

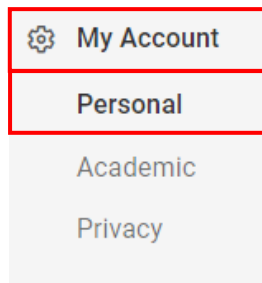
STUDENT TRAINING MATERIALS

All Penn State students have access to Nittany Lion Careers (nittanylioncareers.psu.edu -- click the *Current Students* button) and will authenticate through their WebAccess credentials

MANAGE YOUR PROFILE

Before you can apply for positions, the system will ask you to complete your profile

Click on *My Account* >> *Personal* on left navigation



Required fields that need to be completed on this form are:

- Preferred Phone Number

Click the *Save* button

Next, click on the *Academic Profile* tab

Fields that need to be completed on this form are:

- Graduation Date
- Current or Intended Major(s)
 - You can choose a max of 3 -- this is intended more for Pre-major students or DUS students to indicate which major they are tracking toward
 - Once you are in your major, you should choose only that major from this list
 - College of IST majors can be found under the following hierarchy:
Engineering, Computing, and Information Technology >>
Computing and Information Technology >>
 - Applied Data Sciences
 - Cybersecurity Analytics and Operations
 - Enterprise Technology Integration
 - Human-Centered Design & Development
 - Information Sciences and Technology
 - Security and Risk Analysis
- Cumulative GPA
 - Please enter your current cumulative GPA, including 2 decimal points -- **do not round up**
- Work Authorization
 - Indicate whether or not you require visa sponsorship to work in the US

NOTE: these fields will be available as filters for employers to help them sort through applications -- if you leave these blank, you may be excluded from the search

Click the *Save changes* button

Next, click on *Privacy* tab

COMPLETE USER AGREEMENT

Before you can utilize the Nittany Lion Careers system, you must agree to the Terms of Use by clicking the checkbox below each section

Click *Save*

Click on the *Emails & Notifications* tab

- This page has fields where you can choose to opt-in or out of receiving notifications from the system
- Be aware that if you disable email messages, you may miss key information regarding jobs, events, interviews, etc. that are sent through the system.

We recommend that you DO NOT turn these settings for emails off

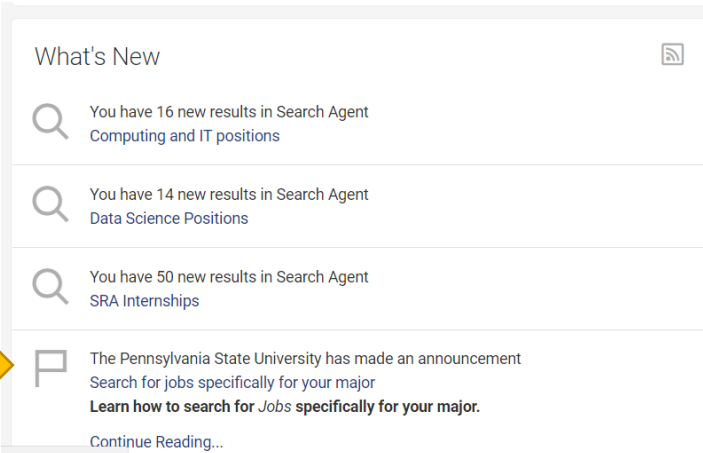
- **NOTE: if you elect to turn on the Text Alerts, standard text message fees through your phone provider may apply**

Click *Save*

FINDING ANNOUNCEMENTS

When you log-in to the system, you will automatically be taken to your homepage

On this page, you will find announcements from the College of IST Career Solutions staff and any other Penn State Career Office that you may be affiliated with (i.e. Schreyer scholars will also see announcements from the Schreyer Honors College)



The screenshot shows a 'What's New' section with a flag icon in the top right corner. It contains four items:

- Search Agent: Computing and IT positions (16 new results)
- Search Agent: Data Science Positions (14 new results)
- Search Agent: SRA Internships (50 new results)
- Announcement: The Pennsylvania State University has made an announcement. Search for jobs specifically for your major. Learn how to search for Jobs specifically for your major. Continue Reading...

A yellow arrow points to the announcement item.

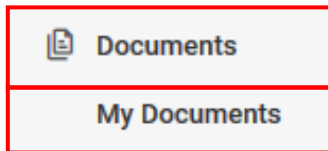
Announcements are designated by the flag icon

Please pay attention to these announcements as we share important, often time-sensitive, information here

UPLOAD YOUR RESUME

Before you can begin your job search (see instructions below), you will need to upload a resume and have it approved by the Office of Career Solutions & Corporate Engagement

Click on *Documents* >> *My Documents* on the left navigation



Click the *Add New* button

Name the document in the *Label* field

Choose a file from your computer to upload

- NOTE: please use a Word Document -- the system will automatically convert it to PDF format

Click *Submit*

Please allow 1-2 business days (Business hours are M-F 8am - 5pm) for the Career Solutions office to review your document

You will receive an email notification if your resume has been approved or requires edits

PLEASE NOTE: the volume of resumes increases significantly during heavy recruiting times (example: career fair week) -- upload your document early to ensure that it is approved BEFORE these heavy recruiting times. It may take us longer than 1-2 business days to review during heavy recruiting periods

To upload other document types (i.e. transcripts, cover letters), follow the same process but be sure to choose the appropriate Document Type before submitting

Document Type

- Resume
- Cover Letter
- Unofficial Transcript
- Writing Sample
- Other Documents

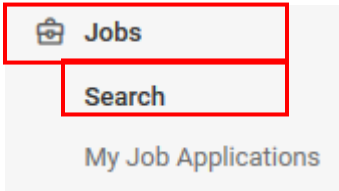
Maximum file size: 65536kb

SEARCH FOR JOBS SPECIFICALLY FOR YOUR MAJOR

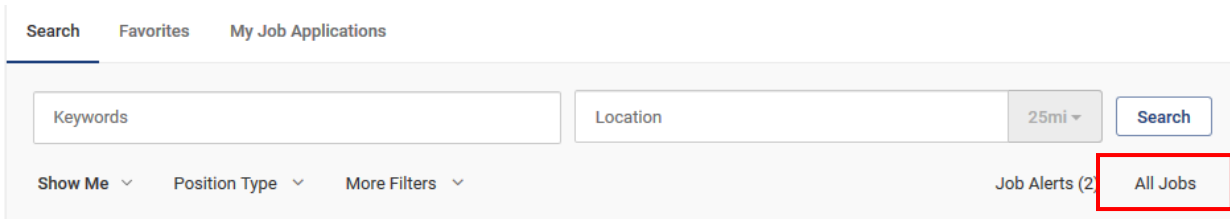
The default view on the job search is to see every position in the system (any student can see and apply for any position)

To filter through the jobs and find the ones most relevant to you, you can search using the *keyword* field OR you can search by your major

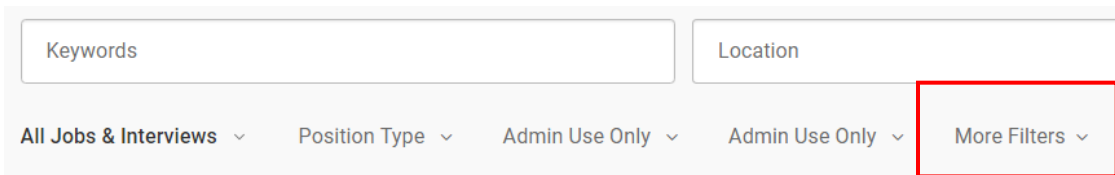
Choose **Jobs** >> **Search** from the left navigation menu



Click **All Jobs**



Select **More Filters**

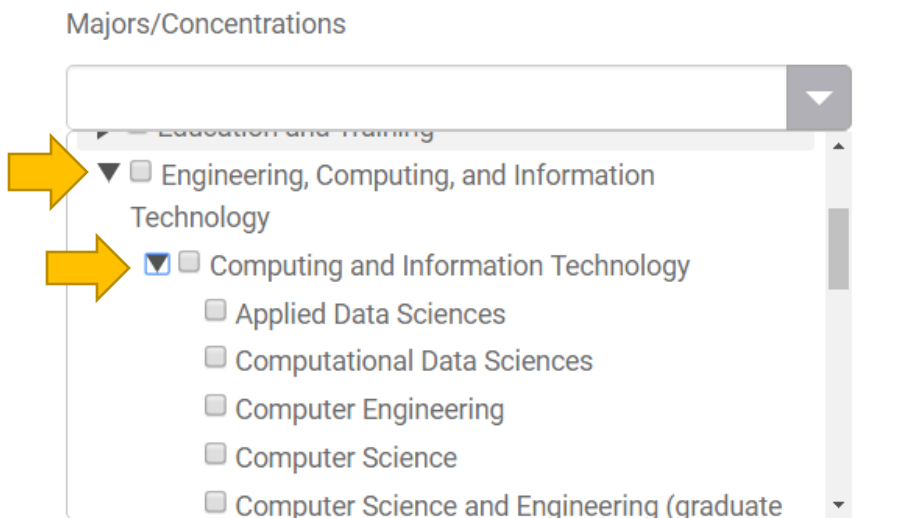


Under **Desired Majors** open the drop-down menu

Click the arrow next to **Engineering, Computing, and Information Technology**

Click the arrow next to **Computing and Information Technology**

Check the box next to your major (or as many majors as you would like to search on)

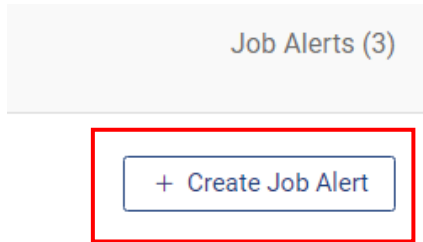


Click the blue **Apply** button

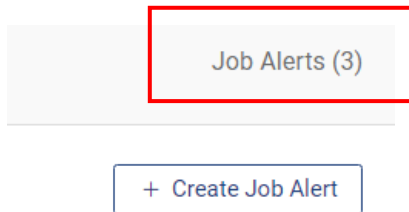
You can save this search so that updates will be emailed to you and when you log back in, you will only need to click the Saved Search link instead of entering all criteria again

SAVING SEARCHES

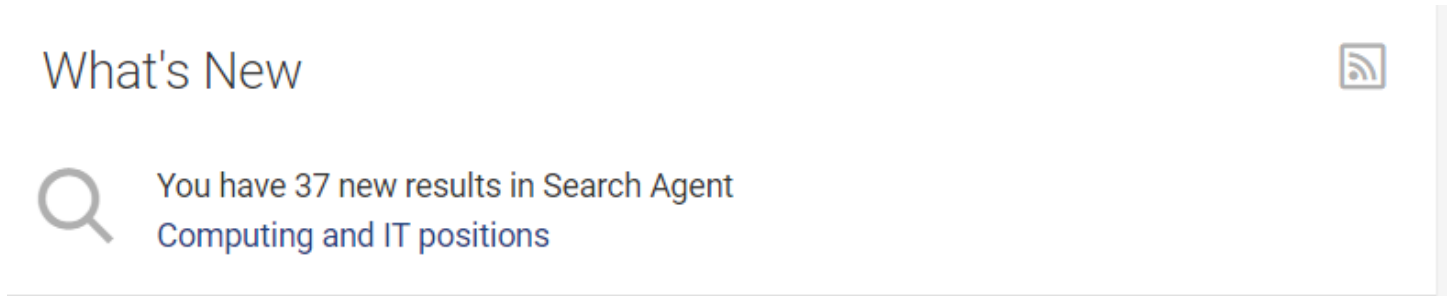
After you run your search (see tips above), click the *Create Job Alert* button in the upper right-hand corner of the page



To access this Saved Search and set the frequency of email alerts, click on the *Job Alerts* link directly above the *Create Job Alert* button



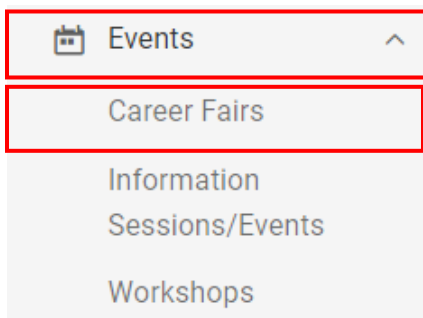
There will also be a direct link to saved searches on your homepage



FIND RELEVANT EVENTS

Choose the *Events* tab on the left navigation

To see Career Fairs, click the *Career Fairs* link



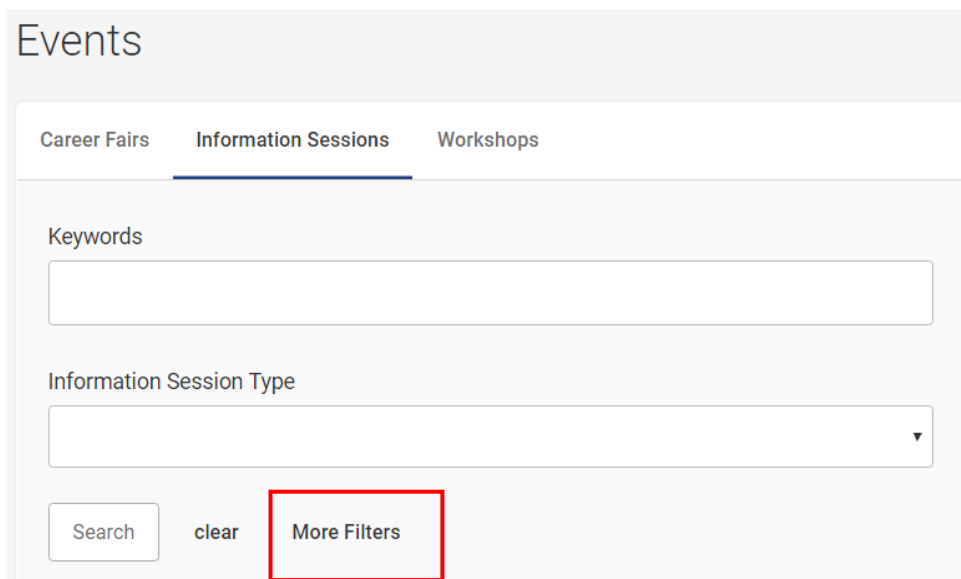
To see information sessions and events that companies are hosting, click the *Information Sessions/Events* link



You will only see events that have been flagged for students in the College of IST. Some events are centrally coordinated (through BoA Career Services) and are open to all majors -- others are open to IST but are being managed by another office.

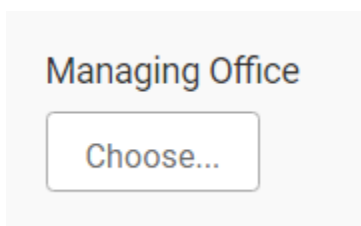
If you want to see **ONLY** the events that are coordinated by the IST Office of Career Solutions:

Choose *More Filters*



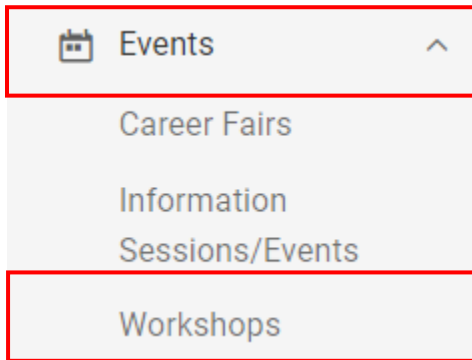
Select *College of Information Sciences and Technology Career Solutions & Corporate Engagement* from the *Managing Office* filter

- Click Choose
- Click the gray ">" by University Park Career Offices (first choice on list)
- Click the circle next to College of Information Sciences and Technology Career Solutions & Corporate Engagement (a green checkmark will appear)
- Click DONE



Click *Search*

To see workshops hosted by a Career Office, click *Workshops* link

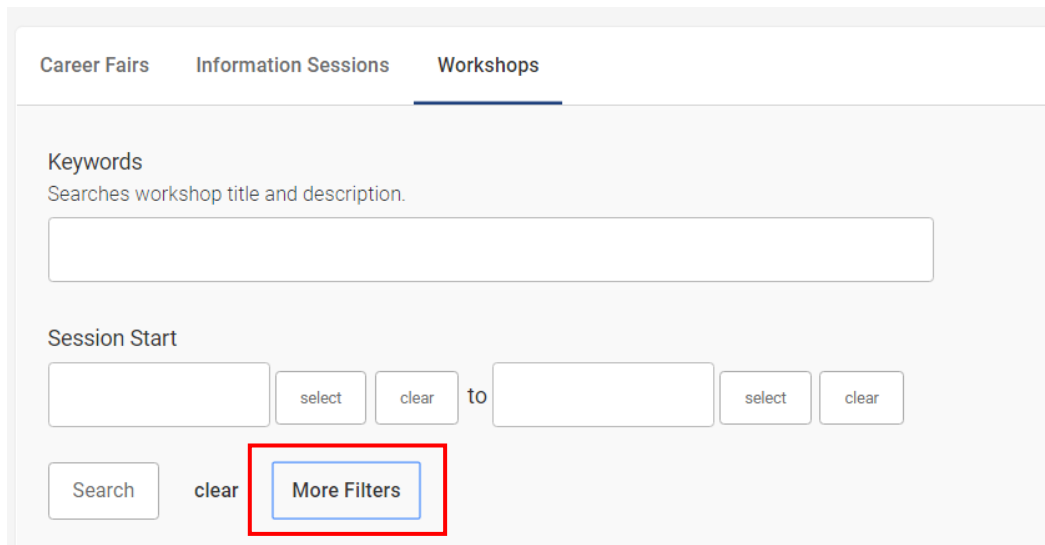


A screenshot of a navigation menu. The menu is a vertical list of items: 'Events', 'Career Fairs', 'Information Sessions/Events', and 'Workshops'. The 'Events' item at the top has a calendar icon and an upward-pointing arrow. The 'Workshops' item at the bottom is highlighted with a red rectangular border. The other items are in a light gray background.

You will only see events that have been flagged for students in the College of IST. Some events are centrally coordinated (through BoA Career Services) and are open to all majors -- others are open to IST but are being managed by another office.

If you want to see **ONLY** the events that are coordinated by the IST Office of Career Solutions:

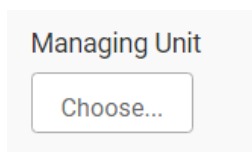
Choose *More Filters*



A screenshot of a search filter interface. At the top, there are three tabs: 'Career Fairs', 'Information Sessions', and 'Workshops'. The 'Workshops' tab is selected and underlined. Below the tabs is a 'Keywords' section with a text input field and the text 'Searches workshop title and description.' Below that is a 'Session Start' section with two date pickers, each with 'select' and 'clear' buttons, and a 'to' label between them. At the bottom left, there are three buttons: 'Search', 'clear', and 'More Filters'. The 'More Filters' button is highlighted with a red rectangular border.

Select *College of Information Sciences and Technology Career Solutions & Corporate Engagement* from the *Managing Unit* filter

- Click Choose
- Click the gray ">" by University Park Career Offices (first choice on list)
- Click the circle next to College of Information Sciences and Technology Career Solutions & Corporate Engagement (a green checkmark will appear)
- Click DONE



A screenshot of a 'Managing Unit' filter. It consists of a light gray box with the text 'Managing Unit' at the top and a 'Choose...' button below it.

Click *Search*