

NYIT CareerNet Student Guide



Welcome to NYIT CareerNet! To access CareerNet, visit the Career Services Web site at www.nyit.edu/career_services. Click on “**Find/Post Jobs and Internships,**” near the bottom of the page, which will take you to the CareerNet introductory screen. Use the log-in boxes at the top of this screen.

Logging In

New User Registration: If you've never used CareerNet, logging in is easy. We have preloaded information from your NYIT student records into the system. To access it:

- Using the log-in boxes at the top of the screen, input your user name, which is **your NYIT e-mail address**, and including @nyit.edu.
- Enter your password, which is **the last six digits of your NYIT student ID** (leave off the “0” at the beginning). You should change this password once you’ve logged in.
- This will take you to your profile page, where you'll see the information we already have about you. Click on [Edit] (top right) to change or delete any of this information. Required (*) fields are marked with an asterisk.
- Click on the button.

NOTE: Once you submit your profile, your account is in pending status. An administrator will review your profile. If it is approved, you will receive an e-mail notification. If you do not receive this within **48** hours, contact our office at **516.686.7527** or **212.261.1538**.

If your address, phone numbers, or other preloaded information is incorrect, you need to visit the registrar's office to change it. Changing information in CareerNet has no effect on your student record.

Existing Users: Log in to system using your user name and password.

Updating your Profile

At least once a semester you should update your profile to reflect your latest GPA, skills, and information relevant to your job search. To do this:

- Select **My Account** and **My Profile**.
- Each section will have an [Edit] link. Click on this to edit fields within the section. Required fields are marked with an asterisk (*).
- Click on the button.

NOTE: **You** are responsible for keeping your profile up to date. Employers want accurate information!

Uploading your Documents

- Select **My Account** and then **My Documents**.
- Click on the [Upload File] link for whatever type of document you'd like to upload.
- Click the **Browse** button to find your document.
- Click the Upload button. Your documents will be converted into PDF files

NOTE: Your documents must be in Word (.doc), PDF, or RTF format in order to upload. Word and RTF documents will be converted to PDFs. When uploading more than one document, make sure you select the one you want to use as the “default.”

Searching for Jobs and Internships

- Select **Job Search**.
- 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.

NOTE: When you upload a resumé into CareerNet, it must be approved by an Office of Career Services staff member. **This takes 1 to 2 business days.** Until your resumé has been approved, you will not be able to apply for positions through CareerNet.

Searching for Interview Schedules (coming soon)

Qualified Schedules:

In our system you will only be able to apply to schedules you are qualified for 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

Searching for Career Events:

- Click on the Career Events menu
- You will see a list of all current Career Events (Career Fairs, Teacher’s Expos, etc.)
- To view details, employers registered and/or R.S.V.P., click on the career event name.

NOTE: Not all events accept R.S.V.P.s or allow students to search the list of employers registered for the event.

Searching for Mentors (coming soon)

- Click on the **Mentors** menu
- Fill in the search criteria to narrow down your search OR just click the search button (without entering any search criteria) to view all mentors that are currently allowing students to contact them.

- To contact a mentor, click on his or her name, and then click the Contact Mentor button at the top of their profile. If they are allowing you to see their contact info, you will now see that information. If they are only allowing anonymous contact, then an e-mail form will appear for you to send through the system.

NOTE: You are allowed to contact a limited number of mentors per month. Also, each mentor decides how many students can contact them per month, so it is best to make your contacts in the beginning of the month.

Viewing Your Job Search Activity

- Select **My Account** and select **My Activity**
- There are four 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.
 - *R.S.V.P.s* - These are the career events that you are currently scheduled for.

Setting Up Email "Job Alerts"

- Select **Job Search**.
- Enter your desired criteria (e.g., major, type of job, location) into the Job Advanced Search box and click Search.
- When you receive the list of Search Results, select [Save Search] on the far right. This will open a dialog box asking you to name your Saved Search.
- To receive an email message whenever new jobs are posted which match your desired criteria, click the box on this screen. Click the save button.
- You may access this Saved Search via your home page from now on. Alerts will continue to be sent to you every time a matching job gets posted until you delete this Saved Search.