Job Finder is a web-based system that posts job opportunities for WPI students and also contains CareerShift, the Career Search database, Going Global, My Plan, CDC tip sheets, and podcasts. It is extremely important that you use your Job Finder account for your internship, co-op, full-time, or even part-time job searches, as companies post jobs directly in Job Finder specifically for WPI undergraduates and graduate students, as well as alumni. New job postings are added daily, so check your account regularly.

Getting Started: How to Log In

- Go to CDC website at wpi.edu/+CDC, click on the Job Finder image on upper right side of the CDC home page, then click “Students”
- Your Username is your Student ID # (ex: 123456789)
- Your Password is the first 4 digits of student ID + birth month and day (ex: 12340926 for September 26)

Your Guide to the Tabs in Job Finder

Home Tab

This is the first tab you see when you log in to your Job Finder account:

- **News Feed**: Contains Notifications (job listings that match your profile – Warning: Do not use this only to find jobs), Announcements (news and upcoming events), Pending Actions, and Reminders.

- **Box (Top Left)**: Contains your Favorites (jobs, employers) and the number of jobs you have applied to in the last 90 days.

- **Jump To**: This section on the left side of the Home Tab includes additional resources to use in your job search and career exploration process. **Career Shift** and **Going Global** are two resources that the WPI Career Development Center have secured for your usage.

- **Shortcuts**: Contains links for quick access to various Job Finder resources:
  - **Tipsheets & Podcasts**: View and download all CDC tip sheets and podcast videos.
  - **Jobs I Qualify For**: Shows jobs you qualify for based on information in your profile (major, year, GPA). Warning: Again, don’t rely solely on this – there are many more opportunities when you do a search in the Jobs Tab.
  - **Pending Campus Interviews**: Jobs you have applied to but don’t have an interview scheduled for yet.
  - **Scheduled Campus Interviews**: Jobs for which you have scheduled on-campus interviews.
  - **Career Search Database**: Database of companies searchable by industry and location (US and international). Use the podcast tutorials in the Tipsheets & Podcasts section or meet with a CDC staff member to learn how to use this resource.
  - Use the Advanced Search feature to search companies using specific criteria. You can download/save your results into Excel once narrowed down.
  - **My Plan**: Take inventories to identify interests, personality type, skills, and values, and how they relate to various occupations. MyPlan
also contains databases of career information, majors, industries, and graduate schools. Search “MyPlan” in the Tipsheets & Podcasts for instructions and the license code to use this resource. The license code can also be found in an Announcement on your Job Finder homepage.

- Career Explorer: Keyword and industry searches to learn more about careers.

- Career Finder: See page 3 for description.

- Attend Events: Contains information about upcoming career fairs and companies scheduled to attend.

- Getting Started: Shows general progress of your profile completion (check marks indicate a completed section).

- Career Shift: Contains very robust job search, company search, and contact search functions. Meet with a CDC staff member for an Internship/Co-Op or Full-Time Job Search Strategies appointment to learn more about how to use this resource.

- Going Global: Contains country and state/city career guides and an H-1B Database of companies who have sponsored H-1B Visas within the last year. Meet with a CDC staff member for an Internship/Co-Op, Full-Time Job Search Strategies, or International Student Resources appointment to learn more about how to use this resource.

Profile Tab
This tab contains all of your personal and academic information and must be completed before you can apply to jobs or schedule an appointment online at the CDC:

- Personal: You must read and check the Policy Affirmation promising you will represent yourself accurately to be able to use the tabs and apply to jobs. Completion status shows check marks when specific parts of your Profile are completed. Required fields include name, email, mailbox number, current address, ethnicity, and gender.

- Academic: Fill in the required information including class year, which you must update manually each year. Although not required, you should select an Applicant Type (e.g. Professional Summer Internship, Co-op, Entry-Level Full-Time), and fill in your current GPA since your qualifications for some positions may require this information. If you change your major, you must change it in Job Finder as it does not update automatically.

- Privacy: Notification settings:
  - Receive Email Notifications: Yes = receive alerts about job applications, interviews, etc.
  - Include in Resume Books: Yes = resume can be sent by the CDC to employers seeking criteria matches.
  - Receive Email Job Blasts: Yes = receive updated job listings that match your search/profile.

Documents Tab
This tab contains all of your uploaded documents for applying to jobs, co-ops, and internships. You can upload resumes, cover letters, your unofficial transcript, writing samples, and other documents. You should create a default resume that you want the CDC to include in our resume books for employers, but you can also upload multiple versions of your resume and cover letter. Just click “Make Default” beneath the resume you want to be included in resume books. Companies will not see what you label your documents.
Resources Tab

This tab contains valuable resources for your career exploration and job application process:

- **Career Explorer**: Here you can conduct keyword and industry searches to learn more about different careers.

- **Career Finder**: Take an interest assessment to learn more about yourself and careers that match your interests.

- **Tipsheets & Podcasts**: Contains all CDC podcasts & tipsheets, which can also be found in the CDC office. Example topics include Resume Writing, Cover Letter Writing, Job Search Strategies, Interviewing, and Grad School.

Jobs Tab

This tab allows you to search for jobs advertised to WPI students and alumni. In the drop-down box, click “All Job Listings”:

- **All Job Listings**: Contains all active jobs posted specifically for WPI students and alumni by employers. Select “Show Me: All Jobs & Interviews,” then select “Position Type” (Summer Internship/Professional, Co-op, and Full Time are most common), and “Major” (you can only select one). Under More Options, select “Include Only Selected Major: Yes” to locate jobs that specifically call for applicants with your major.

  **Tip**: Beware when selecting Industry or Location that companies can only select one for each when creating their employer profile. Leave these two fields blank to avoid limiting your results.

- **Recommended Jobs**: Displays job postings that match specific items in your profile such as major, class year, and GPA. Warning: Do not rely solely on recommended jobs as there are many more opportunities.

- **My Favorites**: Stores your favorite job postings. You can add to Favorites by clicking the star outline next to a job post title.

- **Advanced Search**: Enables you to conduct an advanced search and save criteria into Search Agents.

- **Search Agents**: Stores Search Agents created in Advanced Search. If you want updated results emailed to you, you can click “Schedule” and choose how frequently the agent will run. Clicking “Run” will give you the most current results for that Search Agent.

- **Applications**: Contains all jobs and internships you have applied for directly through the Job Finder system.

- **Archived Job Postings**: Contains old, expired jobs. This is very useful for researching companies that have recruited for similar jobs in the past and researching job titles and posting timeline patterns. You can reference these jobs in letters of inquiry to companies you like.

Employers Tab

This tab contains information about companies.

- **Employers**: Allows you to search for companies by keyword, industry, and location.

  - It is best to be broader in these searches – matching results are based on what the company has included in its Job Finder profile (some company profiles are more detailed than others).

  - **Company Profiles** will include: address, overview, open positions advertised on Job Finder, positions posted in the past, career fair attendance, website, etc..

- **Favorite Employers**: By clicking the star icon, you can save companies to your Favorites which will be stored here.
- This is helpful in building the list of companies you would like to work for as well as when you want to check if your favorite companies have posted jobs on Job Finder.

**Surveys Tab**

This tab contains all CDC surveys. Use it to access and respond to the Summer Job Survey, the Graduate Job Survey, or any other surveys the CDC is using to collect data.

**Events Tab**

This tab contains a listing of all upcoming events by type. It contains detailed information on upcoming and past Career Fairs (including a full list of companies attending), upcoming Company Information Sessions, and CDC Workshops open to all WPI students.

**Calendar Tab**

In this tab you can view the CDC Calendar including all CDC events, workshops, and company information sessions, as well as your scheduled interviews or CDC appointments, and any added personal events. You can also make appointments with CDC staff.

The Calendar Tab is where you would go to schedule an appointment online with a CDC staff member. All appointments at the CDC are scheduled online using this process.

**Scheduling an appointment at the CDC**

**Step 1:**

- From this Calendar Tab at the top of the screen, select the “Counseling Appointment” sub-tab.

- If you do not see this sub-tab, contact the CDC at (508) 831-5260 to let us know.

**Step 2:**

- Click “Request New Appointment”

**Step 3:**

- Select the Type of Appointment you want to schedule by selecting a topic from the drop-down. Alumni who have graduated more than one year ago should select “Alumni Appointment (All Topics)” for their appointment topic.

- For a description of the available appointment topics and their lengths, refer to the last page of this tipsheet.

- Select the Date Range that you want to search for an available appointment by specifying a start and end date. The Date Range defaults to a two week time period but you can change the dates if you are looking for a different range.

- If you are only available during a certain time of day, you may use the arrow sliders to select a particular Time Range.

- Your appointment topic will determine whether your Appointment Length is 30 or 60 minutes. The length of the appointment will appear in the “Type of Appointment” name. The time in the Type and Length must match in order for choices to appear.

- You may also select a Counselor(s) if you prefer to work with a particular staff member. If you prefer to find the first available appointment with any staff member, you can leave this field blank.

- If you prefer certain Days of the Week, you may also select those.
Step 4:
• Click “Refine Results” or “Check Availability” at the bottom of the form and a list of available appointments will populate on the right.

Step 5:
• Click on the appointment you want, then fill out the required information for the meeting. When finished, click “Submit Request.” You will receive an email at your WPI email account confirming your appointment once complete.

Important: “Notes” is a required field. Please share any information that might be helpful to the CDC staff member. If you have nothing to add, please put “N/A.” Alumni MUST include notes to indicate the topic(s) they would like to discuss in the appointment.

If you have any questions about the online appointment process please feel free to contact the Career Development Center at 508-831-5260 or come in to the office.

How to cancel/reschedule your upcoming appointment

You may cancel/reschedule your appointments up to 2 hours in advance of the appointment start time. If you must cancel or reschedule with less than 2 hours advanced notice, you must call the Career Development Center at 508-831-5260.

Step 1:
View all of your upcoming appointments (“Approved Appointments”) with the CDC under “Counseling Appointment” in your “Calendar” tab in Job Finder.

Step 2:
• To cancel: Click the “Cancel” button and select a reason for cancellation in the drop down menu. You may provide more information for the counselor if you would like, though it is not required. When done, click “Submit.”

• To reschedule: Click the “Reschedule” button. This will bring you back to the scheduling process.
## CDC Appointments

<table>
<thead>
<tr>
<th>Topic and Length</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>30-Minute Appointments</strong></td>
<td></td>
</tr>
<tr>
<td>Resume/CV Critique</td>
<td>Resume and curriculum vitae (CV) critiques or instructions on how to write one. Bring a hard copy to your critique appointment.</td>
</tr>
<tr>
<td>Cover Letter Critiques</td>
<td>Cover letter critique or instructions on how to write one. Bring a hard copy of your letter and a copy of the job description to your critique appointment.</td>
</tr>
<tr>
<td>Career Fair Preparation</td>
<td>Learn how to prepare for the Career Fair, including how to research companies attending, how to develop your “elevator pitch,” what to bring, how to dress, what to do at the fair, and following up and thanking employers after the fair.</td>
</tr>
<tr>
<td>Graduate School Planning</td>
<td>Discuss whether graduate school is right for you, how to choose a school, finances, testing, and writing a personal statement.</td>
</tr>
<tr>
<td>Career Search Database</td>
<td>Tutorial on how to use the database to identify companies by industry and location (US and international).</td>
</tr>
<tr>
<td>Job Finder</td>
<td>Tutorial on how to use Job Finder.</td>
</tr>
<tr>
<td>Job Offer/Negotiation</td>
<td>Discuss how to evaluate and negotiate job offers.</td>
</tr>
<tr>
<td>International Student Resources</td>
<td>Discuss job search resources for international students including how to use Going Global to identify US companies sponsoring H-1B visa holders for full-time jobs.</td>
</tr>
<tr>
<td>Co-Op Information</td>
<td>Review paperwork and process for students wanting to learn more about this 6-8 month career-related work experience.</td>
</tr>
<tr>
<td>LinkedIn/Networking</td>
<td>Discuss how and why to network, including training on LinkedIn and feedback on profile.</td>
</tr>
<tr>
<td>Interview Skills</td>
<td>Discuss how to prepare an interview and advice on interviewing skills and answering questions. It is highly recommended that you schedule this appointment prior to doing a Mock Interview.</td>
</tr>
<tr>
<td><strong>60-Minute Appointments</strong></td>
<td></td>
</tr>
<tr>
<td>Mock Interview</td>
<td>Participate in a mock interview, which includes a recorded interview, review, and a critique with advice on interview strengths and areas for development. Email your resume and a job description you want to use to the CDC (<a href="mailto:cdc@wpi.edu">cdc@wpi.edu</a>) at least 24 hours prior to your appointment. Dress professionally and bring a hard copy of your resume. It is recommended that you have an Interview Skills appointment prior to a Mock Interview, if possible.</td>
</tr>
<tr>
<td>Internships/Co-Op Search Strategies</td>
<td>Discuss strategies and resources for finding internships and co-ops.</td>
</tr>
<tr>
<td>Full-time Job Search Strategies</td>
<td>Discuss strategies and resources for finding full-time employment.</td>
</tr>
<tr>
<td>Career Advising</td>
<td>Discuss interests, skills, values, possible career options, and other issues related to careers. You may also discuss interest in taking a career interest or personality assessment.</td>
</tr>
<tr>
<td>Choosing/Changing a Major</td>
<td>Assistance with exploring majors, narrowing down a selection of majors, and choosing a major.</td>
</tr>
<tr>
<td>Assessment Results</td>
<td>Review results from individual assessments including Strong Interest Inventory, MBTI, Strengths Finder, or any of the MyPlan assessments. Students need to have completed assessment prior to this appointment.</td>
</tr>
<tr>
<td>Alumni Appointment (All Topics)</td>
<td>For all topics. This appointment is for alumni who graduated more than one year ago. You must specify in the “Notes” box what topic(s) you would like to discuss.</td>
</tr>
</tbody>
</table>