



**GRADLEADERS**  
Career Center

*for*  
**CANDIDATES**  
at our Partner Schools

*how to*  
**REGISTER + SEARCH FOR JOBS**  
with your career services portal powered by GradLeaders



*last updated July 20, 2017*

*for more information visit **GradLeaders.com***



# *how to* REGISTER + SEARCH FOR JOBS

How to register with your career center portal powered by GradLeaders.

This step-by-step guide walks you through the process of:

- Creating an account.....[page 3](#)
- Searching for jobs.....[page 16](#)

## **Technical Notes:**

This application relies on the usage of internet cookies. Optimal cookie settings will vary depending on your browser, but you must have your browser configured to accept cookies to use the GradLeaders application. Currently, GradLeaders supports Internet Explorer, Mozilla Firefox, and Google Chrome.

# CREATE NEW ACCOUNT



## Welcome!

Welcome to the candidate registration system.

This system helps you easily create and manage your online profile, review job opportunities, search for employer contacts, and apply and schedule on-campus interviews. This information will be available to prospective employers via the Career Center. To use your time most efficiently, you should have prepared your resume/CV in a document file (MS Word, WordPerfect, etc.) prior to beginning this process.

**Note:** The system supports Internet Explorer 7

### Technical Notes:

your browser configured to accept cookies to use the GradLeaders career Center application. Currently, GradLeaders supports Internet Explorer versions 8, and 9 along with the latest version of Mozilla Firefox.

USERNAME \*

PASSWORD \*

1st time user? [Create Account](#)

If you have forgotten your username or password, please enter your account email address below to have it sent to you. If you have any questions, please contact the Career Center, (555) 123-4567.

EMAIL ADDRESS \*

[Find My Account](#)

Powered by



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MacBook



## Welcome!

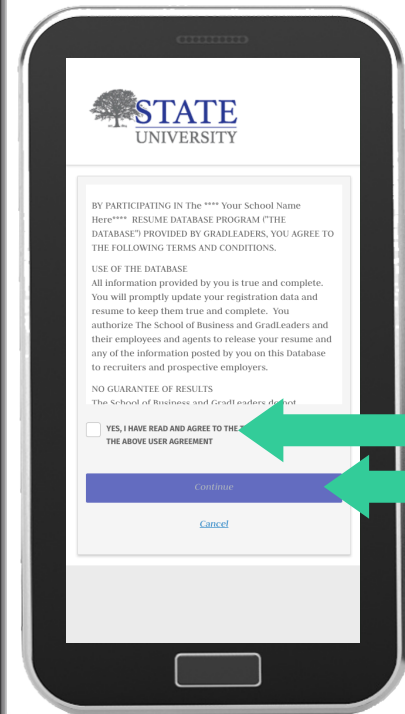
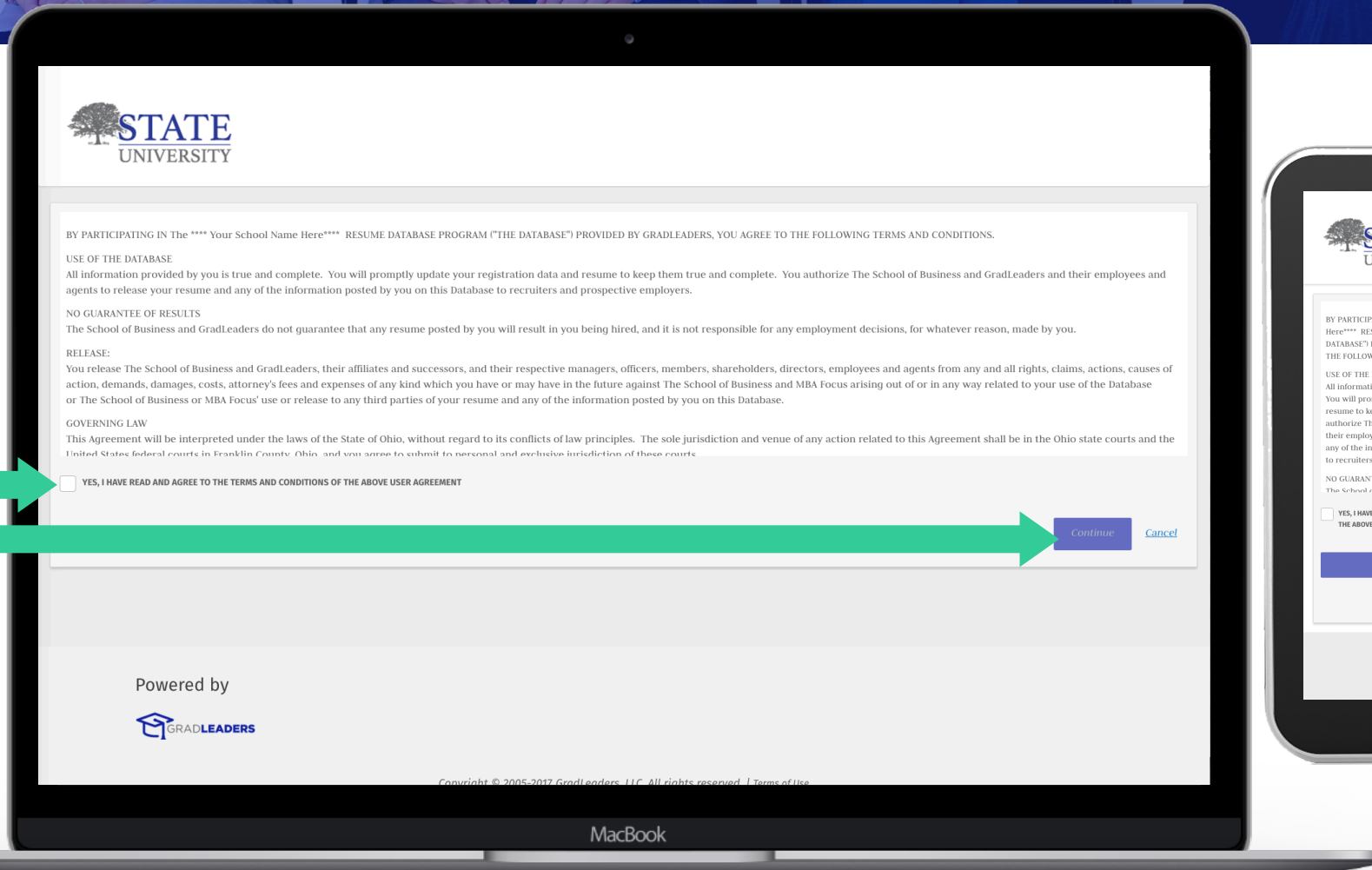
1st time user? [Create Account](#)

If you have forgotten your username or password, please enter your account email address below to have it sent to you. If you have any questions, please contact the Career Center, (555) 123-4567.

[Find My Account](#)

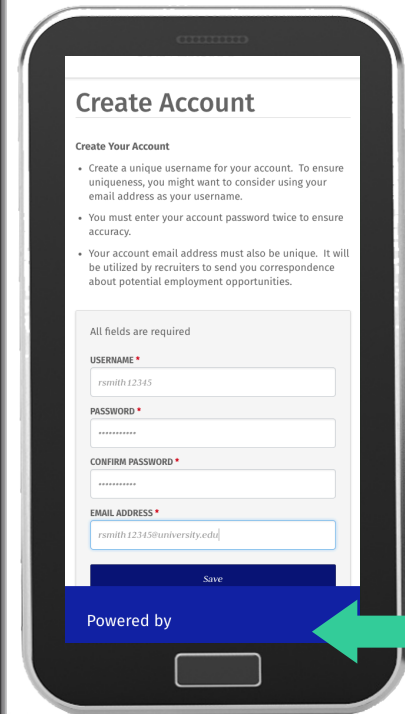
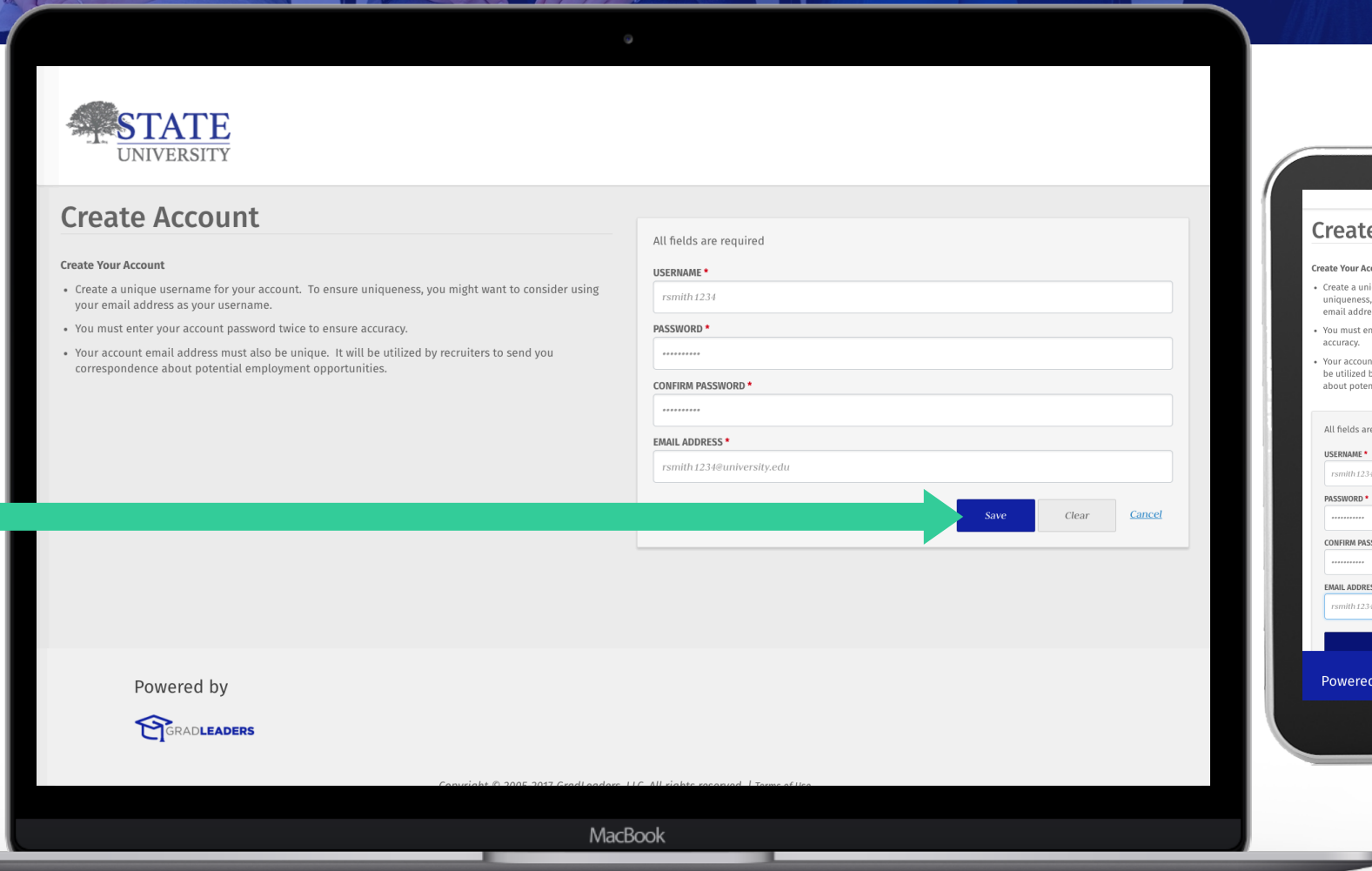
# 1: ACCEPT TERMS

Check the box, agreeing to the terms and conditions, then select **Continue**.



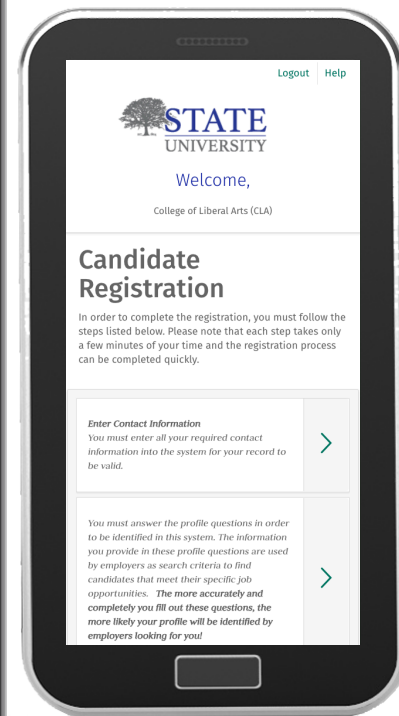
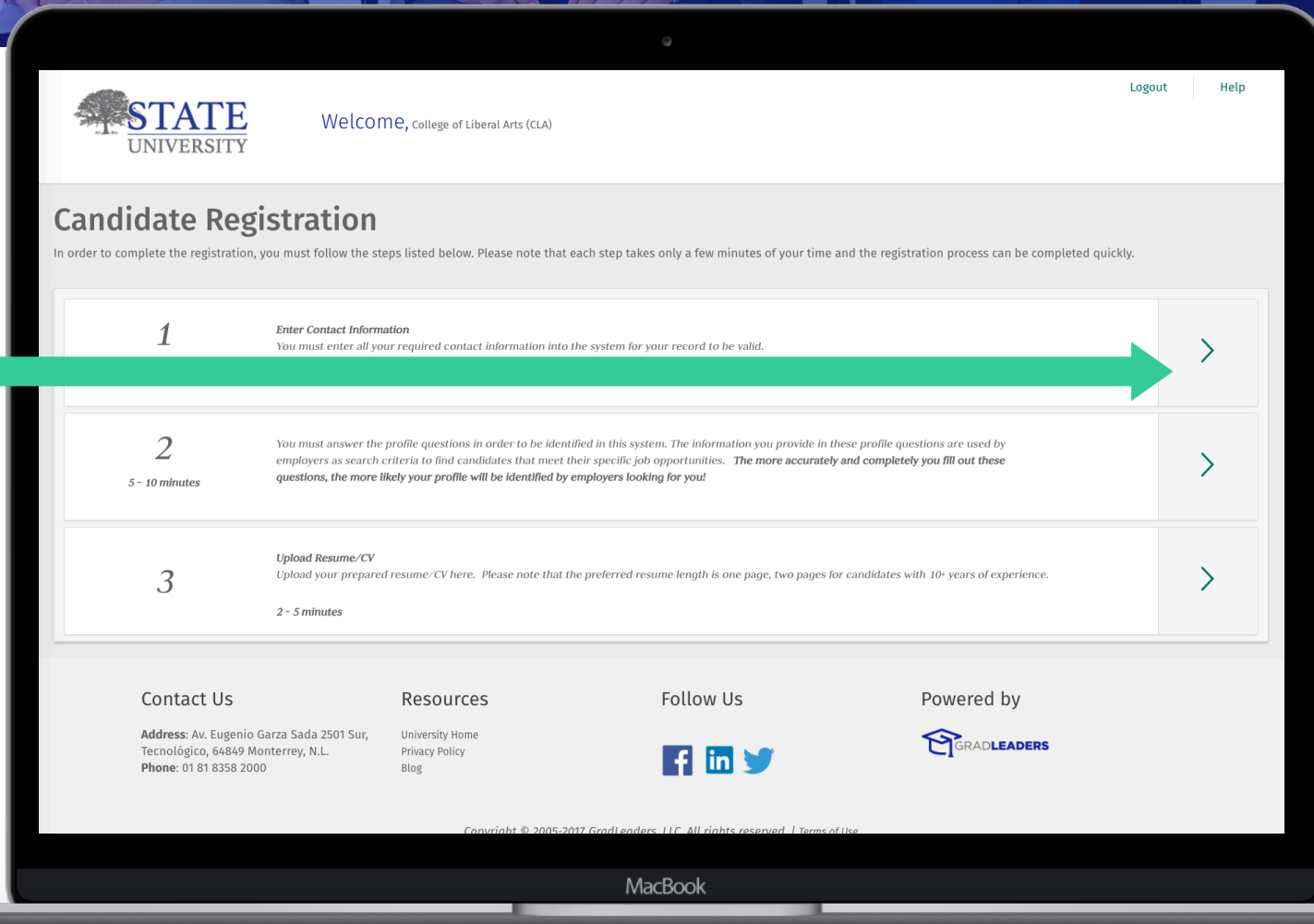
## 2: CREATE ACCOUNT

Create your unique username and password, enter your email address, then click **Save** to continue.



# 3: CANDIDATE REGISTRATION, STEP 1

Follow our easy 3-step process to create your account. Select the arrows to the right to complete each step.



# 4: CONTACT INFORMATION

Fill out the contact information form as completely as possible. Once the form is complete, select **Save**.

The laptop screen displays the State University website interface. At the top left is the State University logo. To its right, it says "Welcome, College of Liberal Arts (CLA)". In the top right corner, there are links for "Logout" and "Help". The main heading is "Contact Information". Below this, a sub-heading reads "Candidate - Contact Survey (CSO, Student, Employer)". The form contains the following fields:

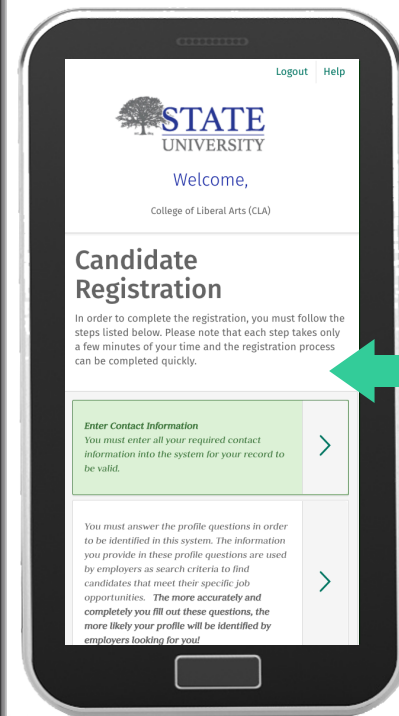
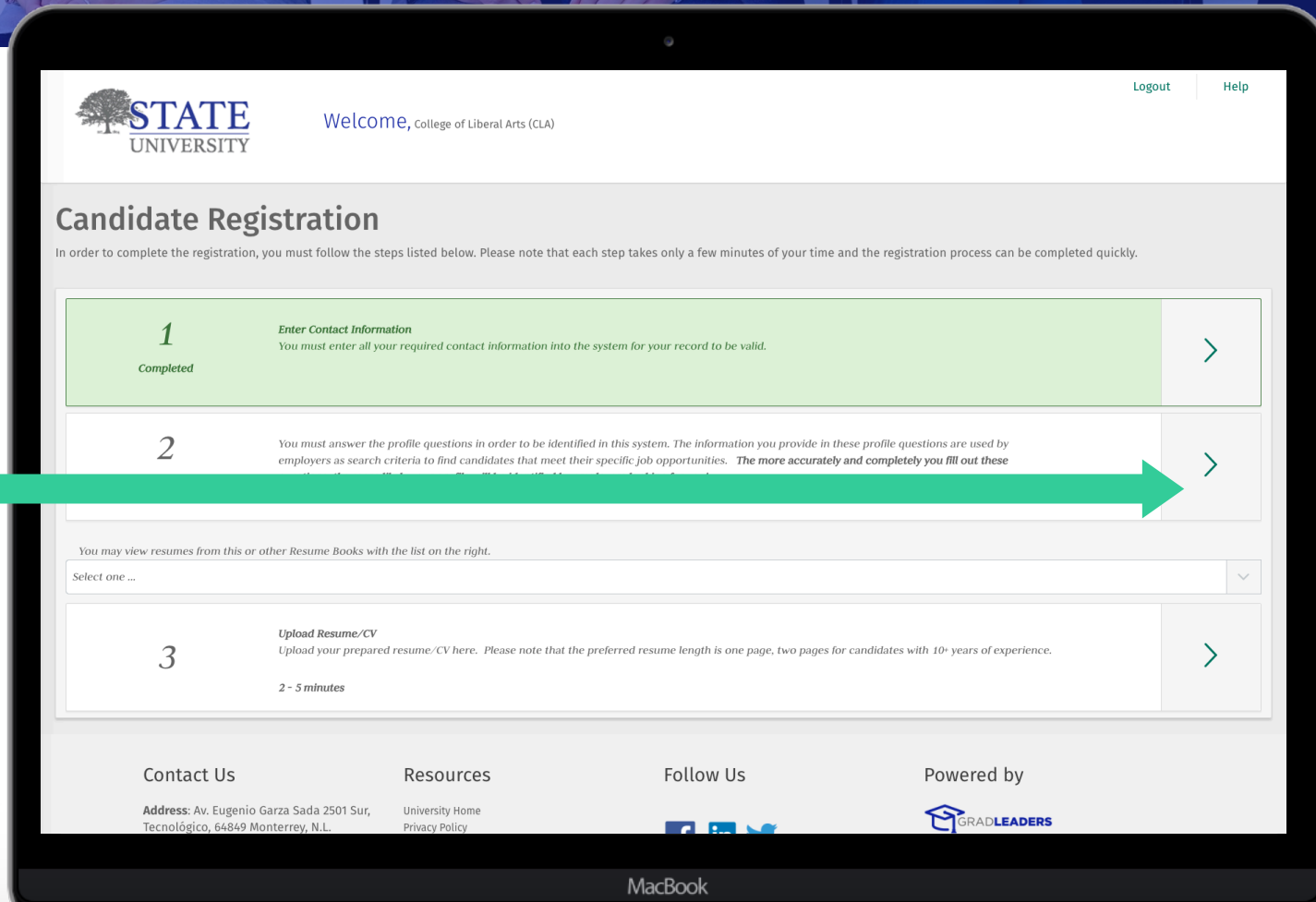
- FIRST NAME \*
- MIDDLE NAME
- LAST NAME \*
- ADDRESS LINE 1
- ADDRESS LINE 2
- ADDRESS LINE 3
- CITY
- STATE (dropdown menu with "Select One..." option)
- POSTAL CODE
- COUNTRY (dropdown menu with "Select One..." option)
- TELEPHONE #1
- TELEPHONE #2
- MOBILE PHONE #
- DO YOU WANT TO RECEIVE JOB NOTIFICATIONS VIA TEXT? \*

The smartphone screen displays a mobile-optimized version of the contact information form. The layout is vertically oriented and includes the same fields as the laptop version: FIRST NAME \*, MIDDLE NAME, LAST NAME \*, ADDRESS LINE 1, ADDRESS LINE 2, ADDRESS LINE 3, CITY, STATE (dropdown), POSTAL CODE, COUNTRY (dropdown), TELEPHONE #1, TELEPHONE #2, MOBILE PHONE #, and DO YOU WANT TO RECEIVE JOB NOTIFICATIONS VIA TEXT? \*. A green arrow points downwards from the top of the phone screen towards the "Save" button.

Save

# 5: CANDIDATE REGISTRATION, STEP 2

Continue to the second step, where you will enter your profile criteria.





# 6: DETAILED PROFILE

Enter the detailed profile information as completely as possible. This information will help customize jobs and content to your unique criteria.

**STATE UNIVERSITY** Welcome, College of Liberal Arts (CLA) [Logout](#) [Help](#)

## Detailed Profile

The detailed profile section contains specific questions about your background. Employers will have the ability to search for candidates using these same categories. It is in your best interest to answer these questions as completely and accurately as possible and keep them updated as your interests or preferences change. Please note that your 5 top companies list is for MBA Career Center internal use only.

### Academic Info

**COLLEGE/PROGRAM \***  
College of Business

**UNDERGRADUATE MAJOR \***  
Pick no more than 2 responses.  
[expand all](#) | [collapse all](#) [clear all](#)

- BUSINESS
- ENGINEERING
- HUMANITIES
- SCIENCE
- SOCIAL SCIENCES
- OTHER

**GRADUATION DATE \***  
07/29/2017

**OVERALL GPA**

**CLASS YEAR \*** [clear all](#)

- FRESHMAN
- SOPHOMORE
- JUNIOR
- SENIOR

**CLUB AFFILIATIONS**  
Select all clubs in which you are a member. Your responses will NOT be shown to any employers.  
[clear all](#)

ARTS & CULTURE

**COLLEGE/PROGRAM \***  
Select One...

**UNDERGRADUATE MAJOR \***  
Pick no more than 2 responses.  
[expand](#) | [collapse](#) [clear](#)

- BUSINESS
- ENGINEERING
- HUMANITIES
- SCIENCE
- SOCIAL SCIENCES
- OTHER

**GRADUATION DATE \***

**OVERALL GPA**

**CLASS YEAR \*** [clear all](#)

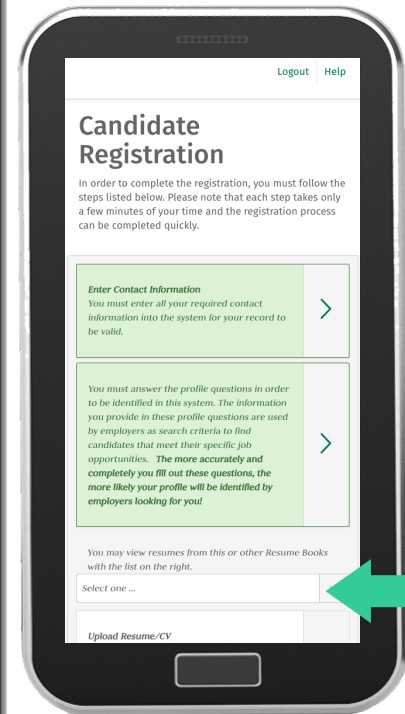
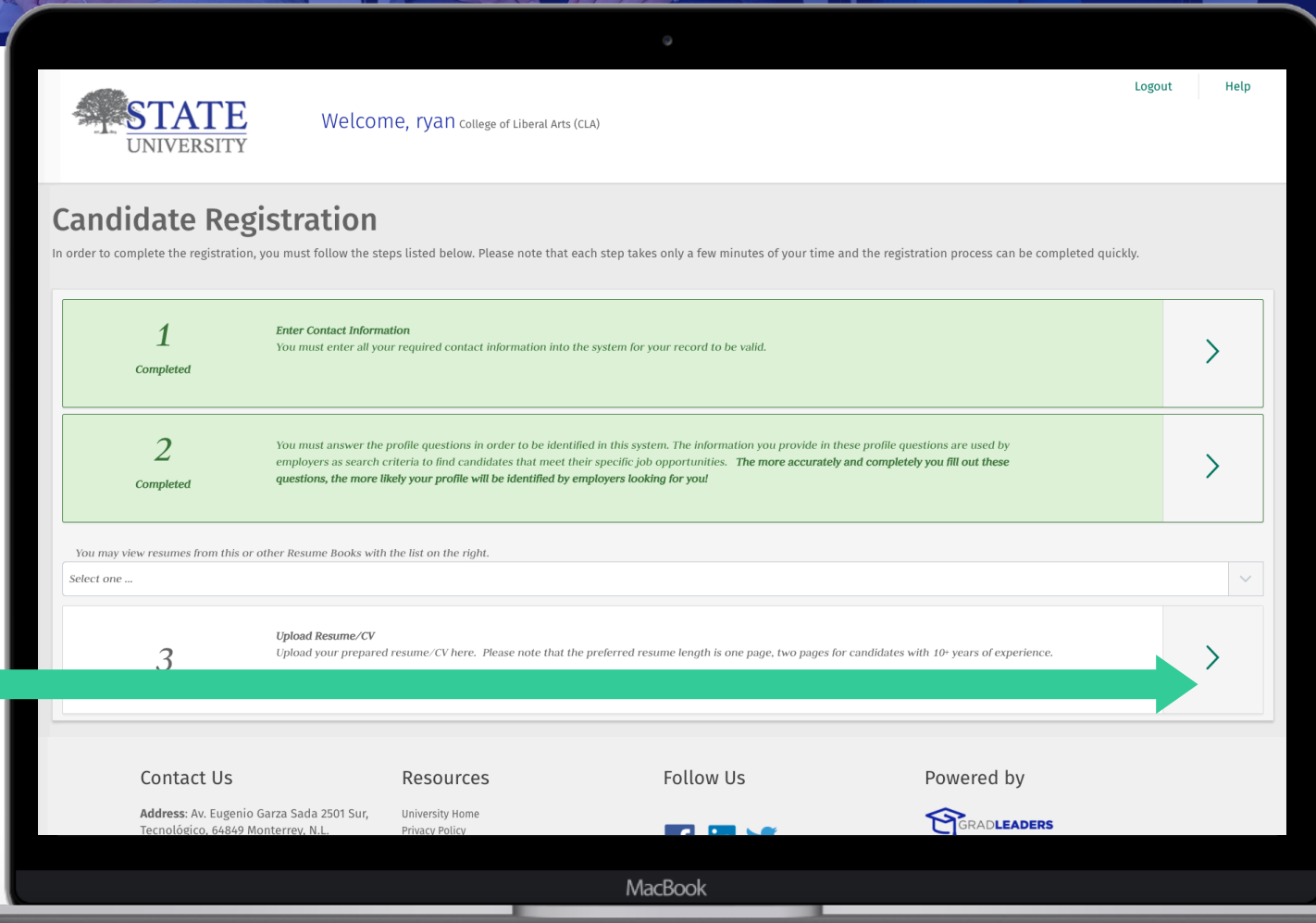
- FRESHMAN
- SOPHOMORE
- JUNIOR
- SENIOR

**CLUB AFFILIATIONS**  
Select all clubs in which you are a member. Your responses will NOT be shown to any employers.

Save

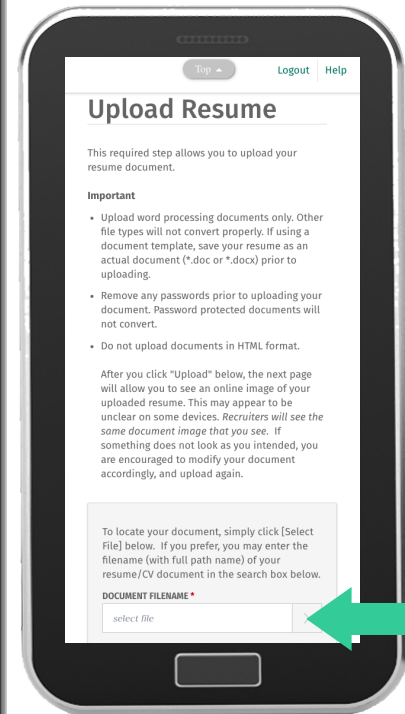
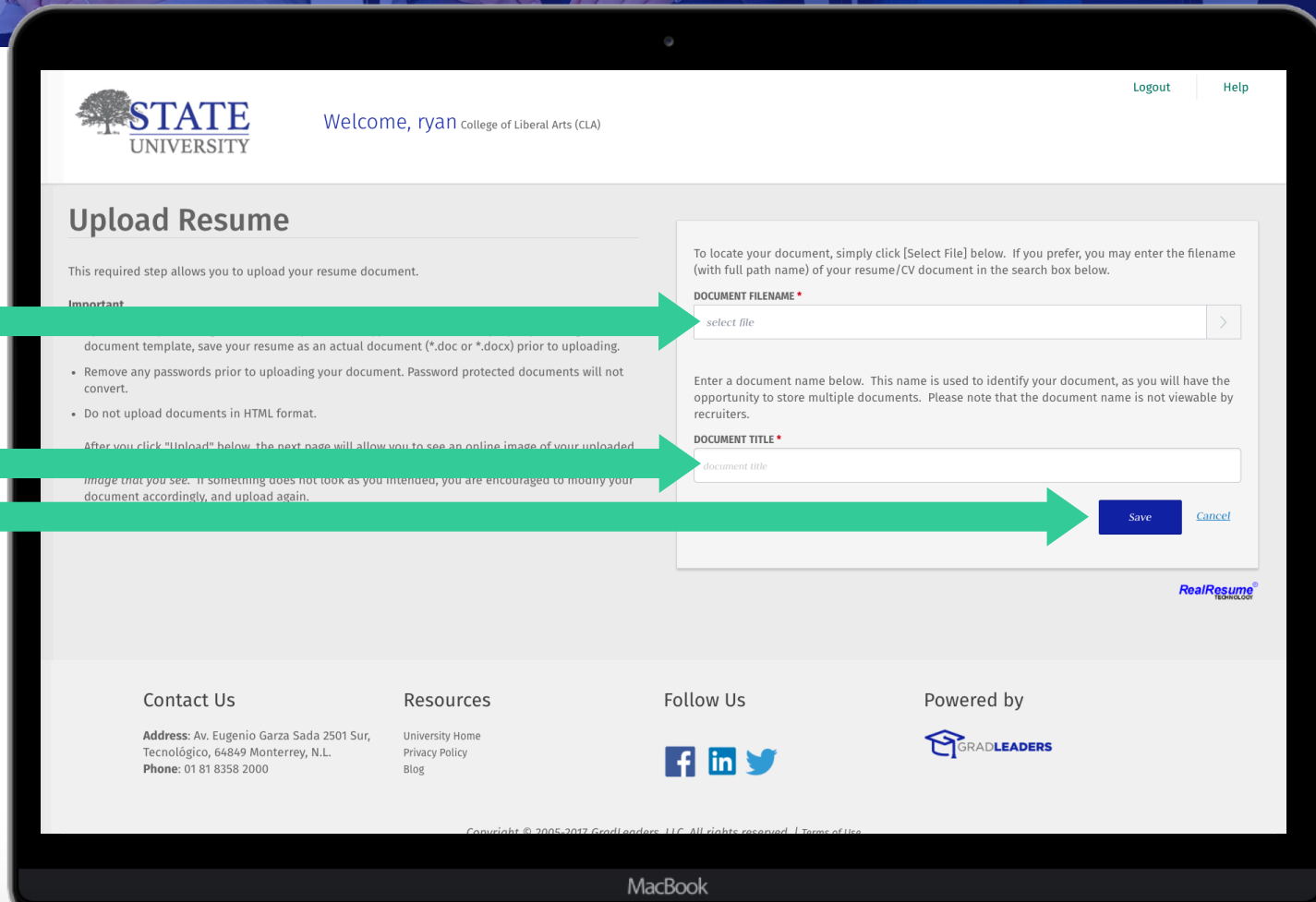
# 7: CANDIDATE REGISTRATION, STEP 3

Follow step 3 to upload your resume. When searching for candidates, employers prefer students with completed profiles, including a resume.



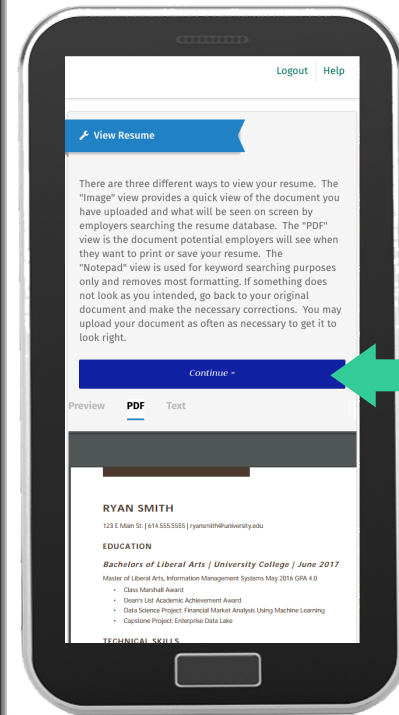
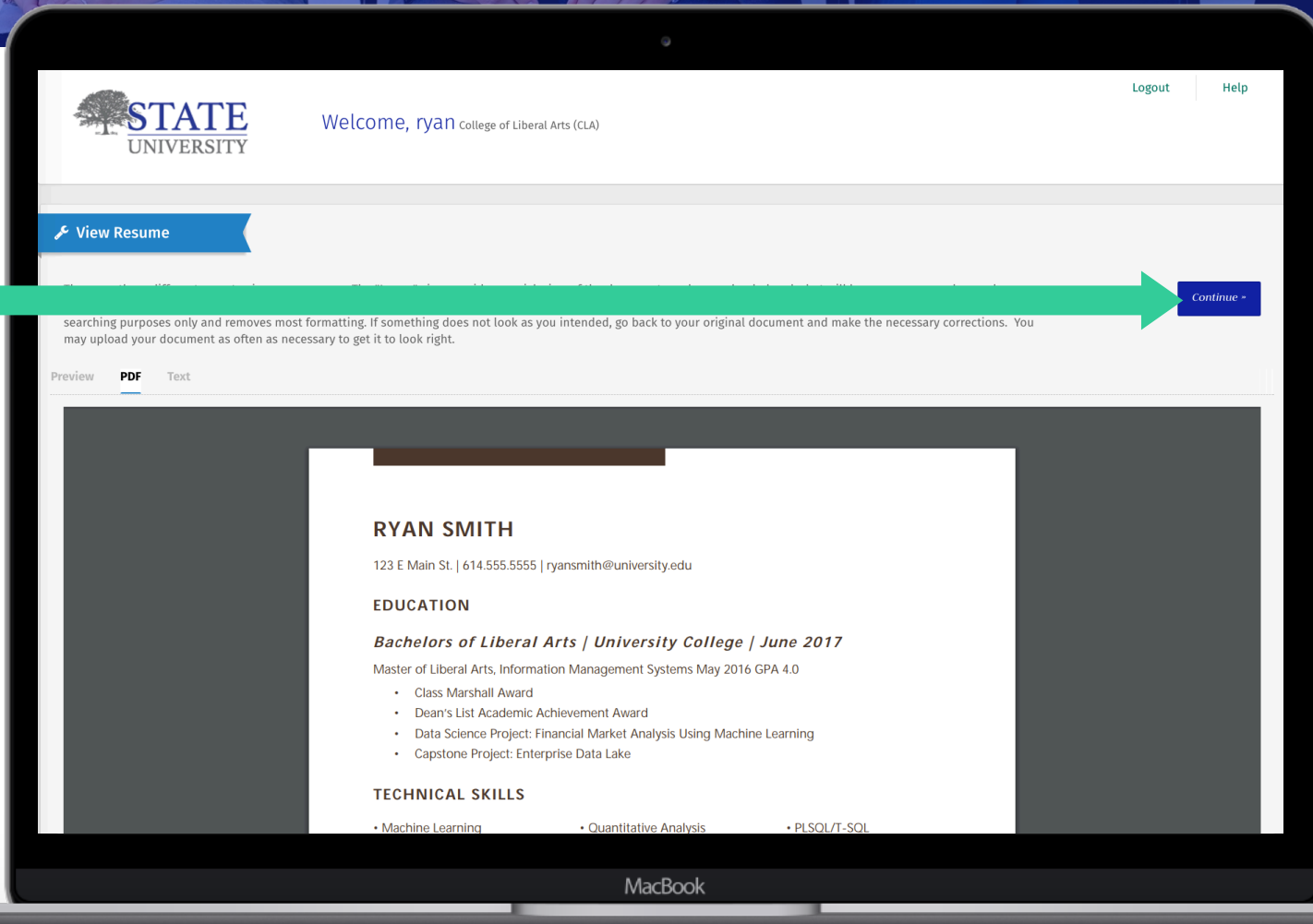
# 8: UPLOAD RESUME

Upload your .doc or .docx resume from your desktop computer or mobile device. If using your mobile device, upload from your cloud storage, Google Drive or Dropbox.



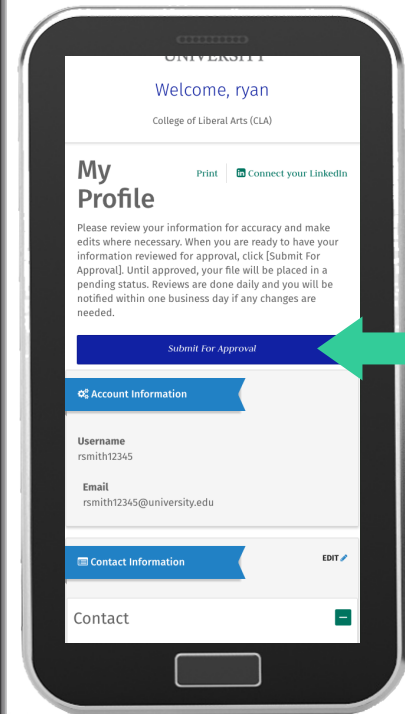
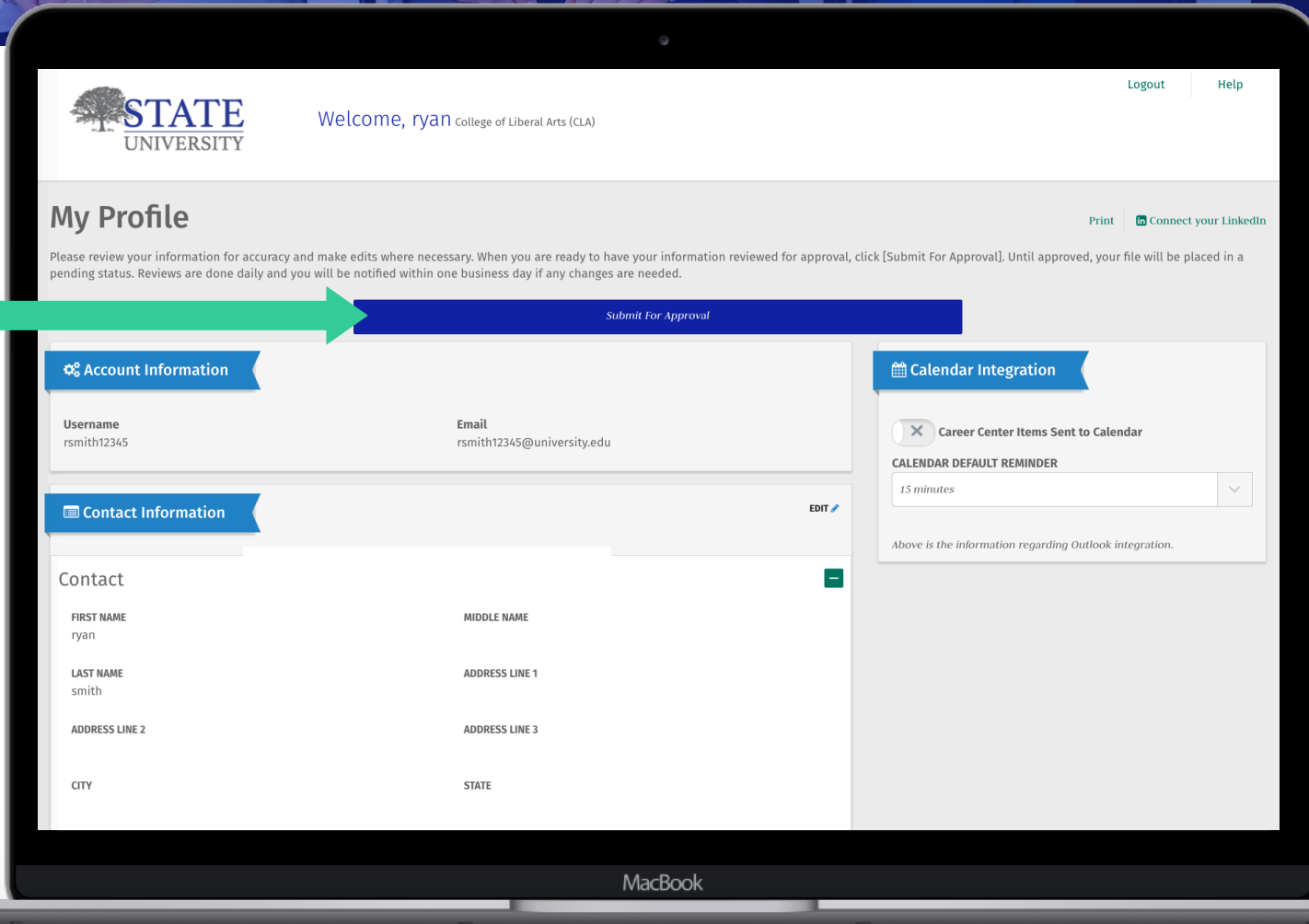
# 9: REVIEW YOUR RESUME

Your Word document resume is converted to a PDF for review. If you're satisfied with your resume, click **Continue**.



# 8: REVIEW YOUR PROFILE

Look over your profile. Edit information by clicking the **Edit** icon in each section. When you're satisfied with your profile, click **Submit for Approval**.



# 9: COMMUNICATION PREFERENCES

Based on your preferences, you'll receive notifications when new content is available. Select your preferred types of content, notification method and frequency, then **Save**.

STATE UNIVERSITY

Welcome, ryan College of Liberal Arts (CLA)

Logout Help

## Communication Preferences

Please select your communication preferences from the fields below and then press the Save button to continue.

### Communication Preferences

NOTIFY ME ABOUT THESE CONTENT TYPE(S) [clear all](#)

- CMC ANNOUNCEMENTS
- ON-CAMPUS INTERVIEWS
- COMPANY EVENTS
- JOB POSTINGS
- NEW COMPANIES
- ADVISING APPOINTMENTS
- MOCK INTERVIEWS
- WORKSHOPS

NOTIFY ME FOR THESE CONTENT CHANNEL(S) [clear all](#)

- CONSULTING
- ENERGY / SUSTAINABILITY
- ENTREPRENEURIAL
- FINANCIAL
- HIGH TECH
- HOSPITALITY / RECREATION
- MARKETING / PR
- NON-PROFIT / GOVERNMENT

NOTIFICATION METHOD(S) [clear all](#)

- ADD TO MY DASHBOARD
- SEND TO MY EMAIL: RSMITH12345@UNIVERSITY.EDU

NOTIFICATION FREQUENCY \*

NEVER

HOURLY

DAILY

## Preferences

Please select your communication preferences from the fields below and then press the Save button to continue.

### Communication Preferences

NOTIFY ME ABOUT THESE CONTENT TYPE(S)

- CMC ANNOUNCEMENTS
- ON-CAMPUS INTERVIEWS
- COMPANY EVENTS
- JOB POSTINGS
- NEW COMPANIES
- ADVISING APPOINTMENTS
- MOCK INTERVIEWS
- WORKSHOPS

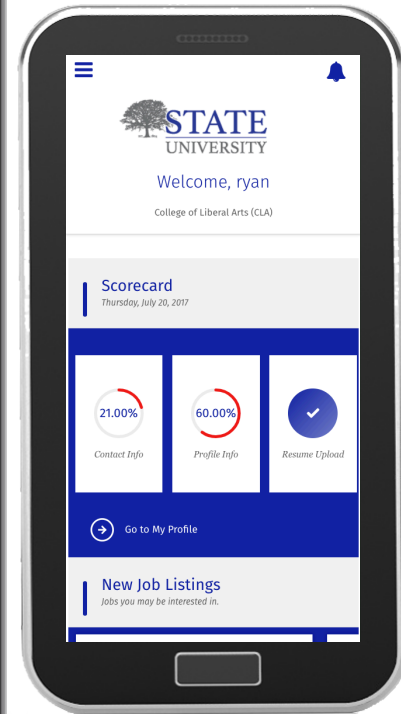
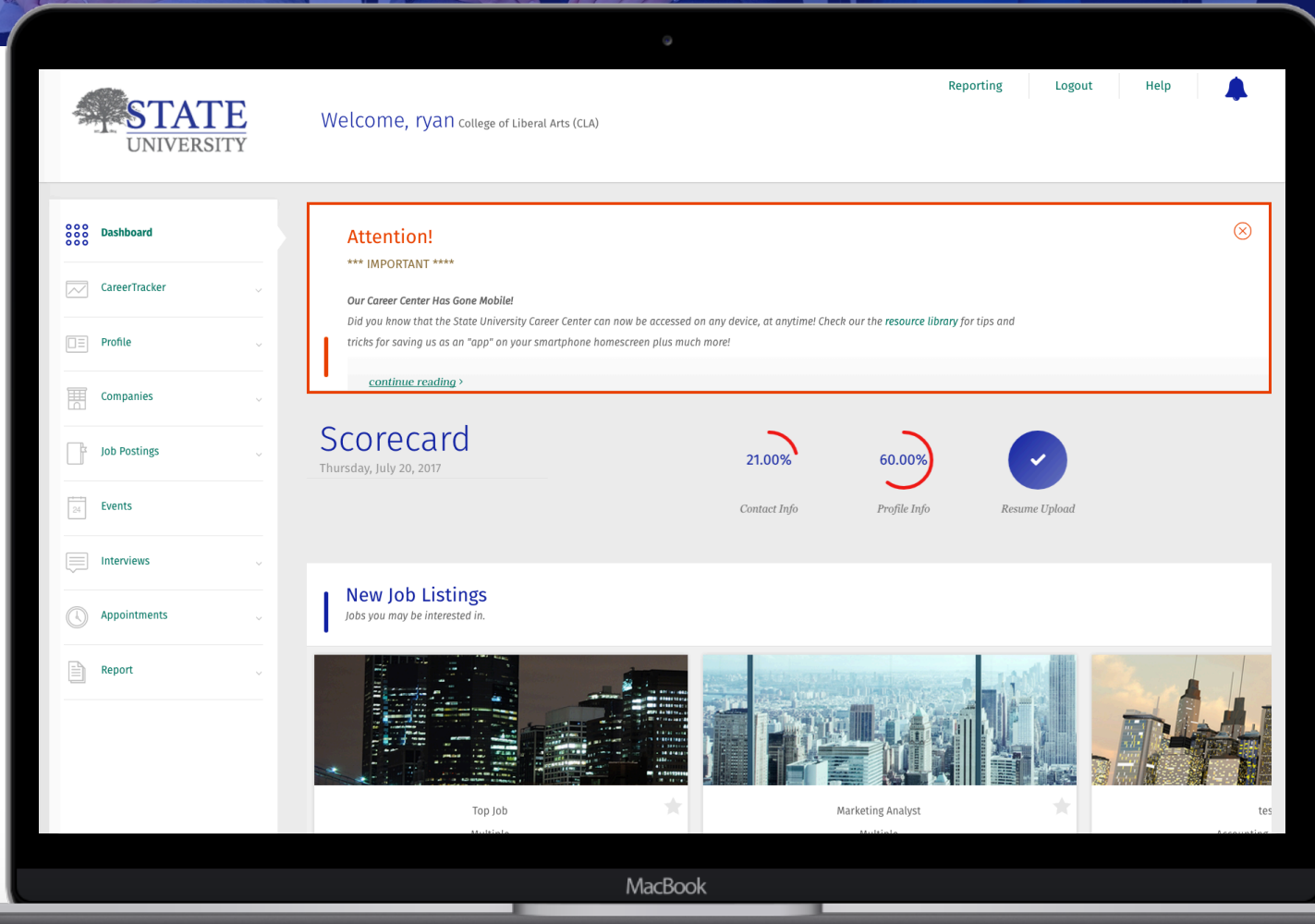
NOTIFY ME FOR THESE CONTENT CHANNEL(S)

- CONSULTING
- ENERGY / SUSTAINABILITY
- ENTREPRENEURIAL
- FINANCIAL
- HIGH TECH
- HOSPITALITY / RECREATION
- MARKETING / PR

Save

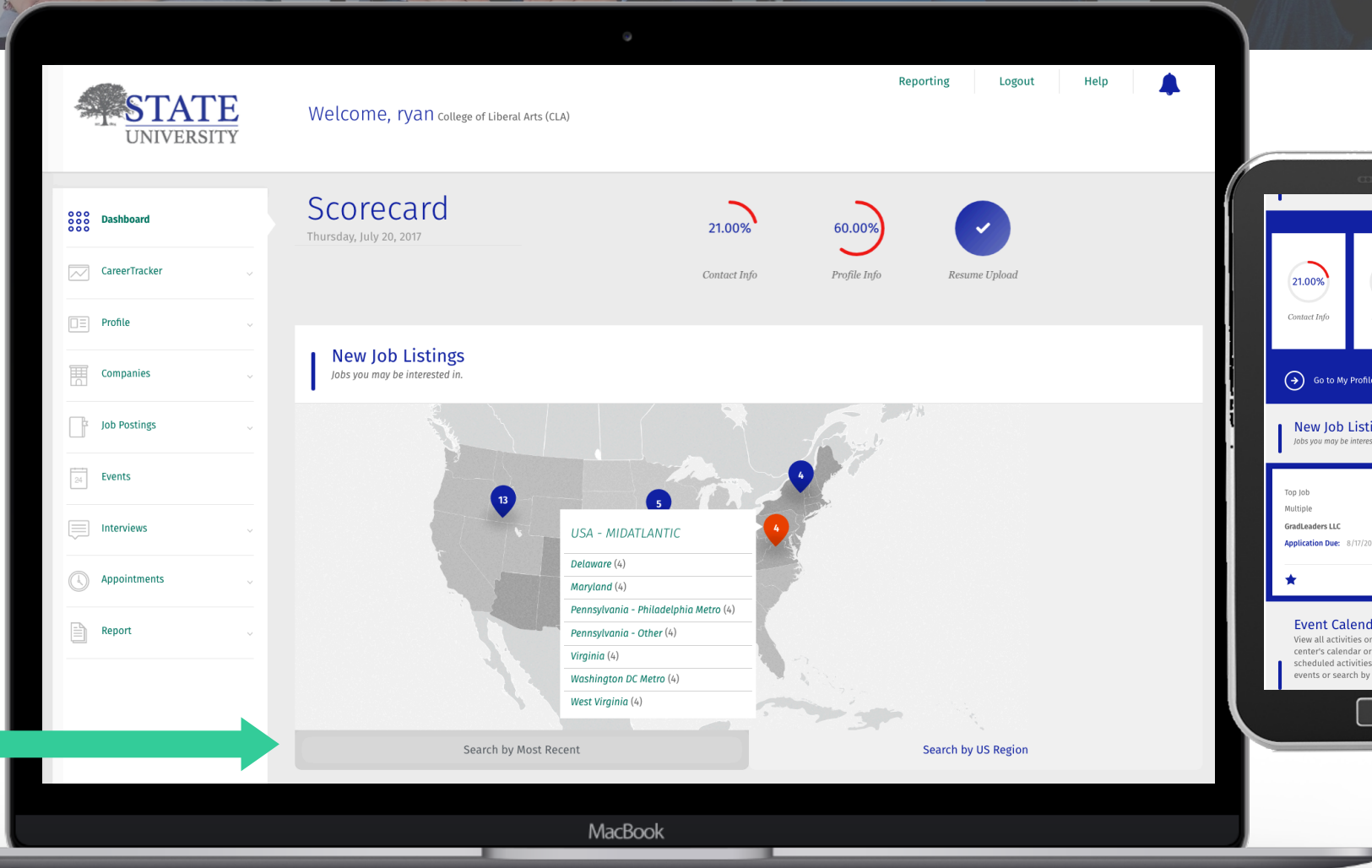
# 10: VIEW DASHBOARD

Your profile is complete. To edit or update your profile, select **Profile** → **My Profile** from your dashboard menu.



# SEARCH FOR JOBS

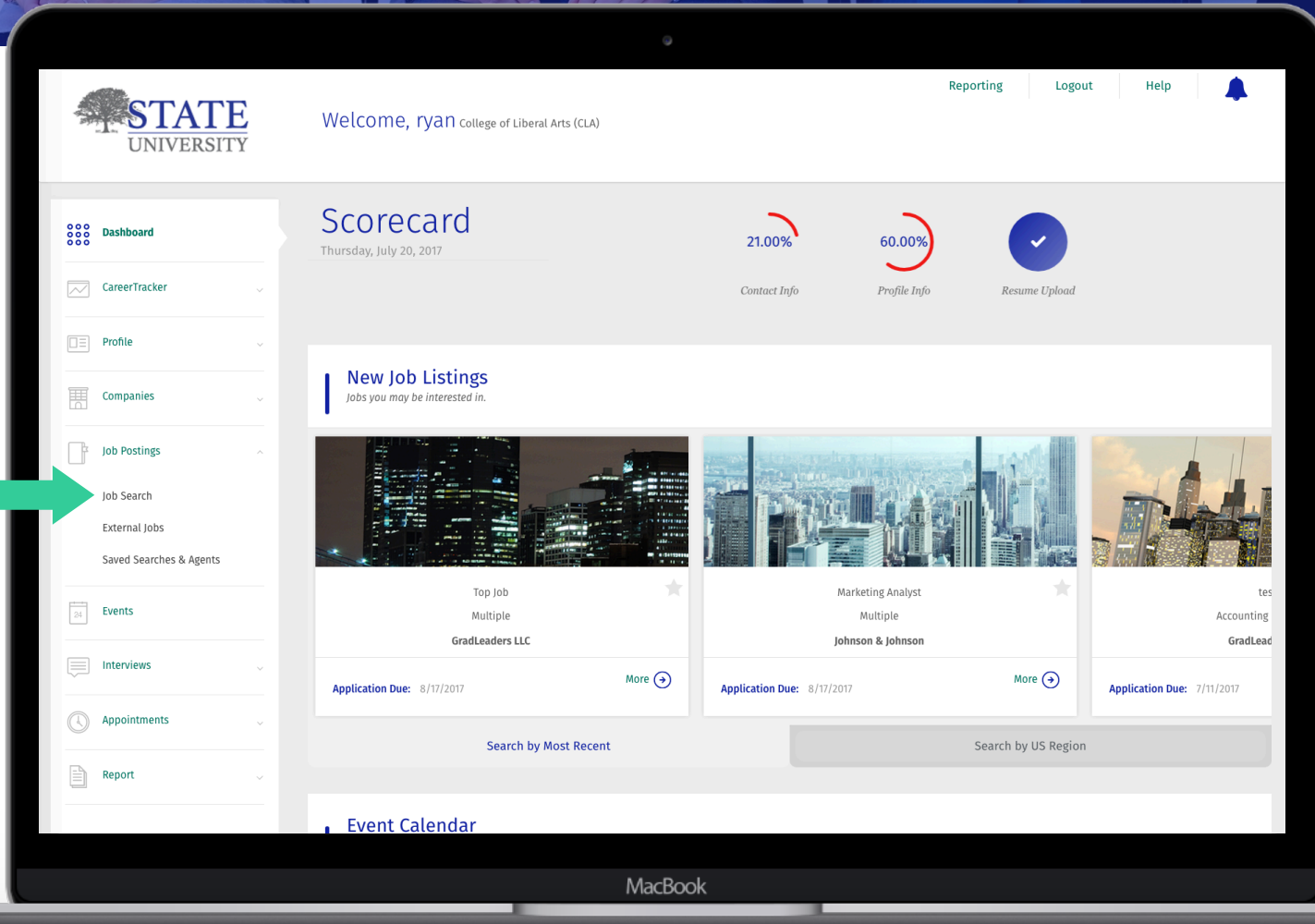
Jobs matching your profile will appear on the dashboard in the New Job Listings widget. Use the tabs to view them by **Most Recent** or **US Region**.



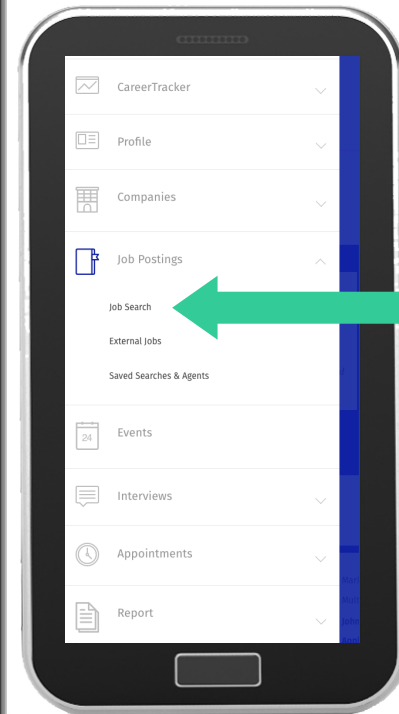


# 1. JOB SEARCH

Click on a job or region right in the widget, or, select **Job Postings** → **Job Search** from the menu to begin a custom search and view the Job List.

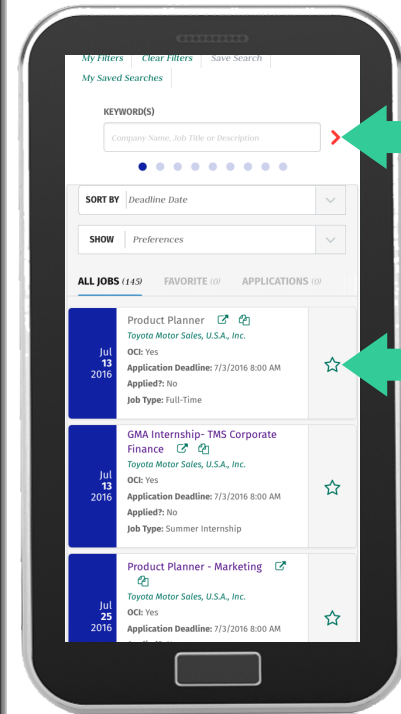
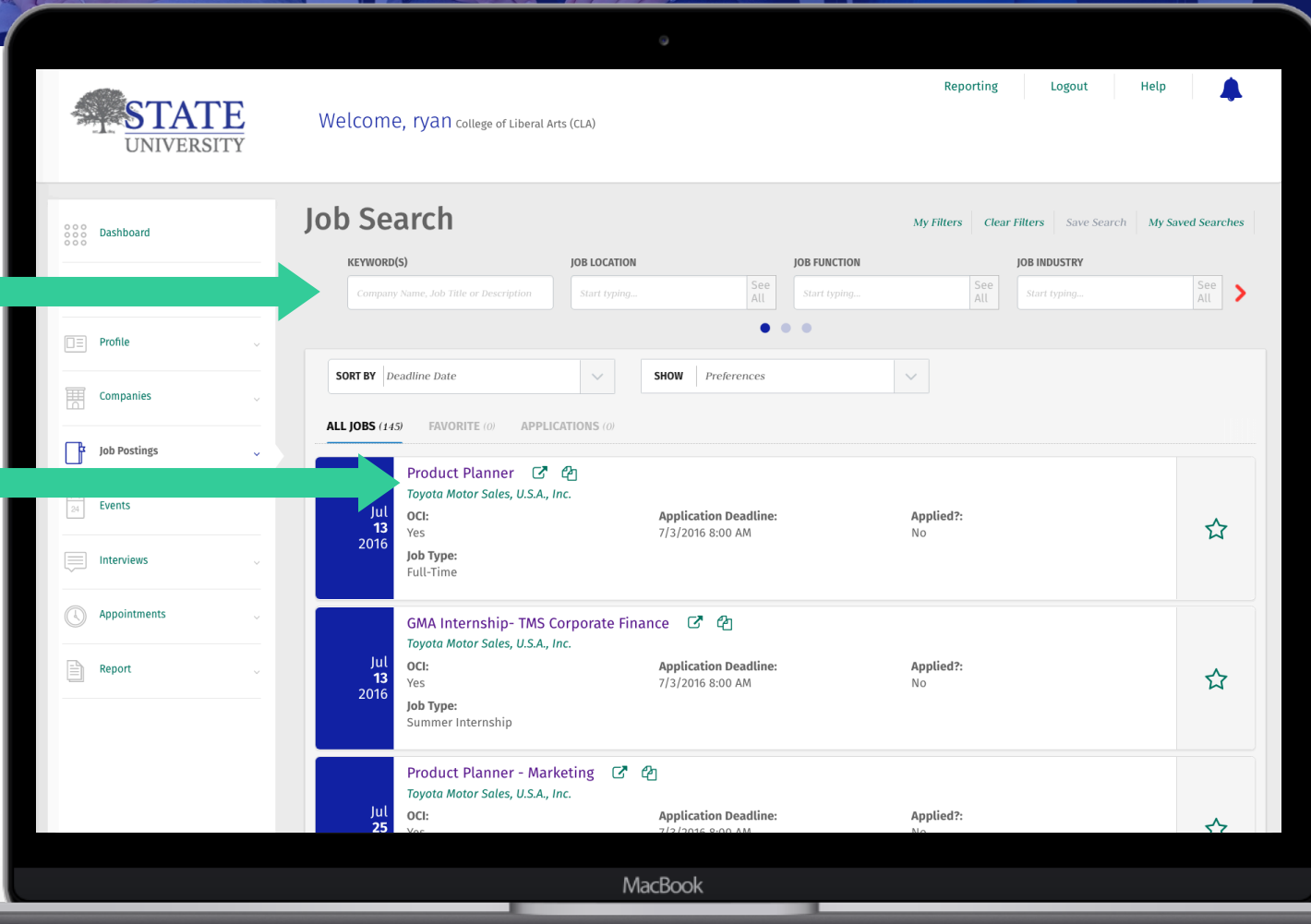


On mobile, use the hamburger icon to access the menu.



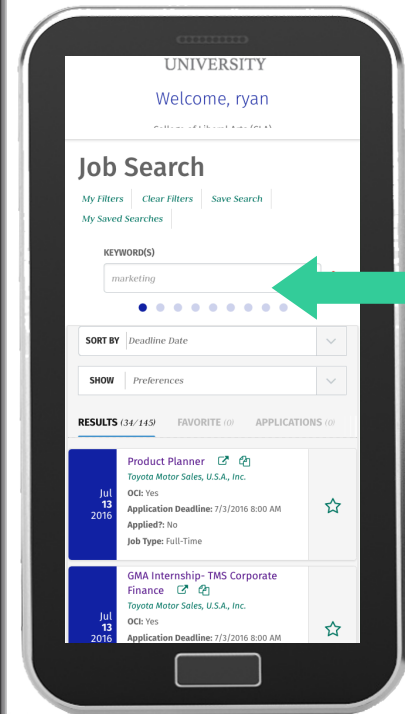
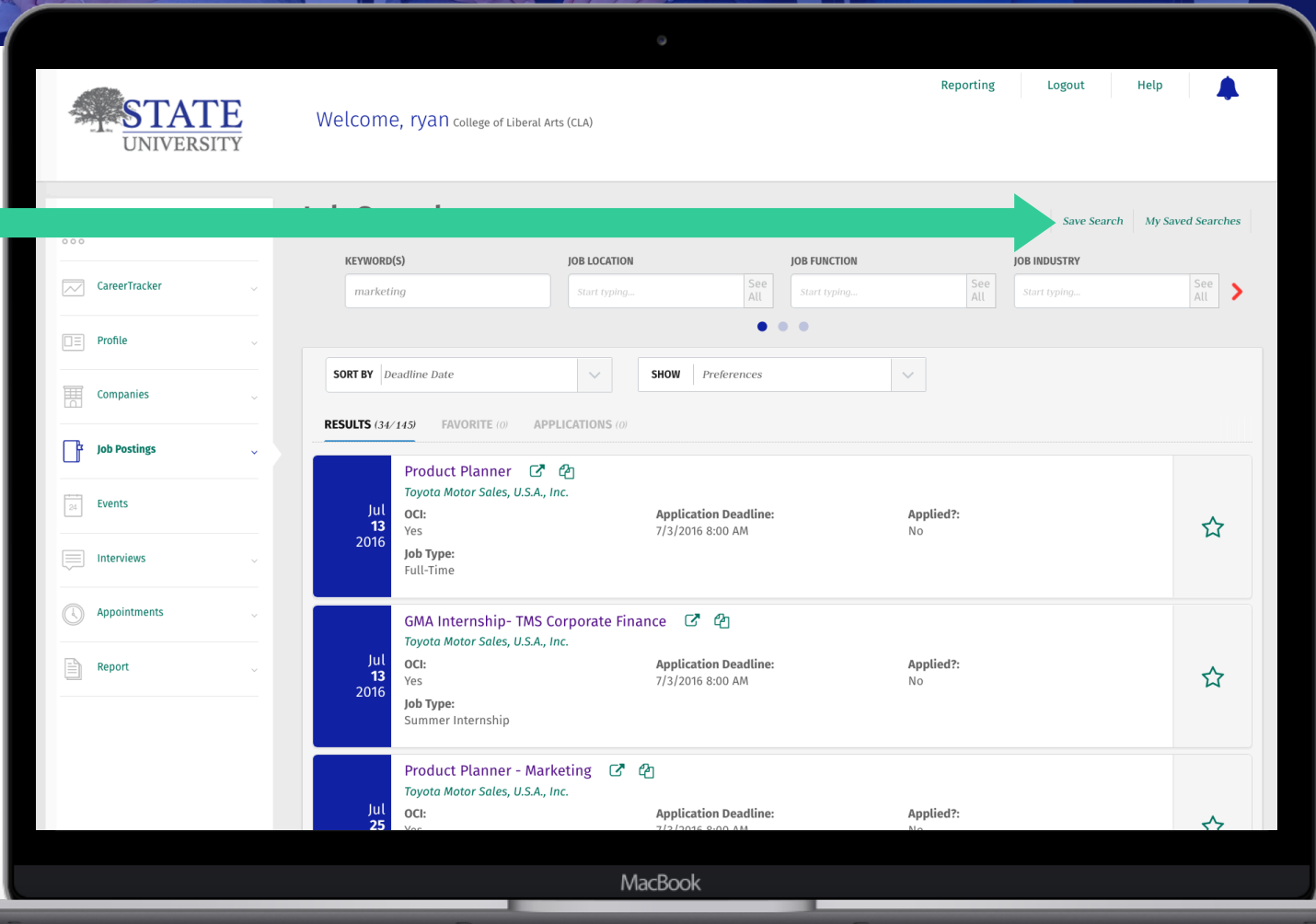
# 2: JOB SEARCH + LIST

Use the search criteria to search the job list. Click the right arrow to see more. Click on a job title or company name to view detail, or use the star to mark it as a favorite.



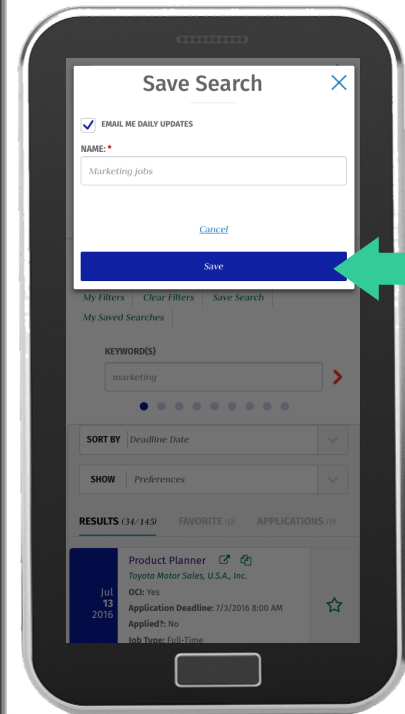
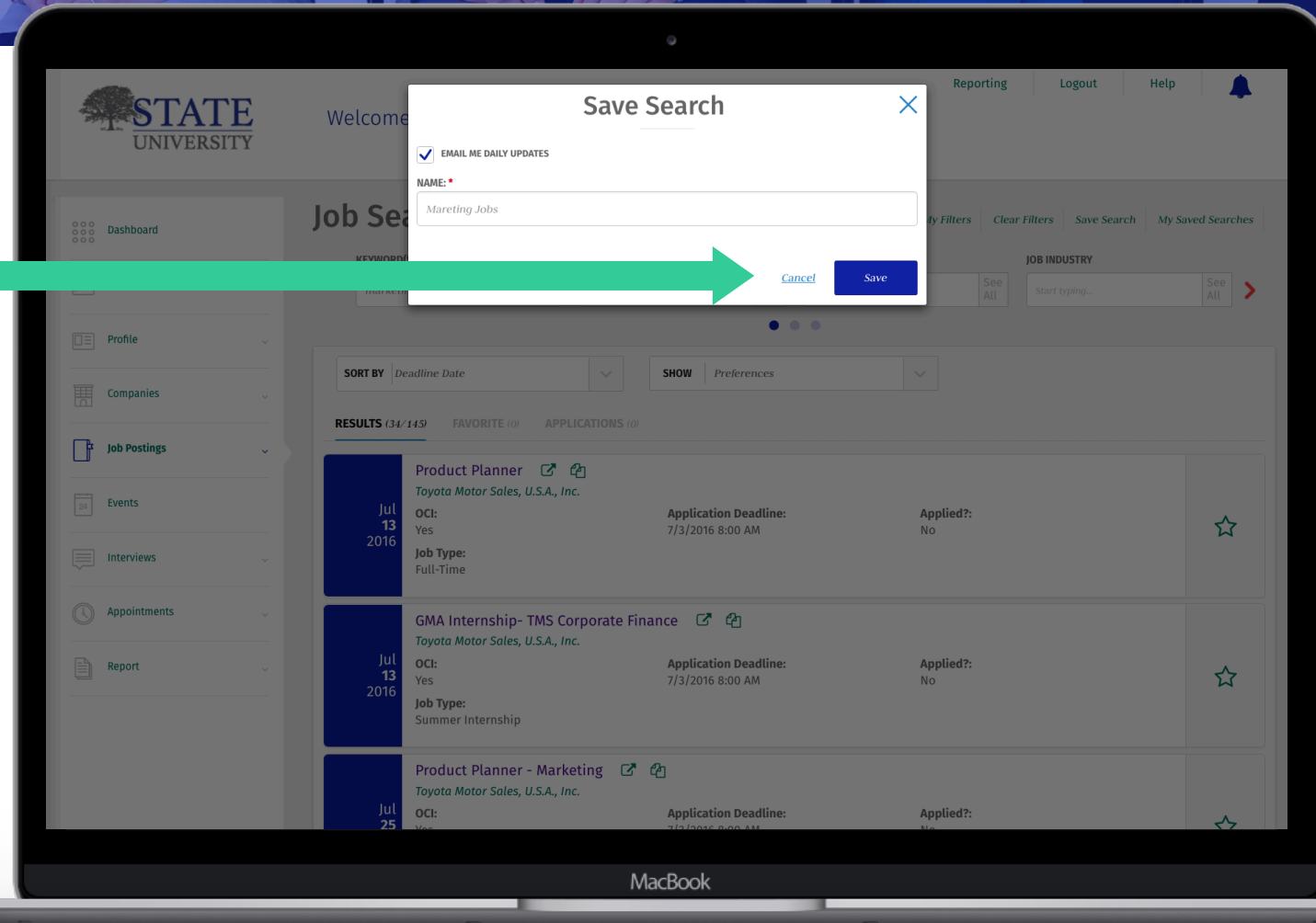
# 3: SAVE SEARCH

To save your search and set up a job agent (which sends you email alerts when new jobs are posted), click **Save Search**.



# 4: SAVE SEARCH

Give your search a name and check the box if you want to receive emails, then click **Save**.



# 5: CREATE SEARCH NAME

To manage your searches, click **Job Postings** → **Saved Searches & Agents**. View saved searches, turn email alerts (agents) on and off, change the frequency, or delete them.

