Alumni Job Search Intensive – Website & Job Zone Mini-Webinar Transcript

Slide 1 – Welcome alumni to the final mini-webinar for week 1 of the Job Search Intensive. Here we’ll go through our website in detail, and then focus on how to utilize Job Zone for your job search.

Slide 2 - Our website is an important part of our services. Here we've compiled comprehensive information related to job search and career management topics. There are narrated presentations, webinars (upcoming and archived), a calendar of upcoming programs and events, and a link to our Job Zone system. Regarding logging in to Job Zone - we recently revised our university-wide login procedure for alumni, moving to a single username and password for all RIT online systems, including Job Zone. All alumni have to use a newly created RIT account to access your Job Zone account. To create a new RIT account, go to start.rit.edu, click on 'Alumni Access' link on left side, and follow the instructions. Once you create a new account, you will need to email us at oce@rit.edu with your new username, and we will update your Job Zone account.

Slide 3 – Here’s the main page of our website. Click on the Alumni icon to go to resources for alumni.

Slide 4 – On the main alumni page you’ll see featured programs, as well as a summary of the services we offer alumni. A link to our alumni career blog is on the right, with my contact information. On the left is the link to Job Zone. As a reminder, if you have not accessed Job Zone recently, you’ll need to go to start.rit.edu to create a new RIT username; email that to us and we’ll activate your Job Zone account.

Slide 5 – Before we go into Job Zone, if you click on the Events and Programs tab, you’ll see our upcoming programs and events in more detail. We ask that you RSVP for events, so we can be sure to get complete information to you.

Slide 6 - Job Zone is our online job listing system. Once you create a profile and upload a current resume, you’re able to apply for posted positions. Our employer partners do post positions at the experienced level, so this is a good resource for jobs. More importantly, Job Zone has a database of all the companies we work with, so if you’re interested in a particular company, you can find contact information through the system and reach out to potential employers. We also post all our events, including workshops, career fairs and employer sessions on Job Zone; you’re welcome to attend any. Our professional network is available to connect with alumni and employer mentors for informational interviews. We’ll now do a tour of the system.

Slide 7 – Here’s the main Job Zone menu. There are news items in the center column. On the right are some additional resources. For example, O*Net is a resource for career exploration. You also have free access to Vault’s Career Insider, for information on careers and companies, as well as to Glass Door, a company research tool. The left side contains the tools for managing the Job Zone system itself.

Slide 8 – The first step is to complete your profile. This consists of your personal, education, experience, projects (for new graduates, or for independent projects), and skills and competencies information. A new feature allows you to add a personal statement about yourself, focusing on the value you bring to a
prospective employer. The more complete your profile, the more you’ll be able to show employers, so take some time with this step.

Slide 9 – The documents section allows you to hold up to 10 documents at a time. You can upload resumes to respond to job listings in Job Zone, and remember to personalize your resume to target each job. You can also add cover letters, reference letters, and even an unofficial transcript; see the instructions at the top. Here you can also see a tab for Opt-in Resume Books. We set up resume books for employers in our database, for example there is one for Alumni Resumes. When you click the tab you’ll see the resume books you are entitled to join, just indicate which resume you’d like to include.

Slide 10 – The Jobs tab allows you to see and apply for jobs posted on the system. You can view the jobs and set some as favorites. The system will also keep track of jobs to which you’ve applied.

Slide 11 – it’s best to do an advanced search, setting up the criteria that are relevant to you, including geography, and majors. If you’re an experienced alum, you can select several majors that are applicable to your field of interest.

Slide 12 – Another good resource in the Jobs section is the Expired Jobs tab. This shows all previously posted jobs, and can be used for research, and to contact companies who have listed jobs in the past, to see about potential opportunities for your current search. Search by keyword, such as a job title, or company name.

Slide 13 – The jobs tab on the left column also includes a link to LinkedIn jobs. You can then set up your job preferences and view posted positions on LinkedIn.

Slide 14 – The Events section shows employer related events on campus. Career fairs has information on upcoming career fairs, including our university-wide fairs as well as smaller, major specific fairs.

Slide 15 – By clicking on the event you’ll get detailed information on attending companies, so you can best plan your fair. You can do an advanced search by major or field, and the results allow you to link to the companies’ websites, and see any hiring criteria.

Slide 16 – The Information Sessions tab shows companies that are coming to campus for Meet and Greet networking events. All details are provided, and you’re welcome to attend in which you’re interested. This gives you the opportunity to network with companies in a smaller, informal setting.

Slide 17 – The Interviews section shows on campus interviews that you have requested, or applied to, and also any scheduled interviews.

Slide 18 – The Employer Directory shows all employers in our Job Zone database. You can search for any companies you’re targeting, and use the directory for research and outreach to prospective companies.

Slide 19 – Career Coaches leads you to our Professional Network, a database of alumni and employers who have agreed to act as advisors to students and other alumni, for networking and informational interviews. Reach out to any you’d like to establish a connection with; if they’re available, they’ll respond. Remember not to ask for jobs, but use these connections as ways to gather information, resources, guidance and suggestions for your job search or career management.
Slide 20 – There are also resources available on Job Zone. These include links to career exploration tools and resources for career advice. There is also a mock interview tab, where you can practice your interviewing skills.

Slide 21 – As you can see, Job Zone is a robust job search tool. As next steps, you should plan to login and create or update your profile, then begin to search the available and expired jobs, adding documents as you apply for jobs. As always please email me with any questions, or if you’d like to be connected to your Career Services Coordinator for personalized advisement. See you for Week 2!