

Cornell Career Network ~ Student Guide

Access the following website: www.cornellcollege.edu/career-services and click on the **Cornell Career Network** link.

1. **New Users - Registration:**

- Enter your Cornell common username and password to access your account.
- To add/edit your information click on Edit

New Users Registration – Alumni: If you are not a current user, please contact Career Services at 319-895-4457 or career@cornellcollege.edu for instructions.

2. **Existing Users:** Log into system using your Username and Password

Existing Users - Update your profile

- Put your cursor over My Account and select My Profile
- You will see sections containing Personal Information, Demographic Information, Skills, and Additional Information.
- Each section will have an [Edit] link. Click on this link to edit fields within the section.
- Carefully go through each section and complete all of the fields making sure to click on the Save button. Required fields are marked with an asterisk (*).

NOTE: The more detailed you fill out your profile, the better we will be able to assist you.

Upload your documents

- Put your cursor over My Account and select My Documents
- Click on the [Upload File] link
- Click the Browse button to find your document
- Select the correct document and name it
- Click the Upload button

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

Searching for Jobs and Internships

- Put your cursor over Jobs and select Job Listings
- Fill in the search criteria to narrow down your job search OR just click the Search button (without entering any search criteria) to view all current jobs.
- Click on the Job ID to see the specifics of the position and how to apply

Searching for Career Events:

- Click on the Career Events menu
- You will see a list of all current Career Events (Workshops, Employer Visits, Career Fairs, and more.)
- To view details click on the Career Event's name.

Searching for On-Campus Interview Schedules: Qualified and Future Schedules

Qualified Schedules:

In our system you will only be able to apply to schedules you are qualified under the Qualified Schedules menu.

- Put your cursor over Interview Schedules and select Qualified Schedules
- Click on the Schedule ID to see the specifics of the position and how to apply. If this is a Preselect schedule, then you will be requesting to be interviewed. If this is an Open schedule, then you will be allowed to choose an open interview timeslot.

Future Schedules:

In our system you will be able to look at all current schedules in the system under the Future Schedules menu, but you cannot apply or sign-up on these schedules. Go to Qualified Schedules to apply or sign-up on a schedule.

- Put your cursor over Interview Schedules and select Future Schedules
- Fill in the search criteria to narrow down your interview schedule search OR just click the Search button (without entering any search criteria) to view all current interview schedules.
- Click on the Schedule ID to see the specifics of the position

Viewing Your Activity

- Put your cursor over My Account and select My Activity
- There are 4 types of activity that you can view:
 - *Referrals* – These are resume referrals that you've submitted to an employer's job, our office has submitted on your behalf, or an employer has downloaded your resume.
 - *Placements* – These are current job placements and details of those.
 - *Schedules* – The Schedule Activity shows any interviews, information sessions, or waiting lists that you are signed up for. You can also see any Preselection Activity that is still pending for you, under the Preselection Activity section.
 - *RSVPs* - These are the Career Events that you are currently RSVPed for.

**Cornell Career Network is sponsored by
Career Services, Cornell Fellows, the Berry Center and Dimensions**

**Questions? Contact Career Services in Ebersole
career@cornellcollege.edu
895-4457**