Quick Student User Guide | Fall 2016 Update

What Is CareerSource?

CareerSource is a portal that provides Kogod business students with one-stop access to opportunities to attend on-campus recruiting events, RSVP for workshops, apply to jobs and internship postings specifically for KSB students, and utilize pre-paid subscription online career resources as well as skill building tools.

Log In To CareerSource

- Go to the Kogod Center for Career Development (KCCD) website: kogod.american.edu/kccd
- You can also go directly to the CareerSource site using the following URL: http://www.kogod.american.edu/careersource
- Enter your **AU email address** (do not include "@student", example: cf1357a@*american*.edu) and the CareerSource **password** you set from the link in the welcome email from kccd@american.edu. If you have forgotten your password or did not receive an email, click "Forgot Password" link. Your password should be a minimum of 6 characters including letters, numbers, and symbols.

Complete Your Account Settings

After logging in, click the **My Account** tab to complete the fields in each of the sections: **Personal**, **Academic**, **Privacy**, **Employment**, and **Password/Preferences** completely.

- Your Kogod CareerSource student profile is synchronized with your official university record from the Registrar's Office. This means that most fields in your Kogod CareerSource profile (name, phone number(s), school, major, etc.) are automatically updated to match your student snapshot in the myAU portal. Therefore, if you need to change contact information in your profile, you must do so by clicking "Update My Address" in the AU portal and/or completing the "Personal Data Change Form". Similarly, if **Academic** information (business majors/specializations or class level) appears incorrectly in your profile, please send an email to *ksbadvising@american.edu* with your full name and AUID with requested change. Please contact the KCCD for assistance with applying to opportunities.
- Also in the **Academic** tab, be sure to read the *KCCD Policies & Expectations of Professionalism* and select "Yes" acknowledging full acceptance of the career center's policies.
- Click "Save Changes and Continue" after each section.
- In the **Privacy** tab, make sure you have set "Receive Email Notifications" to "Yes", particularly if you are going to be applying for jobs and/or participating in on-campus interviewing. Otherwise you will not receive system-generated emails regarding interview status, etc. You will also *not* receive an email when you attempt to reset your password.

Post Your Resume

- Select the "Documents" tab in the upper toolbar.
- Click "Add New" to upload a resume, cover letter, transcript, etc.
- Select the document from your computer drive, name it appropriately in the "Label" field, and select "Upload".
- Your files will automatically convert to a .pdf format which is the version sent to employers. Review the .pdf to make sure it converted correctly. If needed, change your source (original) document so the .pdf version is correct.
- Once the upload is finished, click the "Default" button. If you upload multiple resumes, the one you choose as the default is the one that will auto-populate for applications, resume book, etc.

Find a Job or Internship

- Select "Jobs" in the toolbar, and select "CareerSource Jobs" in the drop down menu. Then click "Advanced Search".
- To narrow your search, enter detailed search criteria and click "Search". Remember that the more criteria you select, the fewer jobs and internships you will find. Try limiting search criteria for a successful search.

Create Search Agents (Save Time and Effort!)

- Use the instructions above to search for opportunities. To receive an email when new positions matching your search criteria are posted in CareerSource, select "Saved Searches", title your search, and select how often you would like to receive an email.

Apply for a Job or Internship

- After selecting a job or internship of interest that you qualify for, select the gray "Apply" box under the job title.
- Select a resume and cover letter (if applicable) that you want to submit from the list of documents you have already uploaded in the system.
- Tip: If you do *not* qualify for the job or internship, text will appear explaining why you don't qualify and you will not be able to submit your resume. Please see a KCCD career advisor if you feel that there is a problem.

Apply for an On-Campus Recruiting (OCR) Interview

- From the home CareerSource screen, select "Campus Interviews I Qualify For" from the Shortcuts list.
- A list of OCR job postings will appear that you qualify for based on your academic profile.
- Apply to the job posting of interest, providing all required documents (resume, cover letter, transcript, etc.).
- Once submitted, your application/interview will be pending until the employer determines your status (selected, alternate, or declined for an interview).
- A few days after the application deadline, you will receive an automated email (if the Privacy setting in your profile allows emails) confirming if you were selected or declined to interview. *You must take action to schedule your interview within 24 hours after being notified you were selected or you may lose your slot to an alternate.*
- To schedule an interview if you were selected by the employer, go to the "Interviews" tab and in "Interview Requests", click on the name of the position, and then select the radio button with the interview time that is best for you. If the available times are not convenient, click to schedule one of the times so you don't lose your interview slot, then notify the KCCD as soon as possible so we can work to reschedule if possible.

RSVP and Register for Events

- Click on the "Events" tab to access the "Career Fairs & Receptions", "Information Sessions/Panels" and "Workshops" sub-tabs.
- To RSVP for an event, click on the name of the event, and then the "RSVP" tab. Per the KCCD Professionalism Policies, only RSVP for events that you can attend, and attend all events to which you RSVP. If there is an emergency and you are unable to attend, please notify the KCCD as soon as possible.

Employer Information

- The employer tab is useful in learning more about a specific firm's company culture, industry, available jobs/internships, and career fairs.
- To view employer profiles, click on the "Employer" tab from the home page.
- A list of employers with profiles will appear in alphabetical order. Click on the employer name of interest and view the various tabs of information on that employer.

More Help Using CareerSource...

- If you still need assistance while navigating CareerSource, be sure to click on the icons that provide training and assist in answering common questions or contact the KCCD: **(202) 885-1908** or **kccd@american.edu.**