PennState
College of Information
Sciences and Technology

Office of Career Solutions and Corporate Engagement
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USING NITTANY LION CAREERS
PENN STATE'S JOB POSTING SYSTEM

The Office of Career Solutions and Corporate Engagement is dedicated to providing ample opportunities to our students in the job/ internship search process. One way we accomplish our mission is through Nittany Lion Careers, Penn State's job posting system. All College of IST students are able to use Nittany Lion Careers to:

- Search internships, co-ops, and full-time job postings unique to your major.
- Schedule interviews.
- Learn about upcoming career events.
- Register to attend presentations.

If you have questions regarding Nittany Lion Careers, please contact our office. Be sure to view all of the information sessions and workshops offered by the Office of Career Solutions and Corporate Engagement under the "*EVENTS*" tab on your homepage. Several of these opportunities will give you the option to RSVP.

Accessing Nittany Lion Careers

- A direct link to Nittany Lion Careers (nittanylioncareers.psu.edu) is found on the Office of Career Solutions and Corporate Engagement webpage (ist.psu.edu/careers).
- You can log-in using your WebAccess credentials.

The first time you log in

Navigate to the My Account tab and verify your personal and academic information
- Add your Current or Intended Major.
- Add your Graduation Date.
- Add your cumulative GPA.
- Add your work authorization status.
- **NOTE:** this is how employers will filter through applications so it's important to complete these sections.

Review your Privacy tab
- You must agree to each section of the "*Terms of Use*" agreements before using the system.
- You can choose to receive text alerts or email job blasts.
- Choosing "*no*" will limit the information that you will receive from the system related to interviews, events, and job/ internship opportunities.

Upload a résumé and other career-related documents
- Under the Documents tab, click "*My Documents*" then "*Add New.*"
- You can upload résumés, unofficial transcripts, and cover letters to apply for jobs. **Your first résumé must be approved by a Career Solutions coach before you can use it to apply.**
- Your résumé will be reviewed within 24 to 48 hours during regular business hours (Monday–Friday, 8 a.m.–5 p.m.).
- You will be notified by email from the system if your résumé has been approved or requires revisions.
- **Get your résumé approved early.** Close to career fairs, the volume of résumés for approval increases dramatically and the timeline for approval increases to 72 business hours.
- To minimize the number of edits your résumé might require, review your résumé first using the Résumé Checklist and resources found on the Career Solutions website.
- Once you have an approved résumé in Nittany Lion Careers, you can apply for jobs/internships directly through the system.
- Some companies also require that you apply on their website and request additional documents. **Read application directions carefully!**

Reviewing announcements

On your homepage, 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).

- **Pay attention to these announcements as we share important, time-sensitive information here.**

Searching for events

- On the left navigation pane on your homepage, you will see "*Events.*"
- Open "*Career Fairs, Information Sessions, and Workshops*" to view events that are targeted to you.
- Some events allow you to RSVP through the system.

How to search for jobs targeted to your major

- From the left navigation pane on your homepage, click on "*Jobs & Internships » Available Positions*"
- You will see jobs targeted to you based on your major, previous searches, and previous applications.
- To find jobs that list your specific major, choose the "*More Filters*" link in the top right corner.
- Select your major from the "*Desired Majors*" drop-down.
- IST majors are found under the "*Engineering, Computing, and Information Technology » Computing and Information Technology*" hierarchy.
- Searches can be saved to access again directly from your homepage.
- You can also narrow your search by Position Type, Location, Visa Sponsorship availability, and more.
- You can also schedule email alerts to notify you when new positions are posted.

Detailed training materials with screenshots can be found on the [IST Nittany Lion Careers](#) page to help you effectively navigate the system. You can also seek assistance from the Office of Career Solutions and Corporate Engagement.

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