JobGrove
GROVE CITY COLLEGE CAREER SERVICES

WELCOME!

*This guide will help you navigate through **JobGrove**. Through this site you will be able to keep your profile updated, view and apply for full-time jobs & internships, participate in on-campus interviews, as well as view & RSVP for CSO events (job fairs, workshops, employer information sessions, etc.).*

Registering/ Logging in

Step 1: Go to the following website: www.gcc.edu/jobgrove.

Step 2: To log in simply use your GCC email address (username) and last 4 digits of your SSN (password).

Step 3: When you have logged-in for the first time, you will be immediately prompted to update and submit your profile information. At that time, feel free to modify your password (*highly recommended*) and any other information as necessary.

Once you have registered on **JobGrove**, you will be able to view and apply for jobs in the *Job Search* section as well as view upcoming career events.

NOTE: If you forget your password, you can click the "Forgot your password?" link to have it reset and emailed to you. This link is on the Login Page.

Home

After you have logged in, you will be on the **JobGrove** home page. Here you will find these useful tools:

Announcements — In this section, you will find important announcements from Career Services, including those about featured jobs, upcoming on-campus interviews and events.

Task List — You are reminded when you need to take action on a schedule, or when an employer has sent a referral response.

Upcoming Events — View event information and register for upcoming events from the home page.

Account Summary — View a snapshot of your account from right here on the home page and easily make adjustments to your profile to make sure that it is up-to-date.

Left Navigation Bar — You can access the Calendar, Resource Library, My Favorites and 'I Want To...' menus from any part of the system using the left navigation bar.

- Calendar — You will see all upcoming interviews and events.
- Resource Library — You will find this Student User Guide and CSO career guides, as well as many other valuable resources.
- My Favorites — Click here to view jobs you have marked as "favorites".
- I want to…
  - Report a Hire — Click this link to let us know you were hired (internships or full-time jobs).
  - Take/View Assessment — Here you can take a self-assessment and review your results.
  - View My Activity — Click here to view all of your activity on the system (event registrations, resume submissions, interview schedules, etc.).
  - View any Saved Searches — We recommend saving the searches that best fit you. *Do note: "Saved Searches" only show up on this bar once you have already saved a search.

My Account

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Under the *My Account* menu, there are five choices:

1. **My Profile** — Here you can update your personal information (password, phone number, email, majors, GPA, etc.). Click the *Edit* links for each section to make updates to your profile. Be sure to update your profile each semester to keep it current.

2. **My Documents** — Here you can upload **Microsoft Word**, **PDF**, or **RTF** documents into the following categories: Cover Letters, Resumes, Unofficial Transcripts, References, and Recommendation Letters. You can upload 20 resumes, 20 cover letters, 3 unofficial transcripts, and 6 lists of references. In addition, Education majors can upload Student Teaching Evaluations, Teaching Certificates, and Praxis Scores. When you apply for jobs, you will be able to select only one document from **each** of the categories. *NOTE: When uploading more than one resume, be sure to mark the most general resume as the default.*

My Account

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3. **My Connections** — Here you can connect to LinkedIn, Facebook, and Internships.com.

4. **My Activity** — There are six types of activity that you can view:

- **Referrals** - A referral is recorded each time you send your resume to an employer through the system.
- **Placements** - A placement is recorded each time you are placed in a job or internship.
- **Schedules** - All interview schedule activity is recorded including sign-ups for interviews.
- **Event Registrations** - An event registration is recorded for an event only if you submitted an RSVP.
- **Survey Responses** - Your survey activity is recorded when you respond through the system.
- **Job Agent** - A job agent will search through recently created and updated postings on a nightly basis and will email information about these to you.

5. **My Assessment** — Through JobGrove, you can take the Myers-Briggs Type Indicator and Strong Interest Inventory self–assessments. Choose this option in the *My Account* menu to learn more!

Employer Directory

Be proactive in your job search! Choose the *Employer Directory* menu to search through our list of employers. You will only see the employers who have selected to be listed to students.

Job & Internship Search

Choose the *Job & Internship Search* menu to begin your search for full-time job & internship postings, as well as on-campus interview schedules.

- All active jobs will be displayed. Click *Advanced Search* to narrow down your results and enter your desired criteria. Once you enter your desired criteria, be sure to click on *Email me New Jobs* to be emailed jobs that match your criteria every time they are added (i.e., Job Agent). Click on the Job ID or Title to read details about position information and how to apply for the opportunity. Some postings allow you to apply right through JobGrove, while others have specific application instructions in the posting regarding where/how to submit your materials (resume, cover letter, etc.).

- Some positions in the system are marked as "All Majors." If you do not want these positions included in your search criteria, click the box marked *Exclude Records with All Majors.*

- On the Search Results page, you can click the *Save Search* link to "save" your search results and access them at another time from your JobGrove Home page. You can also click on *Email me New Jobs* which will email you new jobs every night that match your search criteria (Job Agent).

On-Campus Interview Schedules

- You can perform an "On-Campus Interview Search" if you'd like to view only those jobs/ internships linked to a schedule. Click on the *Job & Internship Search* tab then select *Advanced Search* and click on the box next to *Search Interviews Only* at the bottom under *Related Schedule Options*.

- Jobs that have a schedule connected to them will have a *View Events/Interview Schedule button* on the far right. Click on the *Linked Schedule* to see if you qualify for an interview.

Definition of Terms:

There are two types of jobs in our system — ones that you are qualified for and ones that you are not:

Not Qualified? You will see a message and the reasons why you are not qualified to apply for that job posting. This may be because you have not updated your profile (i.e., your major, GPA).

Qualified? If the employer is allowing you to submit your resume through **JobGrove**, there will be an *Apply Now* button at the top of the screen. If this button is not there, then read the APPLICATION INSTRUCTIONS field to see how to apply directly to this employer.

There are two types of on-campus interview schedules:

Pre-select Interview Schedule: The employer will be pre-screening applicants. You will be notified via email whether you are selected as Accepted or Not Accepted. Only Accepted students will be able to sign-up for an interview with the employer.

Open Interview Schedule: The employer is not pre-screening applications and you are immediately able to sign-up for an interview, as long as you meet all requirements of that schedule.

Career Fairs and Events

Choose the *Career Fairs and Events* menu to view all upcoming CSO events, which include off and on-campus events. Some events may have an RSVP option; you should RSVP if you plan to attend those events.

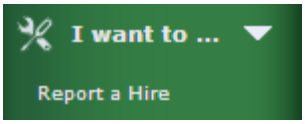
Got a Job? Let us know!

Should I report a hire?

Yes! You should always report when you get hired. Please report both internships and full-time positions. Each reported hire helps Career Services to maintain accurate placement statistics.

How do I report a hire (Placement)?

STEP ONE: To report a hire, click on the "**Report a Hire**" link located in the left-hand navigation bar on your Home page. This will take you through the process to report your hiring information.



Click "Report a Hire" to begin

STEP TWO: If you obtained your position through JobGrove, click "**My Jobs**" or "**My Schedules**" and look for your position/employer. If your position is not in JobGrove, click "**Other**" to enter the organization name and job title.

Would you like to take an Assessment?

Myers-Briggs Type Indicator and Strong Interest Inventory assessments are available to you for a nominal cost!

The MBTI is a well-known personality assessment, while the Strong Interest Inventory is one that assesses an individual's interests.

STEP ONE: Click on the "**Take/View Assessment** " link located in the left-hand navigation bar on your Home page.

STEP TWO: Click on [Start New Assessment] under either the MBTI or Strong and it will take you through the process.

***PLEASE NOTE:** There is a fee to take these assessments and you will need a credit card to pay for them.

View My Activity

In the *View My Activity* section you will find record of all your activity in JobGrove. This is where you will see any resumes you have submitted for jobs, your on-campus interview schedules, and any events that you have attended. This is also where you will find "Job Agents" which are saved searches that you have requested *Email me New Jobs*. You can also remove/disable these "Job Agents" here.

Contact Us!

The Career Services Office is open Monday through Friday:

- 8:00am-12:00pm and 1:00am-5:00pm (ACADEMIC YEAR)
- 8:30am-12:00pm and 1:00pm-4:00pm (SUMMER)

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Grove City College
100 Campus Drive
Box 3141
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