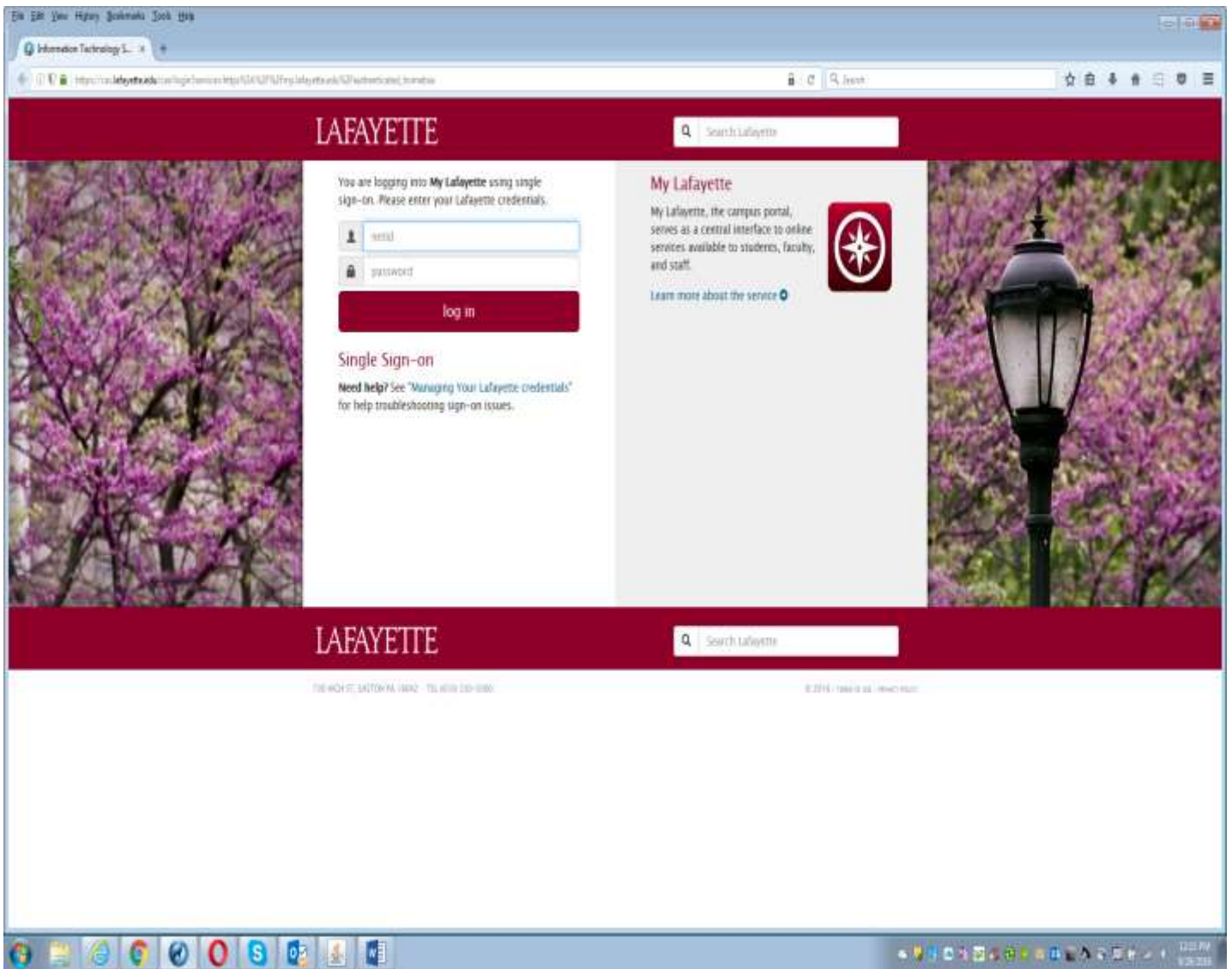


ALUMNI CAREERSPOT

Alumni now have access to the wireless system when they are on campus; along with access to other alumni services available through the portal – **My.Lafayette.Edu**.



You can click “Managing Your Lafayette credentials” to set or reset your password. If you are unsure of your username, you can email help@lafayette.edu or call either the Alumni Relations office or the Career Services office.

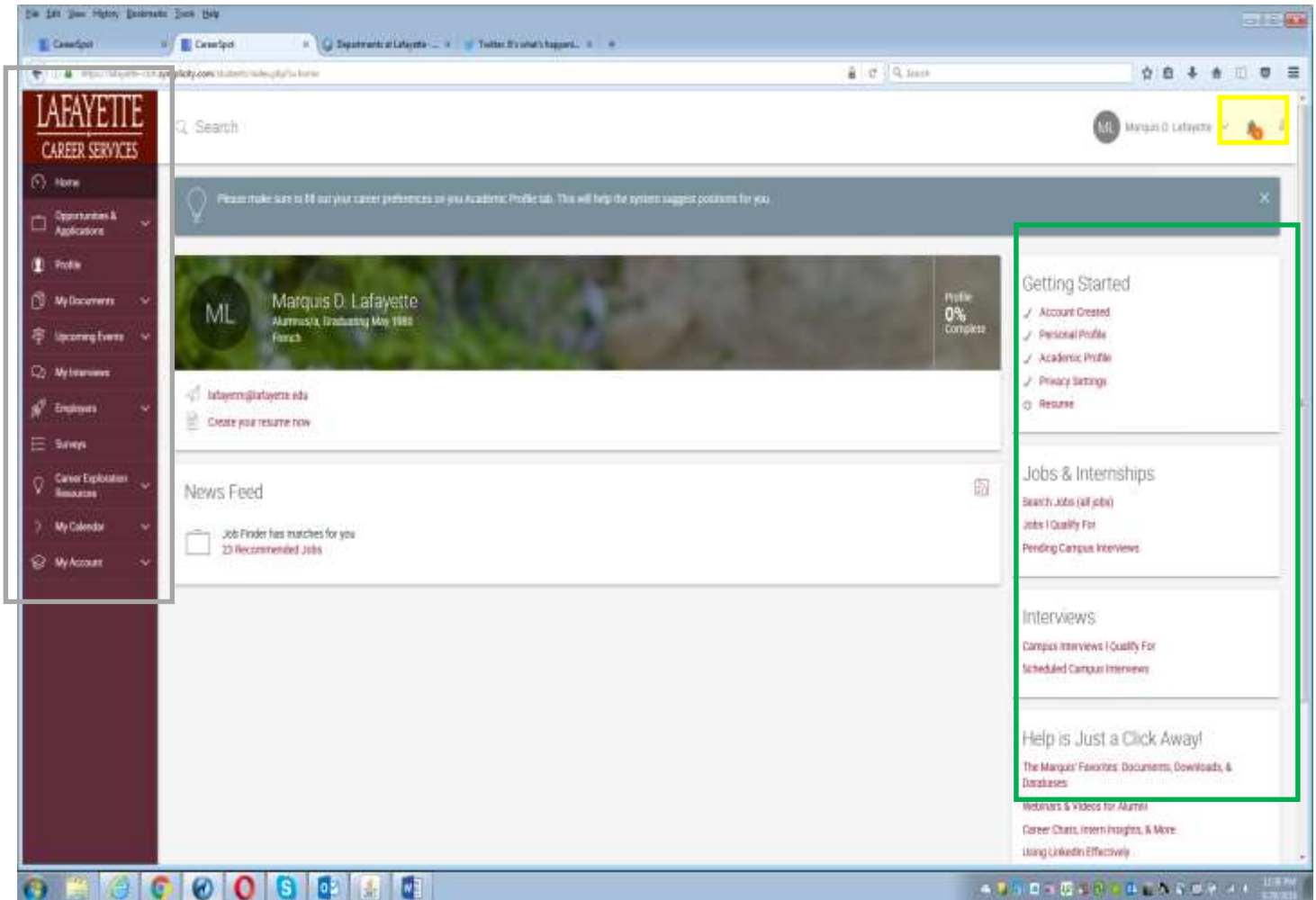
Once you are logged into the Alumni Portal, to access CareerSpot , look for the block – Get Career Support and click ‘Visit CareerSpot’

The screenshot shows the Lafayette Alumni Portal interface. At the top, there is a search bar and navigation links for 'CUSTOMER' and 'LOGOUT'. The main content area is organized into several sections:

- MANAGE MY ACCOUNTS & DATA:** Includes links for ordering transcripts, managing credentials, updating LeopardLink profiles, and managing email forward.
- MY MOODLE SITES:** A link to 'See More at Moodle'.
- MY SPACES SITES:** A link to 'See More at Spaces'.
- CAMPUS EVENTS CALENDAR:** A calendar for Tuesday, September 27th, 2016, showing events like 'Lehigh Valley September Happy Hour 2016' and 'Standing By or Standing Up: Bystander Intervention Workshop'.
- ABOUT MY.LAFAYETTE.EDU:** Includes links for 'Get help', 'Provide Portal Feedback', and 'SEARCH THE LIBRARY'.
- SEARCH THE LIBRARY:** A search bar and a list of library services.
- VIEWING ANNOUNCEMENTS:** A list of recent announcements, including 'Standing By or Standing Up: Bystander intervention Workshop' and 'Reception to celebrate 20 Years of the Experimental Printmaking Institute'.
- MY CUSTOM BLOCK:** A section for adding custom links.
- FIND PEOPLE & PLACES:** A directory search bar and a list of categories like 'Academic Programs', 'Campus Locations', and 'Emergency Contacts'.
- GET CAREER SUPPORT:** A highlighted block containing links for 'Access career coaching', 'Explore alumni career resources', 'Find career opportunities', and 'Visit CareerSpot'.
- ALUMNI CALENDAR:** A list of upcoming events such as 'Lehigh Valley September Happy Hour 2016', 'Dallas Texas Reception - 150 Years of Lafayette Engineering', and 'Homecoming 2016'.
- UTILIZE ALUMNI BENEFITS:** Links for 'Alumni Travel Program', 'Liberty Mutual's Groups Savings Plus', and 'Short-term medical coverage through GradMed'.
- SHOP LAFAYETTE:** Links for 'Buy Lafayette Gear', 'Purchase arts & entertainment tickets', and 'Purchase athletic tickets'.
- VISIT CAMPUS:** Links for 'Find transportation options', 'Get directions', 'Learn about hotels, dining, and shopping', 'Take a virtual tour', and 'View the campus map'.

Logging in for the first time, you will be prompted to complete some fields of your profile. Once you've completed those fields, the next time you log in you will see this home page.

On the home page you will see a left hand navigation menu, short cut links on the right hand side, announcements and news feed in the center, message alert notification.



Alumni can search for jobs, the employer directory, the employer contact list and also access career-related materials through the left-hand menu.

The key menu items relevant for alumni:

Opportunities & Applications – here you search for full-time positions

Profile – this is your public profile. You can choose to display this information for employer contacts to view.

This is similar to a LinkedIn short profile view.

My Documents – This is where resumes, cover letter, and other document can be uploaded and stored.

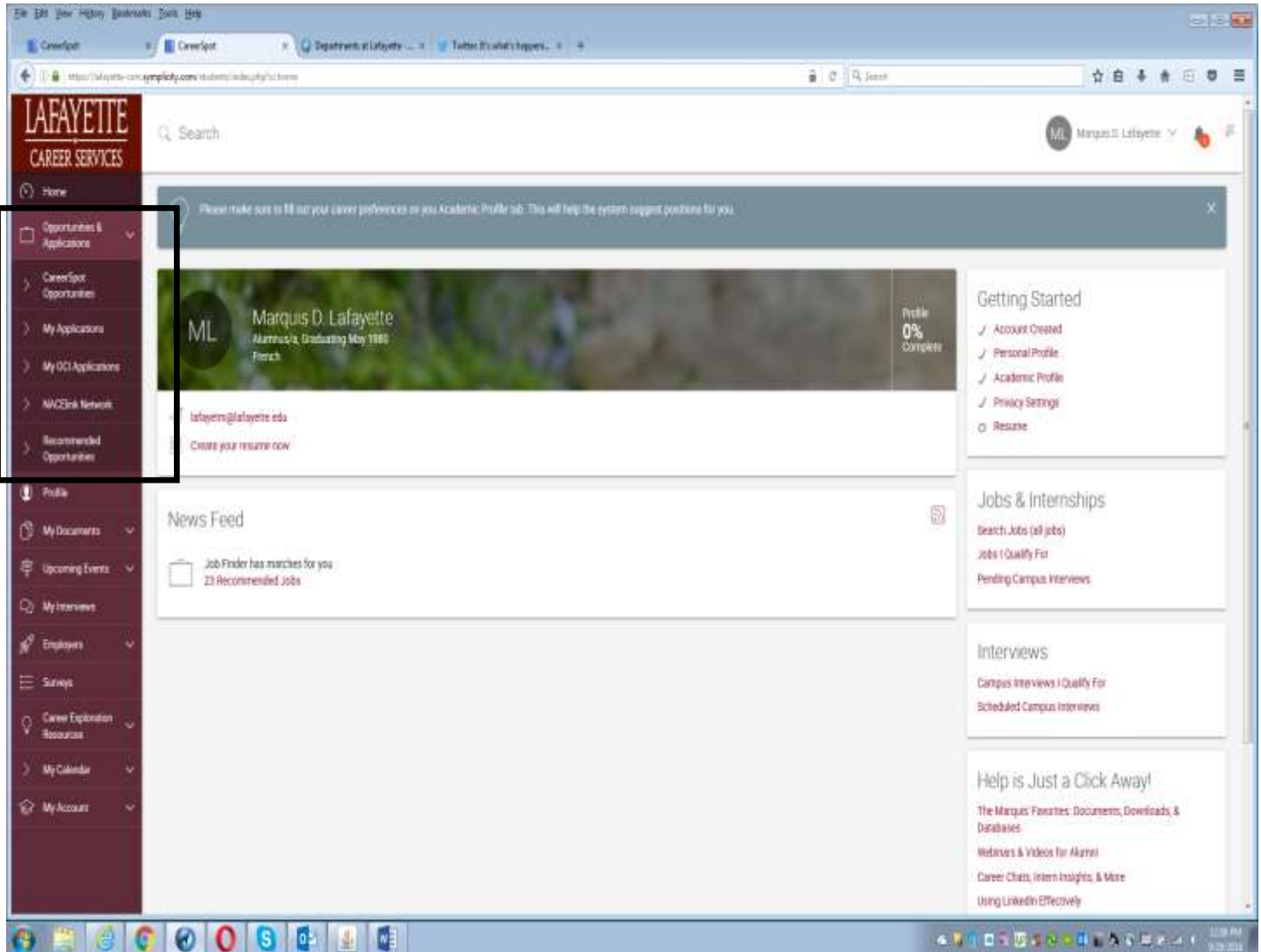
Employers – You can search organizations by industry or by specific organization name.



Career Exploration – You will find career exploration document and links to subscription services supplied by Career Services and also Career Advice offered by Nacelink.

My Account – You can manage your CareerSpot account – update your personal and academic profile, update your password and change your privacy settings.

To search for jobs, click on Opportunities & Applications it will display a drop-down menu.



CareerSpot Opportunities – this is where you search for full-time positions.

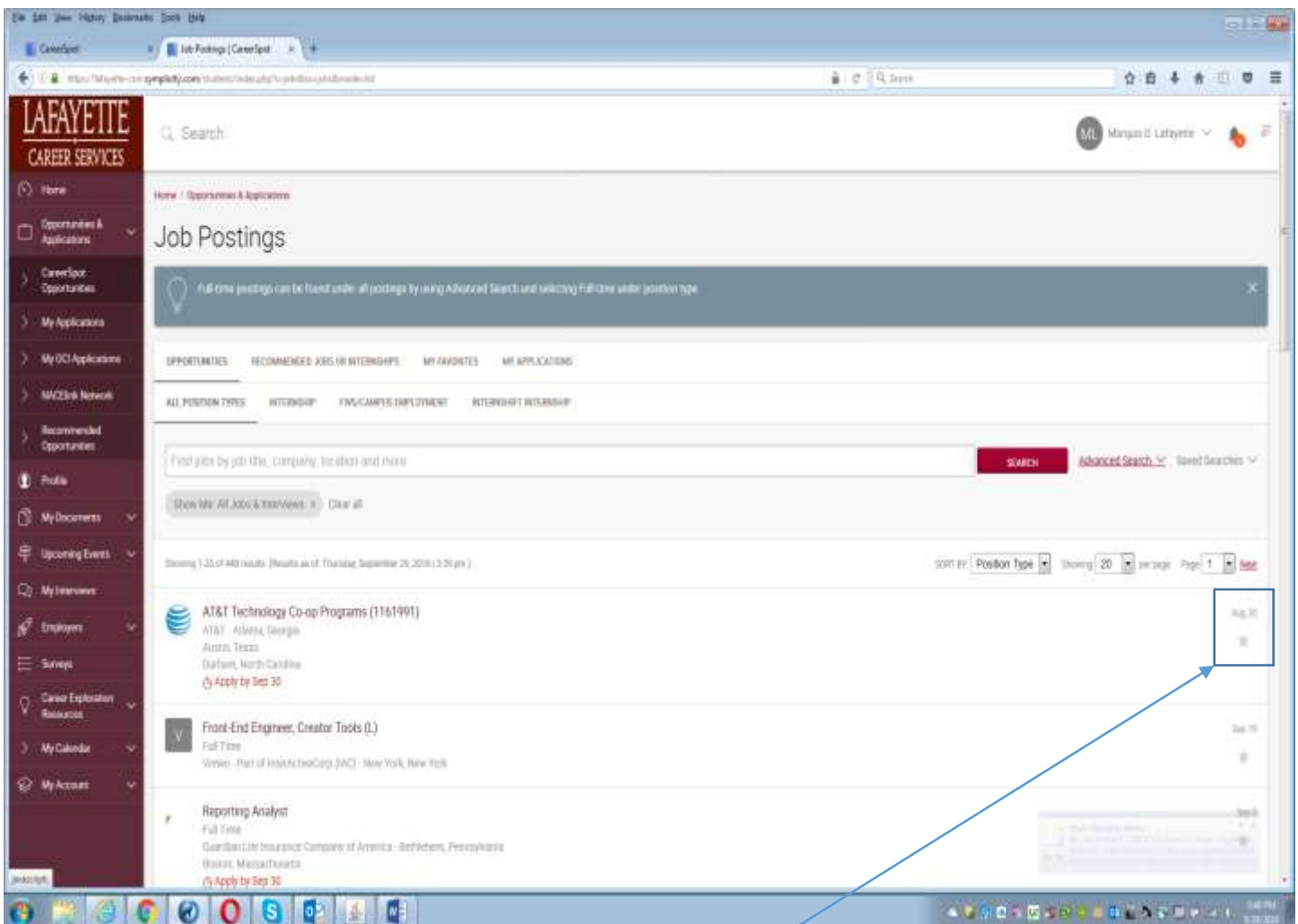
My OCI Applications –This is a student section, where students and Young Alumni have access to view the organizations scheduled to come to campus to conduct interviews. Please note: Career Services allows only recent graduates to participate in on campus interviews the fall semester following their graduation.

NACelink Network – The Symplicity System network where subscribing employers can post positions to the general Symplicity system site.



Recommended Opportunities – Clicking this will display positions matched to you based on your profile settings.

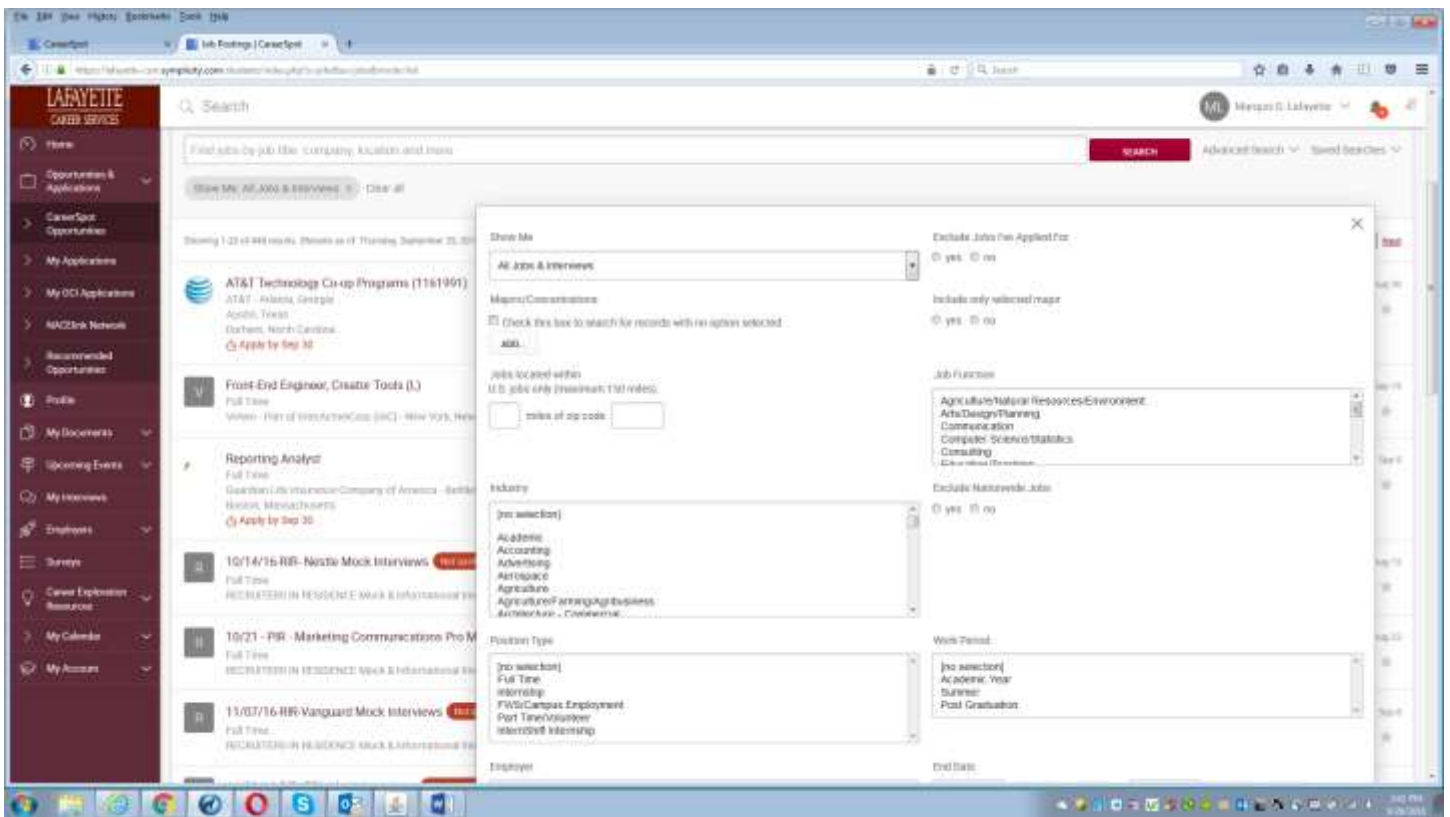
Clicking CareerSpot opportunities under Opportunities & Applications on the left-hand menu, will display All Position Types.



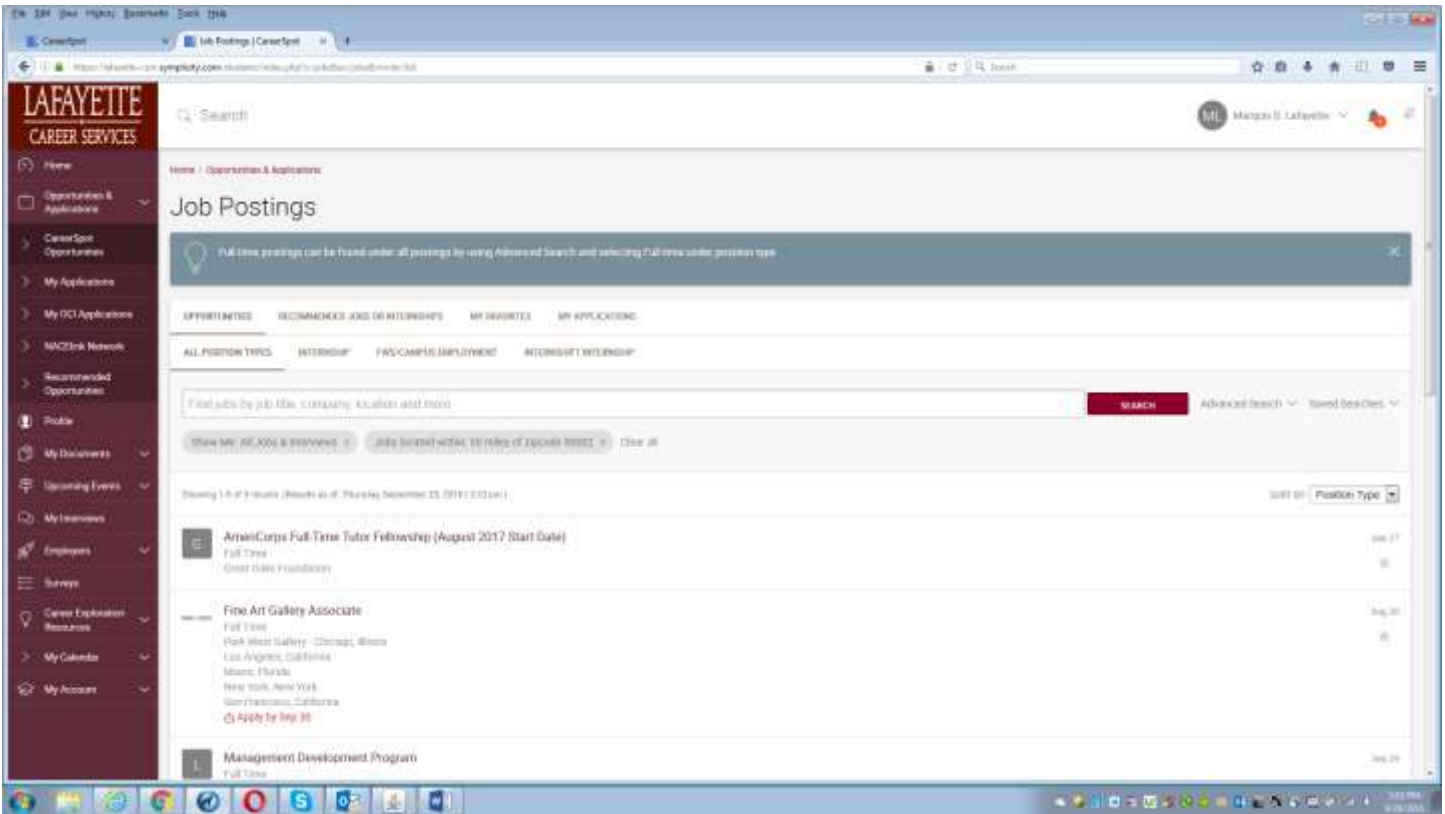
You can search for particular positions by Key word, company, or title by using the Search bar. You can view the system “Recommended Jobs or Internships” by clicking the subtab. These are the positions the system recommends based on your profile selections.

My Favorites is an option you will see for both jobs and employers. Clicking the My Favorites will display positions that you’ve marked as a favorite by clicking the ‘star’ icon located under the posting date.

Clicking the Advanced Search next the red SEARCH button will give you options to refine your search criteria.



You will see a 'bread crumb' trail that will display under the search bar as you conduct your searches. You can clear these by either clicking the X or Clear All



Clicking the NACELink Network link under Opportunities & Applications will take you into the NACELink job posting site.

