

Welcome to **JOBSNET**,

a new, up-to-date, career management system powered by College Central Network. As a student or graduate of Northwest State, **JOBSNET** will allow you to:

- View and apply for employment opportunities on-line from area employers.
- Refer your resume directly from **JOBSNET** to employers.
- View job listings outside of the immediate area using the College Central Network.

To register, follow these simple directions:

1. Go to the Career Services website: <http://careers.nsc.c.c.oh.us>
2. Click on **JOBSNET**
3. Click on **Students/ Alumni**
4. If you are a student, click on the **Student** icon. If you are an alumni, click on the **Alumni** icon.
5. This will take you to the **College Central Network** site where you will register.
6. First-timers click **register**
7. Type in **Northwest State Community College**, an **Access ID** (you can create your own), and the **password** is **nscjobs**. Confirm the password by typing **nscjobs** again.
8. Click **Continue Registration**

Now you will be asked to complete the REGISTRATION form.

REGISTRATION ENTRY

Enter all demographic information. Fields with an (*) asterisk are required...(Name, Current Address, Phone, etc.). Answer questions about where you want to work and the kinds of jobs that interest you. Be as thorough and complete as possible.

When all of your information is entered, click on **Submit Information**. You will then be notified if your **registration is complete**.

When your registration is complete, click on the link **Go To My Homepage**. You will then be allowed to upload your resume.

RESUME ENTRY

Your resume must be in one of three formats to upload: **Microsoft Word** document, **RTF**, or **PDF**.

1. Click on **Upload a resume**
2. Read instructions on screen and then click on **Browse** and select your resume file.
3. Click **Upload Your Resume**

4. When your resume is successfully uploaded, you will see a message stating: **Your resume is now on hold pending approval by your Career Center.**
5. To view your resume, click **Continue**
6. Click **View My Resume, Open**
7. After you have reviewed your resume, click on the **Back** button.
8. Your registration/resume information is now complete. Click on **Log Out**. You will be notified by the Career Services Office via e-mail when your account has been activated.
9. If your resume needs editing, you will be notified by Career Services to make corrections and upload again.

JOB SEARCH

Once you are notified that your account is active and your resume accepted, you may view the jobs and refer yourself to those you are interested in/qualified for.

1. Go to the Career Services website: <http://careers.nsc.c.c.oh.us> and click on **JOBSNET**
2. Click on **Students/Alumni**; then the appropriate link: **Students** or **Alumni**.
3. Type in **Northwest State Community College**. You will login with the ID you created and the password **nscjobs**. Click on **Go**.
4. Click on **Search for Jobs Posted to My School**
5. Enter criteria specific to the type of job you are looking for on the search form and click **Begin Search**. To view all of the jobs, do not select any specific criteria. Just click on **Begin Search**.
6. Click on the **Job ID** to view the job. Read the description. If you choose to apply for the position, go to the bottom and click on **Submit Your Resume**.
7. Delete the default cover letter and cut and paste your own from MS Word. Please go to the Career Services homepage (<http://careers.nsc.c.c.oh.us>) for information on how to write a cover letter (samples available to view). We **highly recommend** you forward your **initial** cover letter to us to critique before you submit it to an employer.
8. Click on **Send Resume**.
9. You may start a new search or exit.

Other features of the program include:

- √ ability to view your job history (submissions and referrals)
- √ search for jobs in CNN's Job Central
- √ ability to forward your resume to other employers as long as you have their e-mail address

Congratulations! You now know how to navigate through JOBSNET

You can access this site 24 hours a day,
7 days a week, 365 days a year.

<http://careers.nsc.c.c.oh.us>
419-267-5511 ext. 325 or 330