

CAREER DEVELOPMENT CENTER (CDC) NITTANY LION RECRUITING (NLR) STUDENT OVERVIEW 2007-08

GETTING STARTED SEARCHING FOR INTERNSHIPS/CO-OPS, FULL-TIME JOBS, and ON-CAMPUS INTERVIEWING OPPORTUNITIES		
<p>REQUEST AN ACCOUNT Go to behrend.psu.edu/cdc, click on Current Students, then on Nittany Lion Recruiting.</p> <p>Click on Students, then on Request an account. Complete all required fields (PHONE # USE HYPHEN - BETWEEN, 123-345-7890) and accept the agreement. Your request will be processed within 2 business days.</p> <p>Select the services you want. All are free, except for On-Campus Interviewing (OCI), a one-time, \$15 fee for the entire 07-08 academic year (NOT A FEE FOR EVERY INTERVIEW), billed to student account.</p> <hr/> <p>LOG IN TO NLR (after account set up) Go to behrend.psu.edu/student/cdc/oncampusrecruiting.htm</p>	<p>Click Students, then Log in to Nittany Lion Recruiting. At the PSU Web Access login page, enter your access ID, e.g. abc123; don't add the @psu.edu and PSU access password.</p> <hr/> <p>ENTER/UPDATE YOUR PROFILE Select the Profile option from the menu at the top of your NLR Web page. Select both the Personal Information and Academic Information tabs to review/update your contact and your academic information as well as your career preferences. You must do this before you can begin using the system or applying for jobs.</p> <p>Note: Make sure Campus = Erie; College = Behrend.</p>	<p>DOCUMENTS Select the Documents option. Click on Add New. Find and attach a document as instructed.</p> <p>You can upload as many as 10 different documents - resumes and transcripts only (you can save an Advising Transcript from eLion to a Word document for upload). Name documents as YourNameFieldInterestResume, e.g. JohnSmithAuditingResume.</p> <p>If you choose to upload more than one resume, click on Make Default to select your default (primary) resume.</p> <hr/> <p style="text-align: center;">Remember to save all your changes.</p>
NON-OCI INTERNSHIP and JOB POSTINGS		
<p>Click on Jobs and On-Campus Interviews on the main menu bar and select Nittany Lion Recruiting Jobs.</p> <p>Select All Job Listings in the Show Me drop list to see only OCI. THIS INCLUDES INTERNSHIPS.</p> <p>Select additional search criteria as desired:</p> <ul style="list-style-type: none"> • Your <i>Majors/ Concentrations</i>. • Your desired <i>Position Type</i>. • Your preferred <i>Industry</i>. • Other Keywords of interest to you. <p>Click Search.</p> <p>Use the Advanced Search tab for more criteria: multiple majors, specific geographic regions (FOR NW PA/ERIE AREA), etc. Not all entries have geographic regions listed but NW PA internships will, to make searching easier.</p> <p>NOTE that selecting Job Function may get more hits; otherwise select all possible majors related to your search goals.</p> <p>Click on a position from the Title column to view the Position Information. Note: Non-OCI jobs have J in the Type column.</p>	<p>To apply for a position for which you are qualified, select a resume in the Application Status box (on right) or apply as otherwise instructed in How to Apply. Click on Submit.</p> <p>You can check your applications for Non-OCI jobs under Applications.</p> <p>BEHREND CAREER FAIR (10/09/07) behrend.psu.edu/student/cdc/careerfair.htm</p> <p>UP CAREER FAIRS (Non-NLR Web Site) View the career fair instructional and logistical information at www.fairs.sa.psu.edu.</p> <p>Click on the name of the event you wish to review, and then click For Students and Alumni. Choose the specific day if appropriate.</p> <p>Follow the instructions to see employers attending, and click on an employer name to review the organization profile.</p> <p>To submit a resume for employers to view, click Pre-Fair Resume Sharing on the left side, under Before The Fair.</p>	<p>THINGS TO KNOW VERY IMPORTANT: Use the Back button or Return link that is usually on the top right of the NLR system screens. Your browser's back button will not work.</p> <p>When searching for jobs, OCI jobs have an O in the Type column. Non-OCI jobs will be denoted by a J in the Type column.</p> <p>Look for Alerts on your home page for notices of activities needing attention.</p> <p>To add OCI at a later date, go to behrend.psu.edu/student/cdc/oncampusrecruiting.htm Click Students, then Add OCI to an existing account.</p> <p>SEE REVERSE FOR ON-CAMPUS INTERVIEWING INFORMATION.</p> <p>For questions, please contact: Behrend Career Development Center Reed Building, Room 1, 898-6164</p>

ON-CAMPUS INTERVIEWING (ONLY VISIBLE IF OPTIONAL OCI SERVICE WAS ADDED TO YOUR ACCOUNT)		
<p>Click on Jobs and On-Campus Interviews on the main menu bar and select Nittany Lion Recruiting Jobs.</p> <p>Select <i>All On-Campus Interviews</i> in the <i>Show Me</i> drop list to see only OCI.</p> <p>Select additional search criteria as desired:</p> <ul style="list-style-type: none"> • Your major or concentration from the <i>Majors/Concentrations</i> drop list. • Your desired <i>Position Type</i> from the drop list. • Your preferred Industry from the drop list. • Other Keywords of interest to you. <p>Click <i>Search</i>.</p> <p>Use the Advanced Search tab for more criteria: multiple majors, specific geographic regions, etc. Not all entries have geographic regions listed. NOTE that selecting Job Function may get more hits; otherwise select all possible majors related to your search goals.</p> <p>Click on a position from the <i>Title</i> column to view the <i>Position Information</i>.</p> <p>NOTE: OCI jobs will have an O in the Type column (To see only Behrend positions type PSErie in the keyword search field.)</p>	<p>Setting up Search Agents: You can set up and save a <i>Search Agent</i> on the Advanced Search tab. Select your criteria, check the <i>Save as</i> box and name your search agent. At the Search Agent tab, you enable and schedule the search agent to regularly send you an email of new jobs posted to the system that match your criteria.</p> <hr/> <p>Pre-Select Interview—Resume Submission:</p> <ul style="list-style-type: none"> • After reviewing a job, select a resume to submit to the position in the <i>Application Status</i> box (on right side of screen). • Click on <i>Submit</i>. • Click on <i>Return</i> to view additional positions. • Check NLR regularly to see if you have been selected for interviews. <hr/> <p>Interview—Sign-Up for Selected Students: NOTE: Sign-up start dates are listed on the individual OCI job descriptions. Invited students</p>	<p>will NOT be able to sign up until 8:00 a.m. on the date listed.</p> <ul style="list-style-type: none"> • Click on <i>Interviews</i> on the main menu bar. • Click on the <i>Interview Requests</i> tab. • If <i>Status</i> column displays <i>Invited</i>, click on “Schedule Interview” button to the right. • Click under <i>Application Status</i>. • If more than one visit date is available, choose a date from the <i>Available Dates</i> drop list. • Choose a time from the <i>Available Interviews</i> options. • Click <i>Submit</i>. <p>Alternates are allowed to sign-up for interview times at the Alternate Sign-Up Start Date, available on the job description (usually a few days after Invited students are able to sign up). Note: Contact the CDC if you want to request a video interview, as soon as your interview time is set on NLR.</p>
<p>Canceling or Rescheduling an Interview. Click on <i>My Interviews</i> on the main menu bar.</p> <p>Click on the <i>Scheduled Interviews</i> tab.</p> <p>Click on the date link next to the interview that you would like to reschedule (under <i>Interview Date</i> column).</p> <ul style="list-style-type: none"> • Canceling an Interview: <ul style="list-style-type: none"> ◦ Click on <i>Cancel Interview</i> • Rescheduling an Interview: <ul style="list-style-type: none"> ◦ Click on <i>Reschedule</i> ◦ Choose a different time ◦ Click on <i>Submit</i> 	<p>Note: Cancellations and scheduling changes must be submitted through Nittany Lion Recruiting at least ONE BUSINESS DAY prior to the interview date for UP and Harrisburg, and TWO BUSINESS DAYS BEFORE FOR BEHREND EMPLOYERS.</p> <p>A “no show” can bar you from all on-campus recruiting services for one calendar year from the date of the missed interview. See OCI policies for writing apology letter.</p> <p>DO NOT contact the company directly</p> <hr/> <p>Keeping Track of Your Scheduled Interviews Use <i>My Interviews</i> on the main menu bar to see your scheduled and pending interviews.</p> <p>Use <i>Calendar</i> on the main menu bar to see an overview of all events.</p>	<p>INFORMATION SESSIONS</p> <p>Use <i>Events</i> on the main menu bar to see company information sessions.</p> <p>Click on the <i>Information Sessions</i> tab.</p> <p>Look for the employer of interest in the Employer column. Click on the Session Start Date/Time link in the first column to view the specifics of the information session.</p> <p>For employers coming to Behrend, attendance is required for those selected to interview unless class or work conflicts.</p> <p>For University Park employers, RSVPs will generally not be required. Those information sessions where the location is listed as <i>PRIVATE</i> are for invited students only.</p>