GETTING STARTED

1. To access your account, login to your Lafayette College portal at my.lafayette.edu, locate the “Get Career Support” block, and select the CareerSpot quick link.

2. You can also access CareerSpot here: careerspot.lafayette.edu.

3. Use your Lafayette College network ID and password to login from either link.

Tips:
- Use the cookie trail in the upper left-hand corner to navigate back out of pages, NOT your browser buttons.
- View the CareerSpot webshop tutorial from this page: http://bitly.com/lccsfindopps
- Use The Marquis’ Favorites: Documents, Downloads, & Databases to find cover letter, resume, and interviewing resources, as well as convenient links to other Career Services’ online resources.

NOTE: Students utilizing the On-Campus Interviewing (OCI) program must follow the policies and procedures associated with the opportunity as outlined in the OCI Webshop (Coming soon!).

BENEFITS OF USING CAREERSPOT

1. Through one simple sign-on, you have access to resources and tools to help you navigate your career planning process.

2. Whether you are just starting to explore your interests or you know exactly what you want to do, CareerSpot can help.

3. The tools and resources available through CareerSpot will help you stay organized and allow you to take full advantage of all the programming through Career Services.

4. CareerSpot complements the individual work you do with your Gateway Counselor.

MAKING THE MOST OF CAREERSPOT

1. Populate your profile and be sure to indicate your career interests. Career Services uses career interests to send targeted emails with information relevant to you.

2. Be sure to always upload the most recent version of your resume into your CareerSpot account.

3. Utilize the “My Calendar” function of CareerSpot to keep track of workshops, programs, employer information session and interviewing dates, as well as appointments with your Gateway Counselor.

4. Check the “Upcoming Events” section frequently to avoid missing out on new opportunities added throughout each semester.

5. Take advantage of all the tools and resources found in the “Help is Just a Click Away” section.

SOMETHING FOR EVERYONE

First Years thru Seniors

1. Familiarizing yourself with CareerSpot as a First Year student allows you to learn all about what it has to offer and how the information within can assist with your career exploration process. As a First Year, take advantage of the programming and resources for which you are ready.

2. Sophomores and Juniors should take full advantage of the workshops, programs, research and/or internship opportunities available through CareerSpot. Utilize prep resources such as information sessions, mock interviews and resume/cover letter riots to put your best foot forward when applying for opportunities to help you explore your interests.

3. Seniors in the job or grad school search process should continue to utilize CareerSpot resources to find opportunities and to refine documents and language used to articulate areas of focus.
PROFILE
- Create/update Academic and Personal profiles
- View/change account/privacy settings
- Indicate Career Interests and Geographic Preferences

OPPORTUNITIES & APPLICATIONS
- Jobs, internships, research opportunities, and mock interviews
- Access via:
  - CareerSpot (employers targeting Lafayette students and alumni as applicants)
  - NACELink (broader network of job/internship postings)
- Track applications, including those with employers interviewing on-campus

MY DOCUMENTS
- Upload documents (resume, cover letter, writing samples, etc.) by clicking “add new” within “My Documents”
- Opt-in to resume books viewable by employers via “Publish My Resume”

EMPLOYERS
- Search for employer contacts or organizations

MY INTERVIEWS
- Keep track of your requested and scheduled on-campus interviews

MY CALENDAR
- View upcoming programs, employer information sessions, interviews, and Career Counseling appointments you’ve scheduled

UPCOMING EVENTS
- View full schedule of upcoming workshops, career fairs, and other events

GETTING STARTED
- Shows where you are in the profile completion process – green check marks mean the section is complete.

ACCESS QUICK LINKS
- Utilize these sections to quickly access key links for finding jobs, internships, and research opportunities, as well as managing your on-campus interviews.

HELP IS JUST A CLICK AWAY!
Access an array of helpful resources. Through The Marquis’ Favorites: Documents, Downloads, & Databases you will find Cover Letter Writing support, resume samples, interviewing resources, as well as convenient links to other Career Services’ online resources.