Getting Started:

How to reactivate your account

If you do not currently have access to Job Finder at this time, or at any point you can re-establish your connection by filling out the Alumni Activation Survey. Within 4 business days you will receive an email confirming the reactivation of your account, along with a new password.

Logging into Job Finder

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” or you can use wpi.edu/+jobfinder

Your Username is your Student ID # (ex: 123456789)

Your Password will be sent to you in an e-mail after reactivating your account

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 exclusively 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 subscribed to for your usage.

Shortcuts: Contains links for quick access to various Job Finder resources:

- Schedule an Appointment: Allows you to schedule an appointment from home.
- Career Search Database: Database of companies searchable by industry and location (US and international). Use the tutorials in the Resources tab 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: Alumni who want to explore careers or learn more about their own career interests can take inventories to identify interest, personality type, skills, and values, and how they relate to various occupations. MyPlan also contains databases of career information, industries, and graduate schools. Search “MyPlan” by clicking on the Resources tab, then Tutorials for instructions
to use this resource. The license code to access this resource is (FMEJARQQ).

**Events:** Contains information about upcoming career fairs; all alumni are invited and encouraged to attend Career Fairs. Note: If you are interested in attending the career fair and looking for strategies as to how to navigate a career fair as alumni, schedule an Appointment with a CDC Staff Member for assistance. Also, if your employer is an active recruiter and may be attending the fair, please contact the CDC to learn other ways to connect with employers who are attending the fair to maintain the privacy of your job search.

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

**CareerShift:** Contains very robust job search, company search, and contact search functions. CareerShift pulls jobs from all over the internet so you do not have to look at multiple websites to search for jobs. Additionally, CareerShift allows you to find contact information for employees at most companies so you can reach out before or after you apply to a job.

**GoinGlobal:** Contains country and state/city career guides and an H-1B Database of companies who have sponsored H-1B Visas within the last year. If you are interested in applying for jobs in other countries, learn how to target your resume and interview style to meet other cultural business norms. If you are interested in exploring companies or jobs in different United States cities, this resource can be a good resource for the learning the cost of living in that city, companies in that city, and much more useful information about looking for jobs and relocating to that city. Meet with a CDC Staff Member for a Job Search Strategies 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 displays check marks when specific parts of your Profile are completed. Required fields include name, email, address, ethnicity, and gender.

**Academic:** Fill in the required information including Alumni < 1 year (Alumni who have graduated in the last year) and Alumni > 1 year (alumni who have graduated more than a year ago), which you must update manually. Although not required, you should select an Applicant Type (e.g. Full-Time), and fill in your GPA since your qualifications for some positions may require this information. Double check and make sure your correct major is listed. Note: if Job Finder does not allow you to apply for a job because of your profile, please look for a contact name in the posting, or with Career Shift, and apply directly to the company.

**Privacy:** Notification settings:

- **Receive Email Notifications:** Yes = receive alerts about job applications, interviews, etc.

- **Include in Resume Books:** Yes = resumes can be sent by the CDC to employers seeking criteria matches. **Note:** If your employer is an active recruiter at WPI, we do not recommend switching this to Yes if you do not want your current employer to potentially see your resume. If you are doing a confidential job search, please keep this marked as No.

- **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. You can upload resumes, cover letters, your unofficial transcript, writing samples, and other documents. For Alumni less than one year out you should create a default resume for the CDC to include in your resume books for employers, but may also upload multiple versions of resumes and cover letters. Just click “Make Default” beneath the resume you want to be included in resume books. Companies will not see what you label your documents (not applicable for alumni who graduated more than one year ago).

**Resources Tab**

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

**Tutorials:** Contains all CDC podcasts. Example topics include Resume Writing, Cover Letter Writing, Job Search Strategies, Interviewing, and Grad School.

**Contact information:** Contains contact information for employers who attended CDC career fairs. You can also find this information in the Card Scan database located in our office.

**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. Click on Advanced Search. Be sure the “Show Me” field displays “All Jobs and Interviews.” In the “Majors/Concentrations” field, select your major from the drop down menu. Leave the location fields blank, as well as the “Ignore National Jobs” field. You may click Yes to Exclude Jobs you have already applied for so they do not re-appear in your new search results. Click “Yes” to “Include only selected major to locate jobs that specifically call for applicants with your major. Leave the “Industry” field blank because most fields cross into several industries and employers may only choose one when posting jobs. Finally, you must select “Position type” and then click on “Submit.”

**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. This is the best way to find all jobs that match your profile. If a posting indicates “you do not qualify for this position” you can find out why by clicking on the job and looking on the right hand side under “Application Status.” Not qualify because:”. If you still feel you are a good fit for the position we encourage you to apply.

**Saved Searches:** Stores Search Agents created in Advanced Search. If you want updated results emailed to you, you can click “Send Via E-mail” and choose how frequently the agent will run. Clicking “Save” will give you the most current results for that Search Agent. This feature allows you to receive new postings that match your criteria through e-mail as often as you would like, automatically without having to manually run a search.

**Applications:** Contains all jobs 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 of interest to you.
**Employers Tab**

This tab contains information about companies.

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

- 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, link to its 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.

**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 alumni and students.

**Calendar Tab**

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

The Calendar Tab allows you 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:**

If you graduated in the last year, select the Type of Appointment you want to schedule by selecting a topic from the drop-down. **Note:** 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 during which 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.

If you have graduated in the past year, 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. If you graduated more than a year ago, select
“Alumni (> 1yr) Appointment (All Topics, 60 min). All appointments will be 60 minutes.

You may also select a Counselor(s) if you prefer to work with a particular CDC 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. Alumni MUST include notes to indicate the topic(s) they would like to discuss in the appointment.

You can add your scheduled appointment to your Outlook calendar by clicking on week or month view. Hover your mouse over the appointment on the calendar. There will be an option “add to calendar”, click this option and the calendar event should download.

You can then click on the download and add it to your Outlook calendar.

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.