

Student Guide: How to Navigate the Rutgers University CareerKnight System

WELCOME!

This guide will help you navigate through **CareerKnight**, our online job and internship system. Through this site, you will be able to keep your profile updated, view and apply to jobs, participate in on-campus interviewing, and RSVP for career days and seminars.


Registering/ Logging in

Step 1: Go to our home page at <http://careerservices.rutgers.edu>

Step 2: Click on the **CareerKnight** "Student" link.

Step 3: If you are a registered user, simply type your username and password, then click "Login."

If you have never registered, click "Click here to register" Fill out your profile and click "Register."

 You will receive an email immediately after you register. Once you have registered, you will be able to view and apply for jobs and internships in the Job Search section and submit your resume for positions through on-campus interviewing (OCI) .

PLEASE NOTE: If you forgot your password, you can click on "Forgot your password?" 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 **CareerKnight** home page. Here you will find 4 useful tools:

1. **Announcements** — Announcements, about jobs, career days and career seminars
2. **Resource Library** — Refer to the "Student Guide to **CareerKnight**," and other helpful resources.
3. **Quick Links** —
 - Report a Hire — Click this link to let us know you were hired.
 - My Task List— This folder will show all new responses to your resume referrals. You will also be notified via email when an employer responds to your resume.
 - Saved Searches—You will find any job searches that you have saved, including Job Agents, which will email you new job postings every night!
4. **Calendar** — You will see all upcoming career days and career seminars.

My Account

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Under the My Account menu, there are 3 choices:

1. **My Profile** — Here you can update your personal information including password, phone #, email, majors, GPA, etc.
2. **My Documents** — Here you can upload **Microsoft Word**, **PDF**, or **RTF** documents into the following categories: resumes, cover letters, unofficial transcripts, and list of references. You can upload 20 resumes, 20 cover letters, 3 unofficial transcripts, and 6 lists of references. When you apply to jobs, you will be able to select one document from each of these 4 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 Activity** — There are 4 types of activity that you can view:

Referrals – These are resumes that you have submitted directly to an employer or Career Services has submitted on your behalf.

Placements – These are your current job placements and details.

RSVPs - These are the career days and seminars for which you have recently RSVPed.

Schedules - These are upcoming on-campus interviews for which you are currently signed up.

Employer Directory

Be more proactive in your job search!

Choose the Employer Directory menu to search through our list of employers. You will only see the employers that have agreed to be listed to students.

You will see employers even if they do not have jobs or interview schedules posted currently.

Job Search

Choose the Job Search menu to begin your search.

STEP ONE: Choose the Job Search menu to view our open job postings.

STEP TWO: Search with any criteria or enter no criteria to view all jobs.



On the Search Results page, if you click on “save search” you can create a Job Agent which will email you new jobs every night!

STEP THREE: Click on the “Job ID” to read details about each job posting and how to apply.

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There are 2 types of jobs in our system — ones that you are qualified for and ones that you aren't:

Not Qualified? You will see a message and the reasons why you are not qualified to apply for that job. This may be because you have not updated your profile lately reflecting a new major, internship experience, or GPA.

Qualified? Then if the employer is allowing you to submit your resume through **CareerKnight**, there will be a “submit resume” button at the top of the job posting. If they do not allow this, then read the APPLI-

Career Days/Seminars

Choose the Career Days/Seminars menu to view all upcoming career days and seminars. You should RSVP if you plan to attend an event.

OCI Schedules

Under the OCI Schedules menu, you have two options:

1. **Qualified Schedules (this is where you can sign-up on Interview Schedules):**

STEP ONE: “Click on” OCI Schedules and select “Qualified Schedules.”

STEP TWO: Click on “Schedule ID” to see the specifics of the position.

STEP THREE: Click on the Interview Date to choose an open interview timeslot.

2. **All Upcoming Schedules (this is where you VIEW all upcoming interview schedules):**

In our system you will be able to look at all current schedules in the system under this menu, but you cannot sign up from here. Go to “Qualified Schedules” to apply or sign up on a schedule.

STEP ONE: “Click on” OCI Schedules and select “All Upcoming Schedules.”

STEP TWO: Fill in the search criteria to narrow down your interview schedule search

....OR just click on Search button without entering any search criteria to view all current interview schedules).

STEP THREE: Click on the “Schedule ID” to see the specifics of the position.

Please note that if the OCI Schedule is a **Preselect Schedule**, then the employer will be prescreening applicants. You will be notified via email whether you are selected as accepted, alternate, or not accepted. Only accepted and alternate students will be able to sign up for an interview with the employer.

**Got a Job?
Let us know!**

Should I report an offer or hire?

Yes! You should always report when you receive or accept an offer. Each reported hire helps Career Services to maintain accurate hiring statistics. These statistics allow us to better serve you!

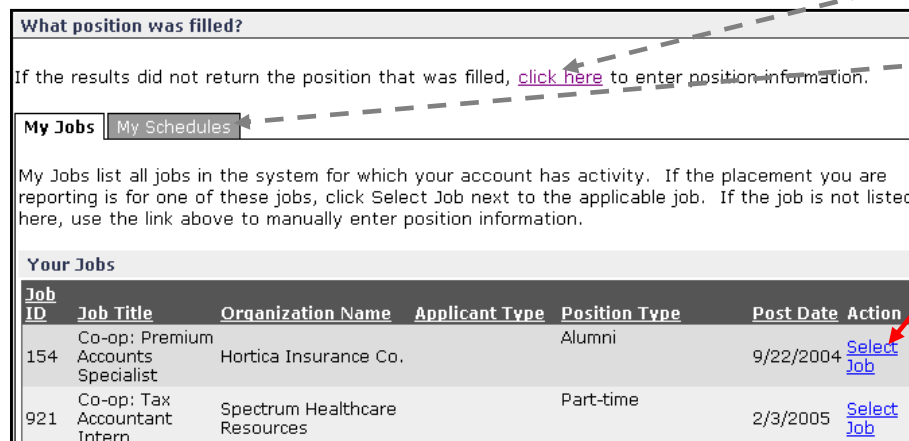
How do I report an offer?

STEP ONE: To report an offer, click on the “**Report a Offer**” link next to the calendar on your home page. Follow the steps outlined there.



Click “Report a Hire” to begin

STEP TWO: Search for your position. Then, click “**Select Job**” next to it.



If you cannot find your position, click the “click here” link.
Is it under “My Schedules?”

Click “Select Job”

Contact Us!

The Career Services is open Monday-Friday from 8:30 a.m.-5:00 p.m.

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