter additional job search criteria. The **More Filters** link, located at the bottom of the criteria search box, allows you to view more search fields. By utilizing the **Advanced Search** link, you can further filter your search needs and criteria such as industry type, position type, and jobs located within certain mileage distances.

[Advanced Search](#)

×

Show Me

Jobs located within
U.S. jobs only (maximum 150 miles).
 miles of zip code

Industry

Accounting
Advertising
Aerospace
Agriculture
Allied Health Sciences
Architecture/Urban Planning
Arts, Film, Theater
Automotive

Position Type

Full Time
Internship
Part Time
Summer
Graduate Fellowships/Assistantships
Volunteer

Posting Date (last # days)

Exclude Jobs I've Applied For
 yes no

Job Function

Arts/Design/Planning
Communication
Computer Science/Statistics
Consulting
Education/Teaching

Ignore National Jobs
 yes no

[More Filters](#)

In addition, there is a **Tool Tip** for advanced searches to provide you with guidelines on how to craft even more precise searches. To access this tool tip, click on the **Circled Question Mark** located within the search bar and an advanced usage window will appear.

Advanced Usage
✕

The search will be performed on the following sections in order of relevancy:
Job Id > Employer > Job Title > Location > Description

The search capability supports the following operators:

- +** A leading plus sign indicates that this word must be present (AND).
- A leading minus sign indicates that this word must not be present (NOT).
- (no operator)** If no operator is used items that match more words will be rated higher (OR).
- ()** Parentheses are used to group words into subexpressions and can be nested. Use explicit && for AND, || for OR, ! for NOT.
- " "** A phrase that is enclosed within double quote (" ") characters matches only items that contain the phrase.
- ?** Use in place of any one character (can not be used in the beginning of the word).
- *** Use in place of zero, one or multiple characters (can not be used in the beginning of the word).

Examples:

- apple banana** Find items that contain at least one of the two words.
- +apple +juice** Find items that contain both words.
- +apple macintosh** Find items that contain the word "apple", but rank items higher if they also contain "macintosh".
- +apple -macintosh** Find items that contain the word "apple" but not "macintosh".
- "some words"** Find items that contain the exact phrase "some words" (for example, rows that contain "some words of wisdom" but not "some noise words").
- apple*** Find items that contain words such as "apple", "apples", "applesauce", or "applet".
- te?t** Matches words like "text" or "test" but not "tempt".

Utilizing the Saved Searches Tab

After an **Advanced Search** is conducted, you have the ability to save a search by clicking on the **Saved Searches** link, which is located on the right side of the screen. You must title your current search and then you can schedule it to run as a **Search Agent**. You have the ability to determine how often (daily, weekly, monthly, etc.), that you would like to schedule **Search Agents** to run. By setting your criteria, you will be able to have new position notifications automatically emailed to you that match your customized criteria. You also have the option to modify both your specific criteria and how frequently you want the scheduled **Search Agent** to run.

Saved Searches ▾

Title
Send via email
New results only
✕

Save search as...	Never ▾	<input type="radio"/> yes <input checked="" type="radio"/> no	SAVE
Business	Monthly ▾	<input type="radio"/> yes <input checked="" type="radio"/> no	EDIT DELETE
Computer Science	Monthly ▾	<input checked="" type="radio"/> yes <input type="radio"/> no	EDIT DELETE
Social Work	Monthly ▾	<input checked="" type="radio"/> yes <input type="radio"/> no	EDIT DELETE

Promote Me to Employers Feature

Job Connect also offers a feature for you to connect with thousands of vetted hiring employers, including most of the Fortune 100. Employers will be able to search for students that would be good matches for the positions they have available across schools and filter by major, degree, grad date, class level, location, school, program and keyword. Once employers find candidates of interest, they can send them an email or invite them to apply for a job. In order to opt into this feature, simply click the **“Promote Me”** link located in the pop up box that will appear when you log into the system.



Promote yourself to employers!

Put yourself in front of thousands of hiring employers. Recruiters may contact you about great career opportunities that fit with your education, skills and interests. [Learn More](#)

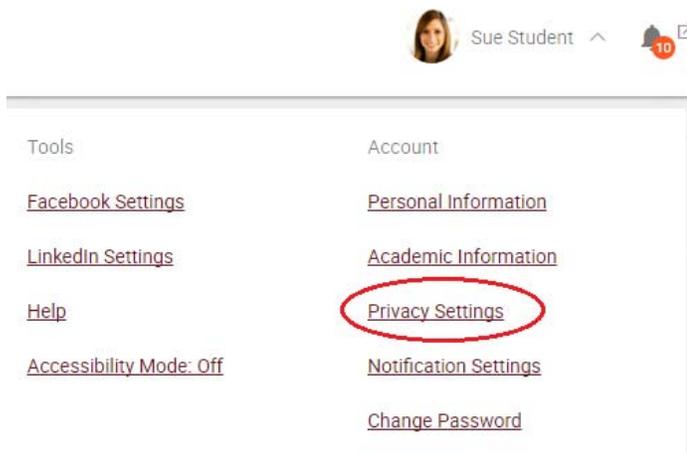
If you opt in, you will be promoted with the following resume:

test
Last Modified: July 17, 2015

[PROMOTE ME WITH A DIFFERENT RESUME](#)

No Thanks [PROMOTE ME](#)

The pop up box also indicates which resume is currently set for the promotion and gives you the opportunity to select which resume will be shared. By clicking **“Promote Me”** you will be opted into the program and will be searchable by over 400,000 employers across the Jon Connect network. Please note that you may opt out of this service any time by accessing the **“Promote me to Employers”** link within your **Privacy Settings** and the change will be effective immediately. You can access your privacy settings by clicking on your name in the upper right hand corner of the page and selecting the **“Privacy Settings”** link.



Sue Student ^ 

Tools	Account
Facebook Settings	Personal Information
LinkedIn Settings	Academic Information
Help	Privacy Settings
Accessibility Mode: Off	Notification Settings
	Change Password

My Account

PERSONAL ACADEMIC **PRIVACY** PASSWORD NOTIFICATION SETTINGS SOCIAL MEDIA

SAVE CHANGES

SAVE CHANGES AND CONTINUE

CANCEL

* indicates a required field

Receive Email Notifications *

Choose 'yes' to receive email notifications.

yes no

Receive Email Job Blasts *

Choose Yes to receive job listings by email.

yes no

Promote Me To Employers

Put yourself in front of thousands of hiring employers. Recruiters may contact you about great career opportunities that fit with your education, skills and interests. By promoting yourself, your Default Resume will be shared with employers. [Learn More](#).

yes no

The pop up box contains a link allowing you to “**learn more**” about being promoted. This link can also be found under **privacy settings** and contains information answering:

- Why should I promote myself?
- How do I get started?
- What information will employers see?
- Who can view my information?
- What can I do next? (update resume, update profile)

Promote Me to Employers



Why should I promote myself?

Put yourself in front of thousands of hiring employers. Recruiters may contact you about great career opportunities that fit with your education, skills and interests.

I'M READY! PROMOTE ME TO EMPLOYERS



How do I get started?

It is super simple and takes seconds. Upload your resume and fill out your profile. Your default resume will be shared with employers.

Sample Resume #1 First Year Student

Last Modified: May 16, 2016 - 1:56 PM

[MANAGE RESUME](#)



What information will employers see?

Vetted employers will be able to see the information that you share on your resume and profile.

Resume

We will be sharing your default resume with employers, who will be able to view and download it to get an overview of your skills and experience

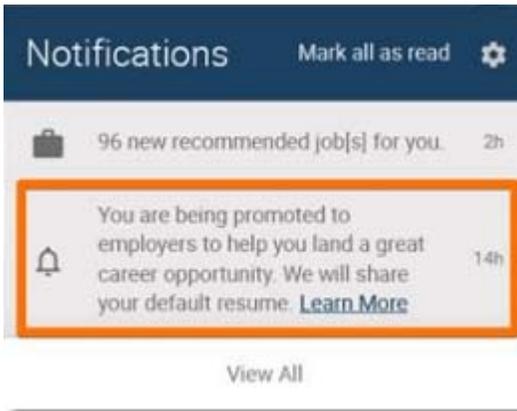
Current Educational Status

Employers will be able to view your degree level, major and expected graduation date to determine which positions will be best suited for you

Name and Email

Employers will be able to view your full name and email address so that they can reach out to you regarding job opportunities

You will also receive a system message (**Promote Me To Employers Opt in/out Notification**) with information about the “**Promote Me to Employers**” feature. You will also receive an InApp Notification of the service once they take an action.



Navigating the Recommended Jobs, My Favorites, Applications, and Expired Jobs Tabs

Now that you’ve learned about the **Jobs, The Advanced Search, and the Saved Search** features, let’s navigate the remaining tabs; **Recommended Jobs, My Favorites, Applications, and Expired Jobs.**



Recommended Jobs – Displays a list of jobs recommended for you based on your personal criteria and preferences.



My Favorites - Whether you are reviewing available positions or reviewing employers within Job Connect, you have the ability to flag positions and/or employers in order to house them in your **Favorite tabs**. In order to flag the said position (located in the **Jobs tab**) or flag the employer (in the **Employers tab**), click on the clear star symbol located to the left side of the job listing or employer. Once you click the star, the job that you flagged as a favorite will migrate to your **My Favorites** tab in the **Job Postings** section. Employers that are flagged as favorites will migrate to the **Favorite Employers tab** within the **Employers tab** section. The convenience of having a **My Favorites** (jobs) and **Favorite Employers** (companies) allows you the ability to move your flagged jobs and flagged employers to a condensed list which you can then access at a later time in order to apply for those positions and/or research the companies in greater detail.



Applications – Within the Applications tab, you will find a summary of jobs that you have applied for through the Job Connect system.

Keywords

(searches job title, ID, description, and employer name, min. 3 characters .)

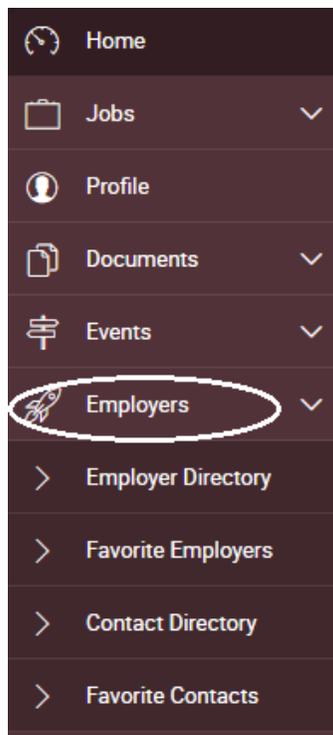
APPLY SEARCH

CLEAR

MORE FILTERS

Expired Jobs - A tab in the **Jobs** section labeled **Expired Jobs** is where you can research archived (expired) jobs. You cannot apply to archived job leads electronically; however, original contact information will display. You are able to search archived positions by **Keywords**, **Job Function**, **Position Type**, and **Industry Classification**.

Performing a Search by Employers



Employers - The **Employers** section displays a list of all active employers. Click on an organization name to view a company profile. Keep in mind that you have the ability to save a **Favorites** list to track employers that you like. You can search for a company based on industry or perform a keyword search. When you click on the name of an organization, you will see the employer's profile.

employer profiles

EMPLOYERS FOLLOWING CONTACTS FAVORITE CONTACTS

Keywords

APPLY SEARCH CLEAR MORE FILTERS

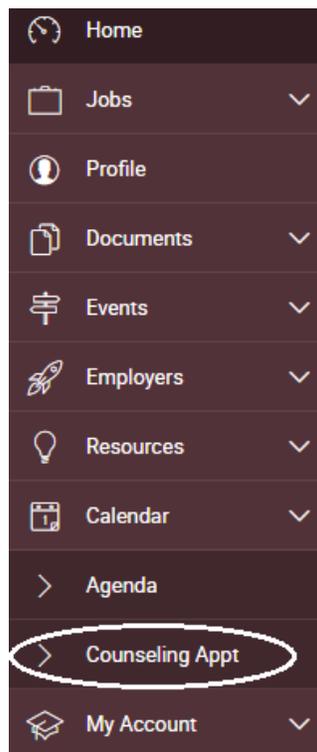
0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [ALL]

Items 1-20 of 2754 SORT BY: Organization SHOW 20 per page Page 1 Next

1	1st Alliance Lending (East Hartford, CT) Financial Services http://www.1stallianceclending.com	★
3	360 Physical Therapy and Aquatic Centers (Chandler, AZ) Health Fitness www.360physicaltherapy.com	★

Scheduling a Counseling Appointment

Schedule a **Counseling Appointment** with a Career Center staff member through your Job Connect account! You can schedule a **Counseling Appointment** by selecting the **Counseling Appointment** link which is located under the Calendar tab.



After selecting the **Counseling Appointment** link from the **Calendar** dropdown tab, you will see the following screen. Select **Request New Appointment**.

The screenshot shows a web interface for a calendar. At the top, there are navigation tabs: AGENDA, DAY VIEW, WEEK VIEW, MONTH VIEW, YEAR VIEW, PERSONAL EVENTS, and COUNSELING APPT. Below the tabs, there are two main sections: 'Requested Appointments' and 'Approved Appointments'. The 'Requested Appointments' section is empty, showing a 'No records found.' message with an icon of a folder and a document. The 'Approved Appointments' section shows two items: 'Laurie Wrona' with a 'Resume & Cover Letter Review' appointment on May 20, 2016, from 9:00 am to 9:00 am (60 mins), and 'Jeanette Doyle' with a 'Career Counseling' appointment on May 23, 2016, from 1:00 pm to 1:00 pm (30 mins). A 'REQUEST NEW APPOINTMENT' button is located at the bottom left of the interface.

Whichever of the two methods that you end up choosing to begin the appointment scheduling process, the following screen will appear.

The screenshot displays the appointment scheduling interface. On the left is a form with the following sections:

- Type:** A dropdown menu set to 'Resume & Cover Letter Review'.
- Date Range:** Two date pickers. The first is set to '2016-05-16' and the second to '2016-05-30', with 'SELECT' buttons and a 'to' separator.
- Time Range:** Two time pickers. The first is set to '09:00 am' and the second to '04:00 pm', with 'CLEAR' buttons and a 'to' separator.
- Length:** A dropdown menu set to '60'.
- Counselor(s):** A search box with a magnifying glass icon and the text 'search here'. Below it is a list of counselors: Jeanette Doyle (unchecked), Laurie Wrona (checked), Michael Hill (unchecked), and Scott Drankos (unchecked). At the bottom of the list, it says '1 of 5 selected [show selected] [show all]'.
- Days of the Week:** Radio buttons for 'Mon', 'Tue', 'Wed', 'Thu', and 'Fri'. 'Mon', 'Wed', and 'Fri' are selected.
- At the bottom of the form are two buttons: 'CHECK AVAILABILITY' and 'BACK'.

 On the right is a calendar view showing appointments for two dates:

- Friday, May 20, 2016:** A list of appointments for Laurie Wrona, all 60 minutes long, scheduled at 9:00 am, 11:00 am, 1:00 pm, 1:30 pm, 2:00 pm, 2:30 pm, and 3:00 pm.
- Monday, May 23, 2016:** A list of appointments for Laurie Wrona, all 60 minutes long, scheduled at 9:00 am and 3:00 pm.

Select the type of appointment, date range, length of time, counselor, and then hit the **Check Availability** link at the bottom. You do not need to complete all of these sections; the minimum needed is the type of the appointment and date range. You will see a list of available appointment times by date, time, and counselor. Select the appointment you are interested in by clicking on counselor's name. You will then be asked to confirm the appointment; you will need to enter your phone number (in the event that we need to reschedule your appointment for some reason). Then hit **Submit Request** and you have scheduled an appointment.

Utilizing the Resources in Job Connect

In Job Connect, many helpful documents and resources await you! A sampling of the resources and documents include the following: **Career Explorer** – the U.S. Department of Labor’s O*Net Online: www.onetonline.org, **Career Finder** – a helpful tool that can assist you with finding out what your interests are and how they relate to the world of work, as well as the **Document Library**. Items found in the **Document Library** include but are not limited to handouts on cover letters, resumes, and the job search. In addition, the Career Guide, the NACE Salary Calculator, plus additional documents, can be found within the **Document Library**.

There are two ways that you can access these resources and documents. One way to access these resources and documents is through the **Resources** tab. Once you have selected the **Resources** tab, four drop down menu choices will appear; **Career Explorer**, **Career Finder**, **Document Library**, and **Career Advice**. Directly below you will see some visual examples outline all four.

The screenshot displays the 'Career Explorer' interface. On the left is a dark sidebar with navigation options: Jobs, Profile, Documents, Events, Employers, Resources, Career Explorer (selected), Career Finder, Document Library, Career Advice, Calendar, and My Account. The main content area has a header 'Career Explorer' and a light blue banner with a lightbulb icon and text: 'The source of Career Explorer information is the U.S. Department of Labor's O*Net Online: www.onetonline.org'. Below the banner is a search bar labeled 'Keywords' with an 'APPLY SEARCH' button and a 'MORE FILTERS' link. The main content is divided into two columns: 'Popular Careers' and 'Leading Industries'. Under 'Popular Careers', there are two entries: 'Interpreters and Translators' (Health Care and Social Assistance; Self-Employed; Education) with a 'PROJECTED GROWTH' icon indicating it is 'Much faster than average', and 'Pharmacy Technicians' (Health Care and Social Assistance; Retail Trade) also with a 'PROJECTED GROWTH' icon. Under 'Leading Industries', there are two entries: 'Government' (Postal Service Mail Carriers; Postmasters and Mail Superintendents; Tax Examiners and Collectors, and Revenue Agents; More...) and 'Professional, Scientific, and Technical Services' (Veterinary Technologists and Technicians; Veterinary Assistants and Laboratory Animal Caretakers; Legal Secretaries; More...).

- Jobs
- Profile
- Documents
- Events
- Employers
- Resources
- Career Explorer
- Career Finder
- Document Library
- Career Advice
- Calendar
- My Account

Career Finder

Completed: July 20, 2014, 8:22 pm

View another profile:

[START NEW PROFILER](#)

Careers that fit your interests and preparation level:

Best fit	Great fit	Bright Outlook	green	REGISTERED APPRENTICESHIP
Loan Officers				
Paralegals & Legal Assistants				
Eligibility Interviewers, Government Programs				
Funeral Service Managers				
Human Resources Assistants				
Insurance Claims Clerks				
Municipal Clerks				
Teacher Assistants				
Medical Secretaries				

Your Results & Job Zone [Review Answers](#)



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resources

The Document Library includes Career Center handouts, career-related links and videos.

CAREER EXPLORER CAREER FINDER **DOCUMENT LIBRARY** CAREER ADVICE

Keywords

Searches document name and description.

[APPLY SEARCH](#) [MORE FILTERS](#)

Items 1-20 of 20

SORT BY: SHOW per page

NACE Salary Calculator

NACE Salary Calculator

Applying to Graduate School Handout

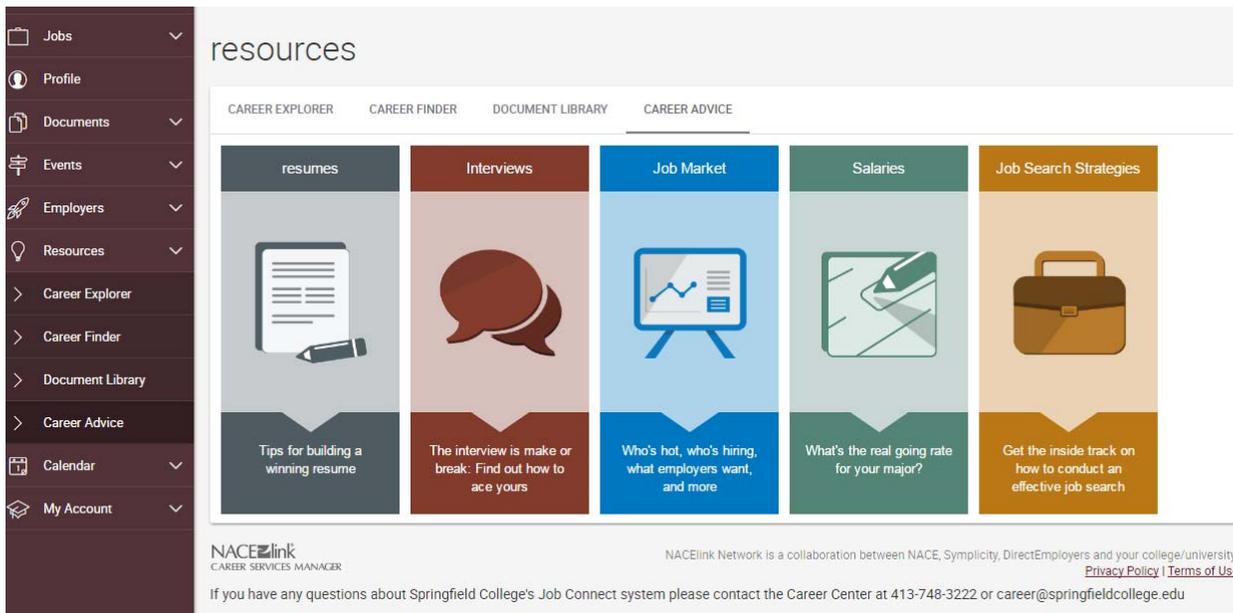
Career Center Handout - 136.1k

This handout provides helpful information on applying to graduate school.

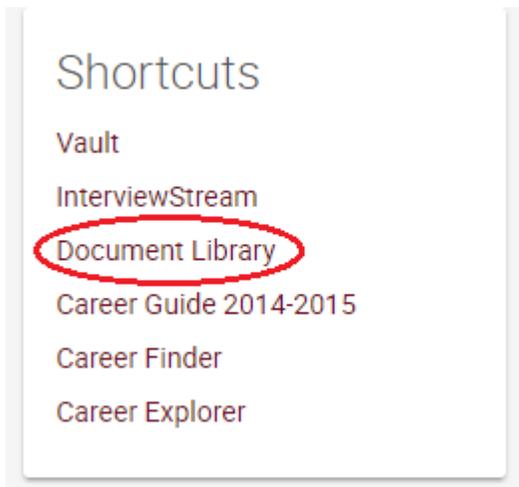
Cover Letter Writing Handout

Career Center Handout - 166.3k

Learn information on how to write a cover letter.



The second way to access these resources and documents is through the **Shortcuts** tab located on the right side of your screen. Look down the list of Shortcuts and select the link that is entitled **Document Library**.



After you click on the Document Library link, you will be brought to a new screen where you will find the tabs for **Career Explorer**, **Career Finder**, **Career Advice** and the documents within **Document Library**. Refer to the four visuals above.