

Candidate Instructions for On-Campus Interviewing and Job Postings

GETTING STARTED		
<p>REQUEST AN ACCOUNT</p> <p>Go to the Career Services web page at www.hbg.psu.edu/careers.</p> <p>Click on the Nittany Lion Career Network link and then on the link to request an account. Complete all required fields and accept the agreement. Your request will be processed within 2 business days.</p> <hr/> <p>LOGIN TO NITTANY LION CAREER NETWORK</p> <p>Go to the Career Services web page at www.hbg.psu.edu/careers</p>	<p>Click on the Nittany Lion Career Network link and then the link to the login page. At the login page, enter your Penn State digital ID and password.</p> <hr/> <p>ENTER/UPDATE YOUR PROFILE</p> <p>Select the Profile option from the menu at the top of your Nittany Lion Career Network web page. Select both the Personal Information and Academic Information tabs to review/update your contact and your academic information as well as your career preferences. You must do this before you can begin applying for jobs.</p>	<p>DOCUMENTS</p> <p>Select the Documents option. Click on Add New. Find and attach a document as instructed.</p> <p>You can upload as many as 10 different documents – resumes, cover letters, and transcripts only (you can obtain an electronic version of your Transcript from the Registrar’s office at www.registrar.psu.edu).</p> <p>If you choose to upload more than one resume, click on <i>Make Default</i> to select your default (primary) resume.</p> <hr/> <p style="text-align: center;">Remember to save all your changes.</p>
ON-CAMPUS INTERVIEWS (OCI JOBS)		
<p>Click on Jobs & On Campus Interview Postings option on the main menu bar and select Nittany Lion Recrtg Jobs.</p> <p>Select the <i>Jobs & On-Campus Interview Postings</i> tab.</p> <p>Select <i>All OCI Interviews</i> in the <i>Show Me</i> drop-down list.</p> <p>Select additional search criteria:</p> <ul style="list-style-type: none"> • Your major or concentration from the <i>Majors/ Concentrations</i> drop-down list. • Your desired <i>Position Type</i> from the drop-down list. • Your preferred <i>Industry</i> from the drop-down list. • Other <i>Keywords</i> of interest to you. <p>Click <i>Search</i>.</p> <p>Use the <i>Advanced Search</i> tab for more criteria.</p> <p>Click on a position from the <i>Title</i> column to view the <i>Position Information</i>.</p>	<p>Setting up Search Agents: You can set up and save a <i>Search Agent</i> on the <i>Advanced Search</i> tab. Select your criteria, check the <i>Save as</i> box and name your search agent. At the <i>Search Agent</i> tab, you schedule the search agent to regularly send you an email of new jobs posted to the system that match your criteria.</p> <hr/> <p>Pre-Select Interview—Resume Submission: After reviewing a job, select a resume to submit to the position in the <i>Application Status</i> box (on right side of screen).</p> <p>Click on <i>Submit</i>.</p> <p>Click on <i>Return</i> to view additional positions.</p> <hr/> <p>Interview—Sign-Up for Selected Students: NOTE: Sign-up start dates are listed on the individual OCI job descriptions. Invited students will NOT be able to sign up until 8:00 a.m. on the date listed.</p>	<p>Click on <i>Interviews</i> on the main menu bar.</p> <p>Click on the <i>Interview Requests</i> tab.</p> <p>If the <i>Status</i> column displays <i>Invited</i>, click on the “Schedule Interview” button to the right.</p> <p>If more than one visit date is available, choose a date from the <i>Available Dates</i> drop-down list.</p> <p>Choose a time from the <i>Available Interviews</i> options.</p> <p>Click <i>Submit</i>.</p> <p>NOTE: Alternates are allowed to sign-up for interview timeslots at the Alternate Sign-Up Start Date, available on the job description. This is usually a few days after Invited students are able to sign up.</p>

<p>Canceling or Rescheduling an Interview. NOTE: You may cancel or change your interview time up to two (2) BUSINESS days before the interview. Deadline will be listed on the job posting.</p> <p>Click on <i>My Interviews</i> on the main menu bar. Click on the <i>Scheduled Interviews</i> tab. Click on the date link next to the interview that you would like to reschedule (under <i>Interview Date</i> column).</p> <p>Canceling an Interview: Click on <i>Cancel Interview</i></p> <p>Rescheduling an Interview: Click on <i>Reschedule</i></p> <p>Choose a different time and Click on <i>Submit</i></p>	<p>Note: Cancellations and scheduling changes MUST be submitted through Nittany Lion Career Network. DO NOT contact the company directly.</p> <hr/> <p>Keeping Track of Your Scheduled Interviews Use <i>My Interviews</i> on the main menu bar to see your scheduled and pending interviews.</p> <p>Use <i>Calendar</i> on the main menu bar to see an overview of all events.</p>	<p>INFORMATION SESSIONS</p> <p>Use <i>Events</i> on the main menu bar. Click on the <i>Information Sessions</i> tab. Look for the employer of interest in the Employer column. Click on the Session Start Date/Time link in the first column to view the specifics of the information session. RSVPs will generally not be required. Those information sessions where the location is listed as <i>PRIVATE</i> are for invited students only.</p>
<p>NON-OCI JOB POSTINGS</p>	<p>CAREER FAIRS</p>	<p>THINGS TO KNOW</p>
<p>Click on Jobs & On Campus Interview Postings on the main menu bar and select Nittany Lion Recrting Jobs.</p> <p>Select the <i>Jobs & On-Campus Interview Postings</i> tab. Select <i>All Job Listings (Non-OCI)</i> in the <i>Show Me</i> drop-down list. Search and view jobs as described above. To apply for a position for which you are qualified, select a resume in the <i>Application Status</i> box (on right) or apply as otherwise instructed. Click on <i>Submit</i>. You can check your applications for Non-OCI jobs under <i>Job Postings / Applications</i>.</p>	<p>View UP career fair information at www.fairs.sa.psu.edu and Harrisburg career fair information at www.hbg.psu.edu/careers.</p> <p>To get a list of employers, click on <i>Events</i> on the main menu bar. Select the <i>Career Fairs</i> tab. Click on the name of the event you wish to review. Click on an employer name to review the organization profile. To submit a resume for employers to view, click on the yellow <i>Go</i> button. Select a resume from the drop-down list (we recommend your primary resume). Check off all employers of whom you have interest and click on <i>Submit</i>.</p>	<p>Use the <i>Back</i> button that is part of your system. Your browser's back button will not work. If you search for jobs using the <i>All Jobs and Interviews</i> while on the Job Postings tab, OCI jobs will be denoted by an O in the Type column. Non-OCI jobs will be denoted by a J in the Type column. Look for Alerts on your home page for notices of activities needing attention.</p>



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