

 THE COLLEGE OF
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Office of Career Development
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Student Help Guide

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1. KatieClick Conventions

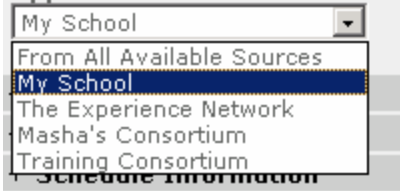



Terminology

Throughout this document standard terminology has been used to refer to system conventions. The following is a list of standard terms

Term	Use
Experience Network	The Experience Network is a nationwide network of employers who list their jobs with eRecruiting (called KatieClick at St. Kate's) career centers, allowing students to find jobs with employers who may not recruit at their school. Network jobs can be found by searching for jobs from All Available Sources. All Network jobs will be marked with an icon on the search results page so you can identify them.
Publishing Your Resume	If you would like employers to be able to search on your resume to notify you if you are a good match for an open position they have, you will want to Publish your resume in a Resume Book in the Documents section. Career Centers may also search resume books.
Saved Searches	Saved Searches allow you to save specific job search criteria to search more easily at a later date or to be notified by email of any new jobs that match your search criteria. Your Saved Searches can be accessed through the Job/Internship Search section below Jobs & Internships on the main navigation.
Favorite Jobs	From any job search results page, you can checkmark jobs and use the "save jobs as favorites" drop down menu to save your Favorite Jobs to a new folder or existing folder. You can access your Favorite Job Folders through the Favorite Jobs option below Jobs & Internships on the main navigation.

Tools

The following is a list of tools for managing information in the system.

Function	Action	Example
Drop down	<ul style="list-style-type: none"> Click on the arrow to the right of the textbox Scroll to the menu item Click on the item to insert it in the textbox 	
Button	<ul style="list-style-type: none"> Click on the button to perform the action 	
Icon	<ul style="list-style-type: none"> Click on the image to view a form 	
Link	<ul style="list-style-type: none"> Click on the underlined phrase to display the related page 	<p>Welcome to the eRecruiting website!</p>
Tab	<ul style="list-style-type: none"> Click the tab to view the related page 	

Textbox	<ul style="list-style-type: none"> ▪ Click in the textbox and type 	Student ID: <input type="text"/>
Radio button	<ul style="list-style-type: none"> ▪ Click in the button ▪ Click a different button to cancel 	<input type="radio"/> Full Time
Checkbox	<ul style="list-style-type: none"> ▪ Click to check ▪ Click again to uncheck 	<input type="checkbox"/>

2. Student Profile, Password and Documents

Your account profile contains your personal information, academic information, career preferences, continued academics, and other background information. To display your account profile, select **View/Edit Profile Data** under the **Profile** tab on the main navigation bar.

The data you enter in your profile is viewable by St. Kate's Career Development staff. By applying to a job or publishing your resume in the Experience Network resume book, you are sharing a limited profile data set with employers. Fields such as ethnicity and gender, are not available to employers to search on or to view.

Please complete as many fields in your profile as possible. Career Development makes opportunities available to you, in part, by the data in your profile. If you leave fields blank, you may miss being notified about interesting opportunities. You may update your profile data at anytime.

Updating your Profile

Action	Steps
Update Your Profile	<ul style="list-style-type: none"> ▪ Log into your KatieClick account ▪ Select View/Edit Profile Data under the Profile tab on the navigation bar ▪ Select the desired view: Personal Info, Academic Info, Career Preferences, Continued Academics or Administration ▪ Click the Edit link at the top of each section to edit your information ▪ Update your profile information ▪ Click Save

Updating your Password

Action	Steps
Update Your Password	<ul style="list-style-type: none"> ▪ Log into your KatieClick account ▪ Select Change Your Password under the Profile tab on the navigation bar ▪ Enter Current Password, New Password and Confirm Password ▪ Click Save

Uploading your Documents

Action	Steps
Upload Your Documents	<ul style="list-style-type: none"> ▪ Log into your KatieClick account ▪ Select Upload a Document under the Documents tab on the navigation bar ▪ Choose the document type on the Upload a Document page and click Next ▪ Click Browse to select your document ▪ Choose the correct document and click Open ▪ Click Upload ▪ Wait for the application to convert the document to PDF and HTML ▪ Your resume will be successfully converted and ready to use when you see the status change from Converting to Ready.

Note: Every student must have one resume designated as his or her **Primary Resume**. This resume will be used on the occasion that Career Development needs to refer your resume to an employer. The original resume uploaded into the system will default to be the **Primary Resume**. If you have multiple resumes uploaded, make sure your **Primary Resume** is updated and appropriate for most of your job search needs

3. Searching

In KatieClick, we offer you the opportunity to search for Jobs or Internships, or to search for opportunities by employer. On your **Home Page**, you can search for jobs or internships using a quick keyword search which searches multiple fields in the job description. In the **Jobs & Internships** section, you have the option to create more detailed searches and also have the ability to save your search results for future use. You can even create a search agent to be alerted by email of new opportunities that meet your search criteria.

In addition to searching for specific types of jobs through the **Jobs & Internships** section, KatieClick also allows you to use the **Employer Search** to find specific employers by name or by industry. You can also save favorite employers to folders which may be helpful in organizing and managing your job search.

Searching for Jobs and Internships

Action	Steps
<p>Search from the Home Page</p>	<ul style="list-style-type: none"> ▪ Log into your KatieClick account ▪ On your Home Page, select to search Jobs and Internships ▪ Type in any Keywords and/or Location ▪ Select the checkbox if you wish to Show Only Jobs from My Career Center ▪ Click the Search button ▪ System will return the search results ▪ Use the yellow toolbar to further Refine your search results ▪ Click on the name of any job to view the details of the position
<p>Searching using Jobs & Internships from Main Navigation Bar</p>	<ul style="list-style-type: none"> ▪ Log into your KatieClick account ▪ Select Job/Internship Search under the Jobs & Internships tab on the navigation bar ▪ Use the Basic Search to search by Keywords, Job Function and/or Location, or select one of the other searches in the More Searches section ▪ After selecting your job search criteria, click Search ▪ Use the yellow toolbar to further Refine your search results ▪ Click on the Job Title to view the details of the job
<p>Searching using 1-click searches</p>	<ul style="list-style-type: none"> ▪ Log into your KatieClick account ▪ Select Job/Internship Search under the Jobs & Internships tab on the navigation bar ▪ Click on any link in the 1-Click Searches section to return your results

Searching for Employers

Action	Steps
<p>Searching for Employers</p>	<ul style="list-style-type: none"> ▪ Log into your KatieClick account ▪ Select Employers Search under the Employers tab on the navigation bar ▪ Search alphabetically by selecting the first letter of the employer name ▪ Search for a specific employer by typing the name of employer in the Employer Name field ▪ Search for an employer by industry by selecting one industry or multiple industries in the Industry field ▪ Click Search ▪ Click on the Employer name to view the employer profile

Creating and Using Search Agents

Action	Steps
Creating Search Agents and Saved Searches	<ul style="list-style-type: none"> ▪ Log into your KatieClick account ▪ Select Job/Internship Search under the Jobs & Internships tab on the navigation bar ▪ Use the Basic Search to search by Keyword, Job Function and/or Location, or select one of the other searches in the More Searches section ▪ After selecting your job search criteria, click Search ▪ Under More Search Options in the top left hand corner, select to Save Your Search ▪ Name the search in the Saved Search Name field ▪ Choose whether to receive email notifications of job matches ▪ Select the job source from the Show Me Jobs... section ▪ Click Save
Using Saved Searches	<ul style="list-style-type: none"> ▪ You may execute your Saved Search at any time. ▪ Log into your KatieClick account ▪ Select Job/Internship Search under the Jobs & Internships tab on the navigation bar ▪ In the Your Search Agents box, click the name of the saved search to run the search

4. Applications and Interviews

The **Jobs & Internships** section is used to search for and apply to jobs. You can search for jobs by keyword, job function, location and much more. This section also provides you with one click predefined searches and a collection of your favorite jobs. Once you have searched for and applied to a job, you can track and manage your applications through the **Applications** section of KatieClick. In the **Applications** section you also have the ability to sign-up for interviews once you have been **Accepted** by the employer.

See the next page for details on applying for jobs, withdrawing applications from jobs, signing up for interviews, declining interviews and changing your interview times.

Applying for a Job

Action	Steps
<p>Apply for Job</p>	<ul style="list-style-type: none"> ▪ Log into your KatieClick account ▪ Search for Jobs (See Searching for Jobs section on previous page) ▪ Select a Job Title from Search Results page to open the Job Details ▪ Locate How to Apply section at the bottom of the Job Details page ▪ Click Apply ▪ Select a Resume, Cover Letter or Other Document that meets the requirements ▪ Click Submit ▪ At times, there may be no Apply button because the employer is accepting applications directly by email, fax or URL. In this case, you would see instructions on how to apply directly to the employer. ▪ There are also occasions when employers place restrictions on job applications. If you do not meet the job requirements, as determined by the data in your profile, you will not see an apply button. Instead you will see the requirements are listed for the job.

Note: If you are able to apply to a job through KatieClick, your application document(s) will be sent to the employer. If the employer makes a decision on your application, you will be notified through email. You can also check the status of the employer decision in your **Applications** section.

Withdrawing an Application from a Job

On occasion, you may need to withdraw an application that you submitted through KatieClick. This is an appropriate action if you mistakenly applied to a job, or if you decided that you are not interested in being considered for the job. Remember that you can only withdraw your application **BEFORE** an employer has made a decision on your application. If you withdraw and the apply end date has not yet passed, you are still eligible to re-apply to the position.

Action	Steps
<p>Withdraw Application</p>	<ul style="list-style-type: none"> ▪ Log into your KatieClick account ▪ Select Your Active Applications under the Applications tab on the navigation bar ▪ Click on the Details/ Sign up... link of the desired application ▪ Click Withdraw ▪ Click Withdraw on the confirmation page, or click Back to cancel Withdrawal

Signing up for an Interview

Action	Steps
<p>Sign Up for Interview</p>	<ul style="list-style-type: none"> ▪ Log into your KatieClick account ▪ Select Your Active Applications under the Applications tab on the navigation bar ▪ The status of your active applications is displayed in the Employer Decision column ▪ Once an employer has Accepted your application and the interview sign-up date has arrived, you may sign up for an interview slot ▪ Click on Details... ▪ On the Application Details page, under Employer Decision, click on Sign up for Interview ▪ On the Interview Sign Up Page, find the schedule date you would like to sign up for and select the Time radio button associated with the time slot you desire ▪ Click Save and your slot will be reserved

Note: If the Interview Sign Up date has not yet occurred, you must wait until that date to sign up for an interview slot.

Declining an Interview

Action	Steps
<p>Decline Interview</p>	<ul style="list-style-type: none"> ▪ Log into your KatieClick account ▪ Select Your Active Applications under the Applications tab on the navigation bar ▪ The status of your active applications is displayed in the Employer Decision column ▪ Once an employer has Accepted your job application, you may sign up for an interview slot ▪ Click on Details... ▪ On the Application Details page, under Employer Decision, click on Decline invitation to interview ▪ Click Decline ▪ If you have already signed up for an interview slot, and wish to decline the interview, you can go to Details/Sign up... and under Employer Decision click the link to Withdraw from this interview.

Note: Career Development may set a date on which the schedule will no longer allow cancellations or changes. After this date, you will no longer be able to **Withdraw** from the schedule.

Changing Interview Time

Action	Steps
Change Interview Time	<ul style="list-style-type: none"> ▪ Log into your KatieClick account ▪ Select Your Active Applications under the Applications tab on the navigation bar ▪ Click on the Details ... link for the desired application. ▪ On the Application Details page, under Employer Decision, click on Choose a Different Interview Slot ▪ On the Interview Sign Up Page, find the schedule date you would like to sign up for and select the Time radio button associated with the time slot you desire ▪ Click Save and your slot is reserved

5. Favorite Jobs

KatieClick allows you to group job listings into folders of **Favorite Jobs**. Saving jobs in folders allows you to manage your job search and keep track of your applications more easily. For example, you can create folders with names like Jobs in California; Strong Prospects; Management Jobs; etc.

Creating a Folder of Favorite Jobs

Action	Steps
Creating Favorite Jobs Folders	<ul style="list-style-type: none"> ▪ Log into your KatieClick account ▪ Search for Jobs (see Searching for Jobs section on previous page) ▪ The Search Results page displays all relevant positions ▪ Select the checkbox to the left of the jobs names that you would like to save to a folder ▪ Locate the Save Jobs As Favorites drop down box in the lower left hand corner of the results page ▪ Choose Create A New Folder from the drop down box or select an existing folder ▪ Click Go ▪ Enter a name for the new Folder ▪ Click Save

Opening a Folder of Jobs

Action	Steps
Opening Folders	<ul style="list-style-type: none"> ▪ Log into your KatieClick account ▪ Select Favorite Jobs under the Jobs & Internships tab on the navigation bar ▪ Click on the desired Folder Name or View to open the folder

Deleting a Folder of Jobs

Action	Steps
Deleting Folders	<ul style="list-style-type: none"> ▪ Log into your KatieClick account ▪ Select Favorite Jobs under the Jobs & Internships tab on the navigation bar ▪ Locate the Delete link to the right of the desired Folder Name ▪ Click Delete ▪ Click on OK when prompted Are you sure you want to Delete the selected folder(s)?

6. Calendar

The Calendar provides a convenient way to search for, view and sign up for events. The Calendar is fully integrated with employer profiles and Career Development events. For example, when a new interview schedule is created for a job, KatieClick automatically adds it to the Calendar. Once you have signed up for an event or reserved a slot on an interview schedule, KatieClick will automatically add this event to your personal events calendar.

Searching for Events

Action	Steps
Searching for a Career Development or Employer Event	<ul style="list-style-type: none"> ▪ Log into your KatieClick account ▪ To browse all events, select Career Center Calendar under the Calendar tab on the navigation bar. ▪ To find events on a specific day, use the Monthly Overview and click on the desired numeric day link. ▪ To search for a specific event by event type or employer name, select Calendar Search under the Calendar tab on the navigation bar ▪ Search using the By Event Type drop down box to search for a specific type of event ▪ Search by Employer Name to search for events hosted by a specific employer ▪ From any calendar search results, click on the Event Name for more event details

Signing up for an Event

Action	Steps
Sign up for an Event	<ul style="list-style-type: none"> ▪ Log into your KatieClick account ▪ Search for an event by following the steps outlined in the previous section ▪ Click on the Event Name ▪ Locate the Sign Up Information section ▪ Click on Sign Up ▪ The event will be added to your personal Events calendar. ▪ Click on Your Upcoming Events under the Calendar tab in the navigation bar to view your upcoming Events

7. Your Experience

In the Experience section, you have exclusive access to content-rich channels to help you prepare for your career path. The content channels feature industry trends, insider stories, interactive social networking, weblogs, and company profile data from Hoovers.

Under Experience, you can also update your Communication Preferences to opt-in to receive important communications from Experience (the company that makes KatieClick) and Experience partners throughout the year.

Accessing Channels

Action	Steps
Access Channel Information	<ul style="list-style-type: none"> ▪ Log into your KatieClick account ▪ Under the Experience tab, select one of the Featured Channel links. ▪ Review useful information on industry trends and insider stories, and see featured opportunities and employers. You will also see related web sites to further your research. ▪ Channels can also be accessed from links on any Job Search Results page.

Updating Communication Preferences

Action	Steps
Update Communication Preferences	<ul style="list-style-type: none"> ▪ Log into your KatieClick account ▪ Select Communication Preferences under the Experience tab ▪ Check appropriate boxes to opt-in to any of the exciting communication opportunities offered by Experience. ▪ Remove checkmarks from any previously checked selections to remove yourself from Experience-related mailings. ▪ Click the Done button at the bottom of the page to save your changes.