

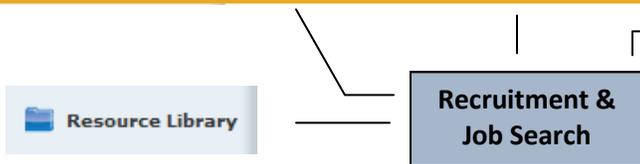
Whether you are in the midst of your job search, looking for an internship, or planning ahead for either, JobCenter is an excellent resource to help you get started. Search our **Employer** database, browse **Jobs & Internships**, and submit your resume to be considered for **On-Campus Interviews**. The Employers folder of the **Resource Library** offers oodles of information as well.

Don't forget to check out our additional resources for **Finding Employment/Internships**, available through the Career Development Resources for Students page: <https://www.lvc.edu/career-development/students.aspx>. Professional Associations and industry specific networking events and publications can also be valuable.

There are many resources at your disposal - JobCenter is a great place to get started!

At your fingertips...

Recruitment & Job Search Functions



Accessible from the left-hand navigation column of your JobCenter account, the **Resource Library** is a valuable, and often forgotten, resource for your job search and career development. Consider it an electronic file cabinet of information, with folders and sub folders on topics ranging from Employer Information to Internships, Resume Writing to Graduate School. We update and add documents and links regularly, so browse often!

a sneak peek...

- Career Fairs
- Conducting your JOB SEARCH
- Employer Information
- Graduate School
- Internships/Research/Shadowing
- Interviewing Skills
- Liberal Arts Skills
- Resume writing



LVC's JobCenter system currently has nearly 2,000 employers cataloged under the **Employers** tab. Students are able to access company and contact information of any employer who has selected "Yes" to being included in the employer directory.

Use this feature to research companies, broaden your knowledge of employers in an industry of interest, or search for employers in a specific geographic region who have utilized JobCenter.

Clicking on the **Employers** tab will allow you to begin sorting through the list of employers. The system is defaulted to show an alphabetic listing by organization name; you can also type in an organization name or city. Or, utilize additional search criteria - Organization Name, Employer ID, City, State, Location, Type of Business, Majors.

If you have any questions about JobCenter, please contact our office:

Center for Career Development, Mund College Center

career-development@lvc.edu

717-867-6560

At your fingertips...

Recruitment & Job Search Functions



Recruitment & Job Search

Jobs & Internships

Place your cursor over **Jobs & Internships** and select Job Search. All jobs/internships are currently listed in reverse chronological order, beginning with most recent postings.

Although you have the ability to key in search criteria (see image to the right), you are encouraged to keep your search broad.

Jobs & Internships posted to LVC are defaulted to be displayed on your screen. You can also view positions posted through Internships.com, and Indeed Jobs by clicking on the corresponding tab.

The image shows a search form with several fields: 'Job ID:' (text input), 'Job Function:' (dropdown menu), 'Classification:' (dropdown menu), and 'Majors (click Add):' (text input area with an 'Add/Remove' link). There is a green 'Search' button and a 'Clear' link. Below the search area is a checkbox labeled 'Exclude Records with "All Majors."' and a 'Save Search | Email me new Jobs' link. At the bottom, there are two tabs: 'Jobs & Internships posted to LVC (254)' (active) and 'Indeed Jobs'.

Click on the Job ID/Title of any position to view the job description, qualifications, and application instructions. If the employer is accepting resumes through the system, you must have a current resume uploaded in the My Documents section. A position may also require you to populate fields in the My Profile section, such as GPA or Citizenship, to apply. Read all posted information carefully and follow instructions on how to apply/follow up. When in doubt, ask!

You can also save jobs to Favorites, storing those you mark as such in the My Favorites feature on the left hand column.

NOTE: When you find a position you are interested in, apply immediately. Although jobs & internships include an expiration date, the position may be filled earlier than the posted date.

On-campus Interviews

In addition to posting jobs/internships or attending discipline specific career days, employers occasionally request to conduct interviews on campus in order to meet with multiple qualified candidates within a set block of time. They may set up an **Open** interview schedule, meaning students are able to sign up for an interview timeslot on a first-come, first-serve basis until slots are filled. Or, they can select a **Pre-Screen Candidates** interview schedule. In this case, students adhere to a timeline in which they submit their resume to request an interview, employers then view all resumes and accept or decline candidates, followed by accepted students signing up for an interview time slot. Students must read each opportunity's instructions carefully and, if interested, respond accordingly.

When you put your cursor over **On-campus Interviews**, two options appear - "Schedules I Am Qualified For" and "View All Schedules." The first option allows you to view interview opportunities that match your current qualifications, as indicated by your profile. For example, an employer may choose to screen by GPA or Citizenship; it will only appear for you to act on if you have these two fields populated and they meet the minimum criteria set by the employer.

You are able to see any upcoming opportunity in the "View All Schedules" function, allowing you to view qualifications, against which you may double check your profile.