# 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
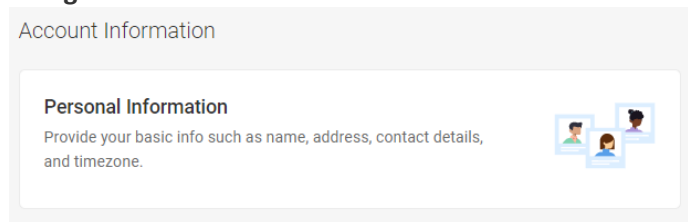
MANAGE YOUR PROFILE

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

Click on *My Account* under your initials in the top right navigation bar
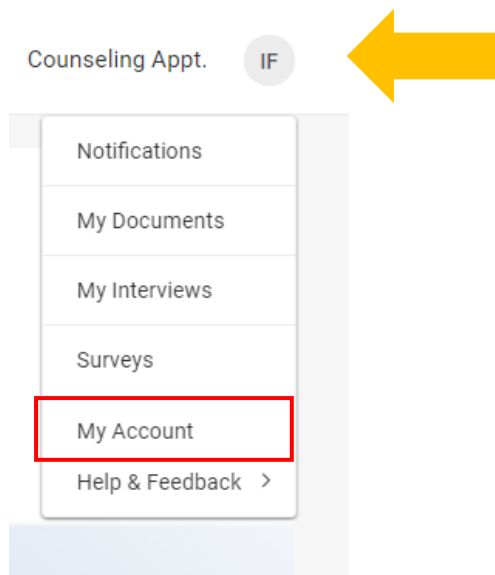
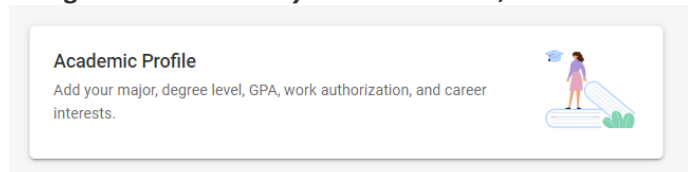**Navigate to the Personal Information button**

Required fields that need to be completed on this form are:
- **Preferred Phone Number**

Click the *Save* button

Navigate back to the *My Account* screen, click on the *Academic Profile* button

**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* button
Navigate back to the *My Account* screen, click on *Privacy Settings* button

Settings

Password Settings
Choose a unique password to secure your account.
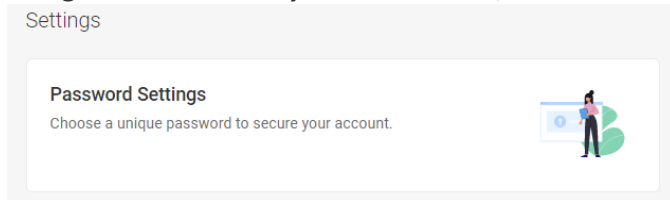
COMPLETE USER AGREEMENT

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

You can also opt into *Promote Me* in this section
- **Promote Me allows employers to view your default resume and reach out with relevant opportunities**

Click *Save*

Navigate back to the *My Account* screen, click on the *Emails & Notifications* button
- **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)

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

UPLOAD YOUR RESUME

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

Click on *My Documents* under your initials in the top right navigation bar

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

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 *keywords* field OR you can search by your major

Choose *Jobs & Internships* in the top navigation bar

Jobs & Internships   Events   Employers   Resources   Counseling Appt.

Click the *Position Type* dropdown

Select the position type(s) that you are seeking

Click *Apply*

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 *Save Search* button in the upper right-hand corner of the page**
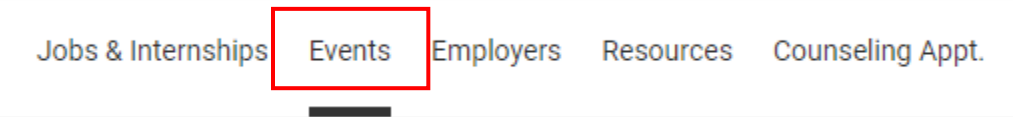
Saved Searches (2)
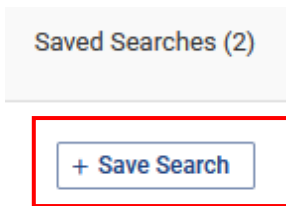
+ Save Search

To access this Saved Search and set the frequency of email alerts, click on the *Saved Searches* link directly above the *Save Search* button

Saved Searches (2)

+ Save Search
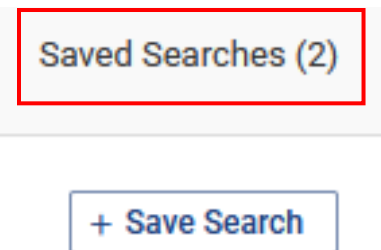
FIND RELEVANT EVENTS

Choose *Events* in the top navigation bar

Jobs & Internships   Events   Employers   Resources   Counseling Appt.

You can filter your search by event type (Career Fairs, Info Sessions, and Workshops)

Type ⌄   When ⌄   Attendance ⌄   More Filters ⌄

☐ Career Fairs

☐ Workshops/Events

☐ Information Sessions/Events

Apply
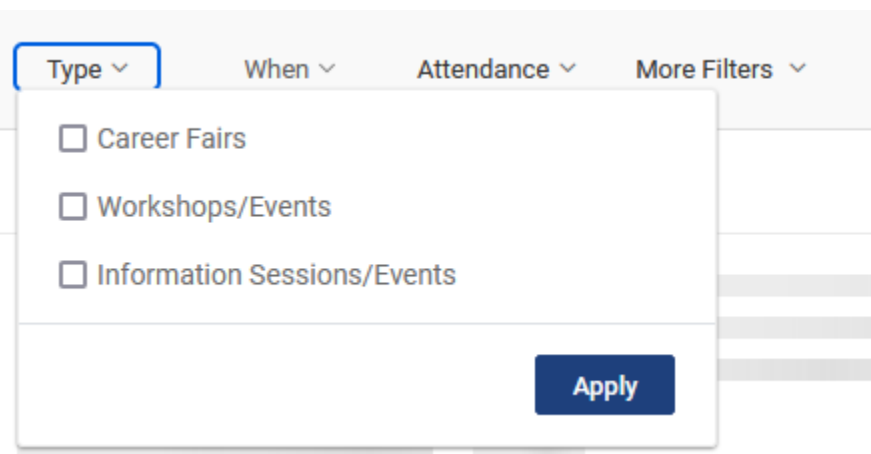
Information sessions are events that companies are hosting.

Workshops are typically events that a career services office is hosting.

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*

For Information Sessions - select *College of Information Sciences and Technology Career Solutions & Corporate Engagement* from the *Managing Office* filter
- Click Choose
- Click the "+" 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 checkmark will appear)
- Click Apply

For Workshops - select *College of Information Sciences and Technology Career Solutions & Corporate Engagement* from the *Managing Unit* filter
- Click Choose
- Click the "+" 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 checkmark will appear)
- Click Apply

Career Fairs

Event Type

- ☐ In-Person Career Fairs
- ☐ Virtual Career Fairs
- ☐ Student Fairs

Workshops/Events

Managing Unit

[⌄]

Workshop Type

- ☐ General
- ☐ Job & Internship Search
- ☐ Resume, Cover Letter & LinkedIn
- ☐ Interviewing Prep
- ☐ Career Fairs Prep
- ☐ Networking
- ☐ Career Planning

Information Sessions/Events

Managing Office

The career office responsible for this event.

[⌄]

Event Type

- ☐ Information Session
- ☐ Information Table/Recruiting Day
- ☐ Professional Development Seminar
- ☐ Reception/Banquet
- ☐ Recruiter in Residence/Office Hours