

NextJob Online Job Referral System - How to Use it

Website address: www.clark.edu/nextjob

Click on:  Students & Job Seekers icon at left of screen.

Fill in all the fields marked with an asterisk in * **red print** on the Students & Job Seeker page.

Click on the **Submit** button at the bottom of the page to save your information.



To Upload Your Resume,
Click on the icon at the top of the screen:



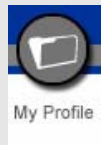
- Once you have created your resume in an acceptable format (MS Word, Adobe PDF, RTF), Click on the **Resumes & Documents** tab at the top of the page
- Next, click on the [Upload Resume](#) link.
- Type in the name for your resume.
- Click on the **Browse** button to select the correct document to be uploaded.
- Click on the document and then click the **Open** button.
- Click on the **Continue** button.

Your resume is then in "pending" status until it is reviewed by one of our Employment Specialists. Once your resume has been approved, you will receive an email with "Your resume has been approved" in the subject line.

- After receiving the email, you will be able to apply for jobs through the Next Job website.
- When you log into the Next Job website and click on the "Resumes & Documents" Icon, you should see this for example:

Current Resumes	Date Created	Style	File Size	Approved	Default Resume	Functions
  Crytal Geysier	December 29, 2006	Uploaded	33.2 KB	Y	<u>Y</u>	<input type="button" value="edit"/> <input type="button" value="delete"/>

To Update Your Profile
Click on the



Icon at the top of the screen

- From the **My Profile** icon, click on the **Edit** button to make any changes to your completed profile (upper left in box).
- Click on the **Update Profile** button at the bottom of the screen to save your changes.

Note: Employers cannot view your profile unless you have granted them access to it. They will only receive your resume if you choose to send it to them.

To Update Your Work Status

- Click the **Placement Tracking Form** link at the bottom left of the screen.
- Click on the **Update on Work Status** link at the top of the screen.
- Please fill in all fields and click on the **Submit** button when complete.

Note: Please fill out a placement tracking form every time your employment status changes.

To Search for Jobs

Click on the



Icon at the top of the screen


- Once you have clicked on the **Job Agent** icon at the top of the page, you will see three categories (Job Level, Job Type & Job Location) in the middle of the page that allow you to conduct customized job searches.
- You can save your customized job search by clicking on the **Save Changes** button on the bottom of the screen. Saving your changes will prompt the system to send you an email every time a position is posted onto our Next Job website that meets the "Job Agent" you have saved.
- To view the immediate results of your saved Job Agent criteria, click on the "**Job Agent Search Results**" link under the Job Search menu on the left side of the page.
- To skip the Job Agent feature and view all of the active jobs that have been posted onto our site, click on the "**Search Jobs in All Categories**" link under the Job Search menu on the left side of the page.
- Click on the **job title** to view the details of the position.
- If you see a job opening posted on our job board and want to search for the position on the NextJob website, type the job number into the **keyword** field on the Job Agent page.

To Search for Employers

- Locate the vertical **Job Search** menu on the left side of the screen.
- Click on **Employer Search** at the top of the menu list.
- Search for a specific employer by typing the name of employer (or part of the name) in the **Employer Name** box or
- Search **alphabetically** by selecting the first letter of the employer name at the bottom of the screen
- You can also search an employer by **Industry** or **Employer Size**.

Applying for a Job

- Scroll to the bottom of the job description page and read the Contact Information section.
- The majority of the jobs uploaded onto our NextJob site will have an [Apply Online](#) link located at the bottom of the job description page.
- Click on the [Apply Online](#) link.
- Next you should see the following on the screen:

Current Approved Resume	Date Created	Style
 Test Resume	February 20, 2007	Uploaded

Other Documents	File Name	Date Updated	Add Credential
			<input type="button" value="Add Credential"/>

Cover Letters	Date Created	Add Cover Letter	Resume and Cover Letter Guidelines
		<input type="button" value="Add Cover Letter"/>	<input type="button" value="Resume and Cover Letter Guidelines"/>

- Select Resume, other document (optional) and cover letter (if required)
- Click the **Send** button at the bottom of the screen.