

Section 1: Introduction

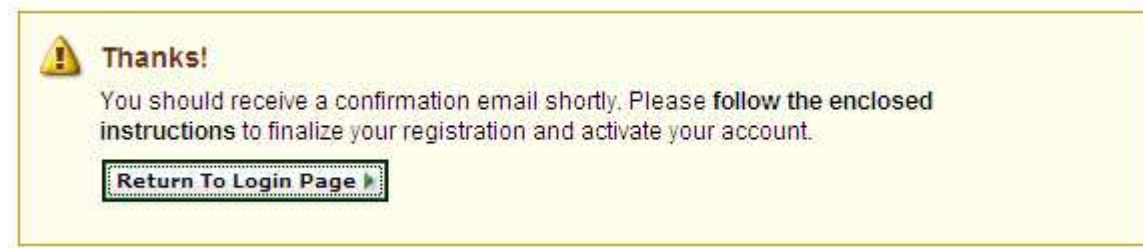
The NACELink Connect system offers students an online job-search resource.

Creating your account

Creating a NACELink Connect account is free, and offers you access to thousands of jobs online. Begin by selecting [Create New Account].

Enter all fields on the Student Registration form, making note that fields with a red asterisk (*) are required.

Once you have completed the registration, you will see a registration confirmation, directing you to your e-mail account.



Logging in

To log in to NACELink Connect, simply enter your username and password in the area provided on your school's site.

Student home page

The Home page displays the current date and time along with announcements and helpful links.

Home

Announcements

Welcome to NACELink

JUN 15, 2006 1:47 PM

Welcome to the NACELink Network! Your career services office has partnered with NACE to provide you with thousands of jobs every month.

In addition to resources provided by your career center, you may find the following useful:

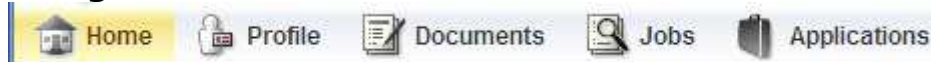
- [Resume Samples & Guides](#)
- [Interviewers Favorite Questions \(and answers\)](#)
- [Employer Searches on JobWeb](#)
- and other valuable resources on [JobWeb](#)

Best wishes for a successful job search!

Navigating NACELink Connect


There are two tools to help you navigate the Connect system: the navigation bar and the breadcrumb links.

Navigation bar:



Use the Navigation bar to easily see where you are and where you want go. The section that you are currently in will be highlighted in yellow. Click on a section title: Home, Profile, Documents, Jobs, and Applications to go to that section.

The Profile displays personal and academic information for you to view/edit, and displays a Change Password tab where you can change your password at any time.

The Documents section displays all documents you have uploaded. You may download them here by clicking the PDF or native icon () in the View column.

The Jobs tab links to the Jobs List. Click the Job Title to review the job, find out if you qualify, apply, and see your application status. In this section you may also add jobs to the Favorites tab and create and save search agents.

The Applications tab will list all jobs that you have applied to until those jobs expire.

Breadcrumbs



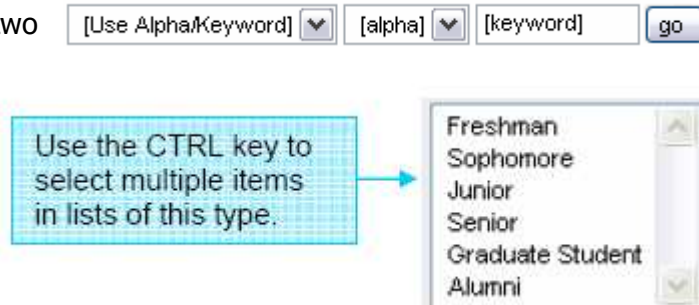
NACelink Connect remembers where you have been within the system, helping you streamline your workflow. Each piece of the breadcrumb is a link back to that section. Select one to return to that page.

Common features

Throughout the system there are common features.

Multi-Select

This field type may be displayed two different ways. The first is a list. Users must use the CTRL key to make multiple selections. The second type allows the user to pick individual items in the list, which are then displayed in the box below.



Calendar

If a date is needed, [select] and [clear] buttons will display next to the text box. Click [select] to display the calendar, use the arrows to navigate or change the months or years individually, and choose the desired day. Today's date will always appear in red.



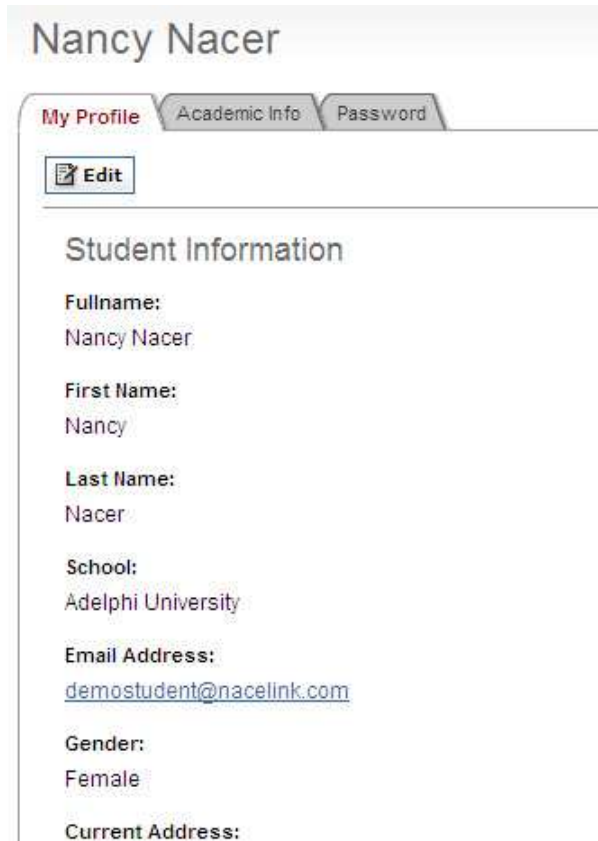
Common icons

Icons are used throughout the site to offer a quick link to perform certain tasks:

- View item: Click this icon for a preview.
- Edit item: Click this icon to edit.
- Native document: View a document in the format in which it was originally uploaded.

-  View/download PDF file.

Section 2: Student Profile



Nancy Nacer

My Profile Academic Info Password

Edit

Student Information

Fullname:
Nancy Nacer

First Name:
Nancy

Last Name:
Nacer

School:
Adelphi University

Email Address:
demostudent@nacelink.com

Gender:
Female

Current Address:

The Profile area is where you will enter and edit information about you and the degree you are earning. Selecting a tab displays the current information. To make a change, select the [edit] button under the tab.

The profile section displays the Personal and Academic Information tabs.

My Profile displays your basic information. The e-mail address, which is also your username, is located here as well.

The Academic Information tab displays details about the student's academic background (major, GPA, year in school).

















The Password tab allows you to change your current password.

Section 3: Documents

Documents

Search Filters:
Keywords

RESULTS: Items 1-4 of 4

	Label ▼	Document Type ▼	View	Modified ▼	Status	Options
 	Cover Letter	cover letter	 	12/31/1969 06:58:58 pm	● Ready	<input type="button" value="Delete"/>
 	men test	resume	 	12/31/1969 06:58:58 pm	● Ready	<input type="button" value="Make Default"/>
 	My Resume	resume	 	12/31/1969 06:58:58 pm	● Ready	<input type="button" value="Delete"/>
 	writing sample	writing sample	 	12/31/1969 06:58:58 pm	● Ready	<input type="button" value="Delete"/>

Items 1-4 of 4

Use the Documents section to upload resumes, cover letters, transcripts, writing samples, and other documents. Note that while you can upload as many as 20 different documents, there is a maximum file size of 200kb for any single document. Once uploaded, documents are converted to PDF in real-time.

From the Documents page, you can view the current document by clicking on the Native or PDF document icons, delete unneeded documents, change your default resume, or, by clicking on the document title or the edit icon, you can upload a revised copy of a document and give it the same name.

Note: Once a resume has been submitted for a job, uploading a revised copy will not revise the one you applied with. If you find a mistake on your document, you must withdraw your document from the application, upload a revised copy to your documents and then re-apply for the job.

To upload a document, click [Add New] and browse for a file.

Name the document (use one that sounds professional: employers will see it) and select a type (Resume, Cover Letter, etc.). Select [Save].

Documents must first be uploaded here before being submitted to a job posting. The maximum file size is 200Kb. The document will be ready to use as soon as it converts to PDF. If you are uploading a PDF file, it will be ready immediately.

Once the document displays 'ready' in the Status column, it may be used to apply to jobs. If the document returns with an error designation, you will need to modify and re-upload the document.

To **revise an existing document**, select the Edit icon from the Document list. The current label will be displayed in the label box. Browse to your updated document and [Save] the file.

A default resume should be selected. Default resumes become the first choice when applying to jobs.

Deleting a document: If the maximum number of allowed documents has been reached, students may delete documents by clicking the [Delete].

To **view the PDF version** of the document, click the PDF icon in the view column. To view the original format, click the native document icon.

The screenshot shows a web form titled "Cover Letter". At the top, there are four buttons: "Submit" (green), "Save" (blue), "Cancel" (grey), and "Delete" (red). Below these is a horizontal line. The form then has a section titled "Student Document". Under this title, there is a "Label:" field with the text "Cover Letter" inside. Below the label field is a "Document Type:" section with five radio buttons: "resume", "cover letter" (which is selected), "other", "transcript", and "writing sample". Below the radio buttons is a text label "Maximum filesize: 200kb". Underneath this is a "File:" section with the text "Please select your document to upload." and a "Browse..." button. Below the file section is a "Preview Existing:" section with the text "Test Cover Letter.doc (30720)". At the bottom of the form, there are four buttons: "Submit" (green), "Save" (blue), "Cancel" (grey), and "Delete" (red).

Section 4: Jobs

The Jobs section is where you will go to search for and apply to job postings.

Jobs

Job List

Favorites

Detailed Search

Search Agents

Search Filters:

Work Type

Job Function

Industry

Keywords

Apply Search

Clear

RESULTS: Items 1-7 of 7

	Job Title ▼	Employer ▼	Work Type	Location(s)	Posting Start ▲	Deadline ▼	Options
	123	123	Full Time	Test City, TN	May 26, 2006	Jun 25, 2006	ADD FAVORITE
	dude	my org	Part Time	test, KY	May 19, 2006	Jun 18, 2006	FAVORITE
	new hacker try	my org	Part Time	test, KY	May 19, 2006	Jun 18, 2006	ADD FAVORITE
	test	123	Full Time	test, KY	May 27, 2006	Jun 26, 2006	ADD FAVORITE

You can easily filter through the jobs by using the work type, job function, industry, and keywords filters at the top of the page. Click the job title or the view icon to view the job details. Click the Add Favorite image to add a job to your Favorites list.

Favorites

The Favorites list will help you sort through the job postings and help you easily locate the jobs you are interested in without needing to do a search or remembering the job details. You can skim through jobs, and mark as favorites those that you wish to review further or that you want to apply for.

Advanced search



The Advanced Search option provides you with the ability to search by multiple criteria: location, major, position type, work authorization, etc. From Advanced Search, you may create and save search agents. Search agents may be scheduled to run and send an automatic e-mail (using the address listed in your account) listing the positions that meet your criteria.

Search agents

Jobs

Job ListFavoritesDetailed SearchSearch Agents

RESULTS: Items 1-2 of 2

	Label ▼	Agent Type ▼	Last Run On ▼	Next Scheduled Run ▼	Schedule	Options
	California	Student Job Search	-	-	x	Schedule Edit Run Delete
	Computer	Student Job Search	-	-	x	Schedule Edit Run Delete

Items 1-2 of 2

To set up a search agent

Perform an advanced search in the Jobs section, selecting the criteria the search agent will be based on. Enter a search agent title into the Save As field and click the checkbox to save it.

To edit a previously created search agent

Go to the Advanced Search tab in the Job section and select the agent to be edited from the [select existing] drop-down menu at the top. Make any appropriate changes to the criteria. Click the box next to the Save As field and select the [Submit] button.

All search agents will be saved in the Search Agents tab (next to Advanced Search). Select the appropriate buttons to [Schedule], [Edit], [Run], or [Delete] your search agent.

To **schedule a search agent**, select [Schedule] from the options and select "yes" to enable your agent. Select a time period (day, week, and month) and then a multiple (1, 2, and 3). Your agent will then run according to this schedule. (Example: Period=day; multiple=3; your agent will run every 3 days.)

Select [Submit] to save your agent's schedule.

To view/apply for a job

To review/apply to a job, click the name of the position from the job list or search results page. This will bring you to a job summary page where you will see information about the position, important dates, and contact information. You may add this job to your Favorites list by clicking [Add to Favorites].

Top Tier Tester

[Return](#)
[Remove From Favorites](#)
[Print Preview](#)

Job Description:
This person should be the testiest tester around.

Qualifications:
Prior testing experience

Industry:
Computer Software

Job Function:
Computer Science/Statistics

Employer:	CENTER FOR DEMOCRACY, THE	Requisition #:	12345
Position Title:	Top Tier Tester	Number of Openings:	1
Salary Range:	DOE	Work Type:	Full Time
Approximate Hours Per Week:	40	Desired Start Date:	June 30, 2006
Travel Percentage:	No Travel	Job Location(s):	Allentown, Pennsylvania United States Bethlehem, Pennsylvania United States

[Return](#)
[Remove From Favorites](#)
[Print Preview](#)

Application Status

You have submitted an application for this position.

Documents Submitted:
 [Resume](#)

Important Dates

Posted On:
May 23, 2006

Applications Accepted Until:
Jun 22, 2006

Application status

The column to the right of the job description holds your application status.

The status window will display either instructions on how to apply or dropdown boxes for attaching resumes through the system.

To apply through the system, select the desired documents (resume, cover letter, and writing sample) and attach them to your application. Use the Notes section to write a brief introduction or cover letter if you are not otherwise able to attach one.

When you have attached all documents and written any notes, select [Submit] to complete your application.

Application Status

** indicates a required field*

Resume*:
Choose a resume to submit for this position

Notes:
Enter any extra notes you want the employer to see.

[Submit](#)

Important Dates

Posted On:
May 19, 2006

Applications Accepted Until:
Jun 18, 2006

If you have already applied for this position, the status will show the documents you submitted. Once you have applied, your application will show in the Applications tab.

Section 5: Applications

The Applications tab displays all jobs for which you have applied through the system. On this screen, you can view the document(s) submitted to the employer. If you should need to correct a submitted document, you will need to withdraw your submission, upload the revised document, then re-apply for the job.