



# CAREERCENTRAL

## BOB JONES UNIVERSITY

All students must read and agree to the **Student User Agreement** before logging into CareerCentral.

### Log Into CareerCentral (Life at BJU / Career Services Link)

Click on the student login link

**Username:** your complete BJU e-mail address (i.e. jsmit820@students.bju.edu)

**Password:** use the password that was e-mailed to you or click Forgot Password to receive a new password

(Students are automatically registered in CareerCentral, so you do not need to fill out the registration form in order to obtain an account.)

After logging in you will be at the CareerCentral home page for students.

**Using the top navigation bar on the home page, you may access the following:**

### Profile

*(CareerCentral will direct you to fill in all required fields in the profile section before allowing access to the job postings.)*

- **Personal Information:** Fill in all required information and click the Save Changes and Continue button.
- **Academic Information:** Fill in all required information. **Be sure to check the information about your major to verify that it is correct.** If it is listed incorrectly, choose your correct major from the drop-down list and remove the incorrect major. If you have more than one major, you should add the other majors to your information. When finished, click the Save Changes and Continue button.
- **Privacy:** The privacy setting governs whether or not you will receive e-mails from Career Services or employers through the CareerCentral system and whether or not your resume (if you upload one) will be viewable by employers browsing resume books.

- We would highly encourage you to answer “yes” to both items, at least until you have some solid job prospects. Click Save Changes and Continue.

**What is a Resume Book?:** Resume Books are a compilation of student resumes that are viewable by employers through the CareerCentral system. Employers will not be able to see any information about you (or that you even exist) if your resume is not included in resume books.

- **Password:** To protect your account, change your password after logging in the first time

*NOTE: Your profile information is not viewable by employers, only by the Career Services office staff. Certain information contained in your profile is searchable by employers when selecting resumes from resume books (major, classification, GPA range, etc.).*

CareerCentral will automatically take you to **Documents** once you have completed the Profile section.

## Documents (Needed if you are applying for a position)

### Upload a Resume and Other Career-Related Documents

In order to apply for jobs through CareerCentral and be found by employers browsing resume books, you must have at least one resume uploaded. You may also upload other documents of your choice (cover letters, unofficial transcripts, writing samples, etc.). Up to 10 documents may be stored in CareerCentral.

**To upload a document**, under the Documents tab:

- Click the “Add New” button to begin uploading a document.
- Give your document a meaningful title (label), e.g. web designer resume, general resume, etc.
- Specify the type of document you are uploading (resume, cover letter, etc.)
- Use the “browse” button to navigate to the file path of the document that you wish to upload
- Click “submit”
- Your resume will be placed in a pending file until a Career Services staff member has reviewed your resume and approved it for use.

CareerCentral will store the document in both a PDF format and in the document’s original format.

**Default Resume:** If you have uploaded more than one resume and have chosen to make your resume viewable to employers, be sure to choose one resume as a “default resume” (the one employers will see in resume books). Click the “make default” button on the resume of your choice.

Note: Your resume will automatically be placed in a general “students” resume book viewable by employers unless you change your privacy setting. To do so, go under the Profile section / Privacy tab and change the answer for “include in resume books” to no.

## Job Postings

Under the **Job Postings** tab in the top navigation bar select **BJU CareerCentral Jobs** for positions that have been posted to BJU. (NACElink is a job board for experienced job seekers.)

You may view all job postings (most recent postings are listed first) or you can search for jobs that fit your interests. Additional search criteria is available under the Advanced Search tab, including a search by zip code/radius.

To find jobs that were posted by **BJU graduates**, under the Industry search field, select BJU Alumnus.

## Set up a Search Agent or Two!

*What is a Search Agent?* Job search agents will alert you (via e-mail) when there are new jobs posted to CareerCentral that meet specific criteria that you have set. Search agents can be saved and scheduled to run automatically at an interval of your choice (every day, every week, every two weeks, etc.).

### STEP I

- Click **Job Postings** / CareerCentral Jobs and select the “Advanced Search” tab.
- Place a checkmark in the “Save As” box
- Name your search agent (i.e. engineering jobs, Chicago jobs).
- Select the search criteria you wish to use and click “Submit.”

For certain criteria, you can select multiple values by holding down the CTRL key while you make your selections. It is best to start out with a broad search and narrow it down with additional criteria after you are satisfied with the results. Leave blank any search options that are not important to you.

- Your search results will display and your search agent has now been created

### STEP II

#### **Important Step: Scheduling the Search Agent to Run**

- Click the “Search Agents” tab.
- Select your Search Agent Label and click the “Schedule” button.
- Click “Enabled - yes”.
- Select frequency and how often it is run  
Example: Period=week, Multiple=2; the agent will run every two weeks).

You may change your search criteria at any time by clicking the “Edit” button.

Results will automatically be e-mailed to you!

HINT: The fewer items you select for search criteria, the more job opportunities you may have to view.

## Applying for a Job

After searching the jobs and reviewing the job description, you may “apply” for the position by submitting a resume to the employer. Employers have two options when specifying application instructions.

1. Employers may allow applicants to submit their resume, and any other optional documents, through the CareerCentral system.
  - Look for the “Application Status” box to the right of the job description.
  - From the drop-down list, choose the resume that you would like to submit for this position. There may be additional drop-down lists for other documents the employer is requesting. Only your resume is required; however, it is advisable to submit all of the documents requested by the employer.
  - The “Notes” field is optional. You may use this to provide any comments/questions that you would like the employer to see.
  - Click the Submit button and your resume has been sent to the employer.
2. Employers may specify their own application instructions.
  - In this case you will not be able to submit a resume directly through the CareerCentral system. Instead, you will need to follow the organization’s specified application instructions, which may be to mail your resume to a specified person/address or possibly to fill out an online application through the organization’s website.
  - When an organization uses this option, you will see a “How to Apply” box to the right of the job description.

## Employers

### Networking Opportunity!!

All employers who have registered in CareerCentral are listed under the Employers tab in the top navigation bar. These employers may not have any jobs currently posted in the system, but they are great points of contact.

- Searchable by employer industry, by alphabet, by keyword, or by location.
- Includes the employer profile and contact information
- Allows you to see if the employer has any jobs currently posted in CareerCentral
- Save your favorite employers to your “Favorites”
- Use this information to contact employers that interest you to inquire about employment opportunities they may have available and to express your interest in employment with their organization.

To search for employers with a BJU graduate as the primary contact person, select “BJU Alumnus” under the Industry search tool.

## Workshops

The schedule of **Workshops** offered by Career Services will be posted here. A description of each event may be viewed by clicking on the name of the workshop. If an **RSVP** is requested for the event, you will be able to do so here.

## Calendar

Check here for information about upcoming recruiting events and workshops.

- The calendar may be shown in a Day, Week, Month, and Year view.
- To view the details about a posted event, click on the link located at the bottom of the page when viewing the calendar in Week or Month view.
- Your own Personal Events may also be added to this calendar.