resource library

one: searching for jobs

searching for jobs

macaulay
careerpath user guide

what is careerpath?

Welcome to Macaulay's new career portal: CareerPath. Here, you can search through hundreds of jobs and internships from employers across a range of industries including, Bloomberg, Duane Morris LLP, Morgan Stanley, New-York Historical Society, New York Methodist Hospital, PricewaterhouseCoopers, Simon & Schuster, and WNET Thirteen.

Employers

Most importantly, these employers are specifically looking to hire Macaulay students jusy like you.

Employers connect with us through our employee relations efforts and Macaulay's Advisory Council. Many opportunities are shared by alumni through special invitations exclusive to current Macaulay students.

We also receive opportunities through CUNY-wide efforts and Symplicity's OneStop online employment network.

getting started on careerpath

Login

Start by finding CareerPath at macaulay.cuny.edu/careerpath. Click on Student/Alumni to login.

No registration is needed for current students – you are automatically registered when you enroll at Macaulay. You should have received a welcome message from CareerPath through the email you listed when applying to Macaulay. This welcome email contains your username and temporary password. You will be able to change your password after logging in.

If you did not receive a CareerPath welcome email, please be sure to register by clicking Sign Up. You will then be contacted with your login info.

Home Page

Once you sign in, you'll arrive at CareerPath's home page, where you'll find announcements for upcoming events and opportunities, and quick links to other resources on the portal.

If this is your first time logging in, be sure to navigate to Account Settings on the lefthand sidebar to create a new password. You can also update your primary email here.

My Profile

Next, click on My Profile. Here, you can add a quick personal statement, your majors, minors, class and GPA, previous work experiences, projects, and relevant skills. You can also link your LinkedIn profile, attach your resume, and link your website.

Finally, you can add a profile picture and cover photo Be sure your images are appropriate for a work setting because they will be visible to employers! Avoid selfies, obvious cropped pictures, and group photos. A great professional profile picture features you in business attire appropriate to the field you're in with a neutral background.

When you're done, you can click Publish to generate a shareable link to your profile. Although employers do not see your profile when you apply to jobs through CareerPath, this can be a great alternative to LinkedIn.

Career Portfolio

Next, navigate to Portfolio under Documents in the sidebar. The career portfolio here allows employers to view selected information about you in addition to your resume when you apply for positions. If you uploaded a profile picture in the last step, that photo will automatically show up here in your portfolio.

Let's fill out the rest of the portfolio. You can indicate whether or not you want to enable your portfolio for viewing outside of CareerPath, include a short personal summary, select which documents you want visible to employers such as your resume, upload a professional photo if you did not already, and indicate which aspects of your profile you want visible to employers such as your GPA or major.

When you're done, click Save Changes. If you'd like to see a preview of how your portfolio appears to employers, click Preview.

searching and applying for jobs on careerpath

Simple Search

Searching for opportunities on CareerPath is simple! Start by clicking on Jobs. Then click All Job Postings. Here, you can scroll through all current listings, or find jobs by job title, company, location and more by using the search bar.

Advanced Search

A great way to filter postings is to use the Advanced Search pop-up. Here, you can limit results to only positions you qualify for based on the information you filled out in your profile, such as your class year. You can search based on major, location, industry, and position type. To select multiple industries and positions, hold down the Command key while clicking on the terms. Be aware that when you filter by industry, not all relevant positions may show up because some employers don't indicate what industry they're in. Finally, you can indicate if you want only paid or unpaid positions.

If you want additional filters, click More Filters at the bottom of the pop-up. Other categories will expand, including options for the work term, work authorization type, and options both out of state and out of country.

Keep in mind that there are many job opportunities to be found on CareerPath, but some part-time, full-time, and fellowships won't be accessible to you until you are a senior. That's why it's always important to update your year in school under Academic Information as it changes.

Applying for a Position

Click on a title to learn more about the company, position, and application process. On the right hand side of the screen, you'll find important dates such as when the application process closes, and information about what majors and class levels the employers are seeking to hire.

If the employer provided his/her contact information, you'll also find it on the sidebar. You should use the names and addresses listed here for your cover letter. Don't worry if the contact information section is empty for some positions. Some employers withhold their info because they prefer not to be contacted directly by students.

Related resources such as the helpful resume and cover letter templates are always found on the side. Click to save a copy of the templates to your computer.

Ready to apply? If you see the Apply button at the top right, click to apply through CareerPath. A pop-up will appear, where you can attach your resume and cover letter, as well as an optional note to the employer. Select your documents from the drop down menu if you have previously uploaded them to CareerPath, or click Add New to upload new files. Don't worry about the file names or labels—employers won't see them. They will only receive a copy of your resume and cover letter with a CareerPath hyperlink. Click Submit and you're done!

If you ever want to review the documents you have uploaded through CareerPath, click Documents on the left sidebar. You can also upload new files here.

If you don't see the Apply button, look for the How to Apply section in the sidebar. Follow those instructions to apply to the listing outside of CareerPath.

For some postings, you'll find an Apply button AND a How to Apply section. For these positions, you must apply through BOTH the Apply button on CareerPath, and the application instructions provided by the employer. Employers who require both are usually looking to keep track of Macaulay students applying to their companies.

When you're done applying, you can click the My Applications tab to review what you've applied to.

Favoriting and Saving Searches

If you're not ready to apply just yet, you can go ahead and favorite the position by clicking on the star. Favorited positions will show up in your My Favorites tab. You can also favorite employers. When you favorite employers, any updates on their company and job postings will show up in your news feed on your Home page.

Additionally, you can save your searches by returning to your original results page. Click the Saved Searches pop-up to name your search and/or email it to yourself. This way, you can log back in another time to review the search results again without having to re-filter everything.

using resources on careerpath

CareerPath provides you with fantastic resources you can use as you search and apply for jobs. This video will show you how to make the most of them.

Career Explorer

Starting from the Home Page, click on Resources to open up Career Explorer. Use Career Explorer to learn more about specific careers and industries. You can look through popular careers and leading industries on the front page, or search your individual interests using the search bar.

When you click on a position, you'll find the projected growth for the career, a description of job responsibilities, the skills & level of education needed, and even corresponding personality types. You'll also find related industries and similar careers on the right sidebar to explore further. If you'd like to print a hard copy, click Print on the bottom of the page.

Career Finder

Ever wonder what career is right for you? Career Finder is a simple quiz to help you find your interests and connect them to different jobs. It's the perfect resource if you're not sure where to begin. Find it second under Resources. When you're ready, click Get Started to start the quiz.

Once you're done, Career Finder will generate a report for you containing a list of careers that fit your interests, as defined by these 6 categories. You can also move the level of preparation bar to reveal careers that fit you that require less or more preparation, as shown here. Click on the careers that interest you to find out more information about wages, salaries, and job descriptions.

Resource Library

Next, let's look at the Resource Library. Here, you'll find a number of amazing worksheets and templates you can use throughout your job search and application process. Scroll through to find everything from resume and cover letter templates to a list of commonly used interview questions. Click on a resource to download and print.

Career Advice

Finally, we'll take a look at the last section under Resources, Career Advice. Here, you'll find additional guidance on everything from job search strategies to the interview process. Click on a topic to open a new tab for the National Association of Colleges and Employers' (NACE) website.

Next, we'll show you how to maximize the job search process. Click on All Job Postings under Jobs in the sidebar. Then click Advanced Search, followed by More Filters. Here, be sure to select the correct work authorization categorization matching what you indicated in Account Settings. Click Search to find available listings. Be aware that not all available positions may show up because some employers don't indicate work authorization requirements.

events on careerpath

You can also use CareerPath to register for the numerous events that occur at Macaulay throughout the year.

As you scroll through your newsfeed on the home page, you'll find posts about the latest events. Some of our most popular events are our career fairs. Click on an image to learn more about the event. For the career fairs,

you can also click on a link within the post to reveal a list of attending employers. Be sure to RSVP and save your spot!

You can also click on Events on the sidebar to reveal additional events and information sessions. In the past, we've hosted resume workshops and opportunities at company headquarters such as the campus recruitment event at AllianceBernstein L.P.

careerpath for alumni

Did you know Macaulay alums have lifetime access to CareerPath? That's lifetime access to hundreds of job listings and career resources exclusive to the Macaulay community! Here's how to maximize CareerPath post-commencement.

Login
If you haven't already, be sure to register as an alumnus. Start by finding CareerPath at macaulay.cuny.edu/careerpath. Click on Student/Alumni to login.

Job Search
Before you begin your search, navigate to the Academic tab under Account Settings. Here, be sure to change Year in School AND Applicant Type to Alumni before clicking Save Changes.

Then, navigate to All Job Postings under Jobs. Although you can't filter out opportunities only for alumni, you can select Full Time under the Position Type filter to limit results to full time openings. There are also many fellowships offered here for alums who are pursuing graduate studies.

Alumni Mentoring Program
Another great opportunity you can take part in is our new Student-Alumni Career Mentoring program. This program gives students the opportunity to receive career advice and support from Macaulay alumni.

As a mentor, you can give support and encouragement, provide advice on how to balance education, career and extracurriculars, and offer insight on long term career planning and/or pursuing graduate education.

The time commitment varies and mentoring sessions are arranged directly between the alumnus and the student. Possible mentor-mentee activities include practice interviews, job shadowing, and visits to graduate schools and programs.

To register as an alumni mentor, click on Account Settings. Then, click on Alumni Career Mentor to fill out your profile. We encourage you to fill out as much of the profile as possible. We also encourage you to attach a LinkedIn profile, as more information will help students to find better connections and relatable experiences.

careerpath for daca and international students

Deferred Action for Childhood Arrivals (DACA) students should each receive an Employment Authorization Document (EAD). As long as it is not expired, the EAD establishes your identity and grants work authorization.

If you are a DACA student, navigate to Account Settings on the left sidebar. Then, click on the Academic tab. Scroll down to Work Authorization and select Temporary Work Permit/DACA from the dropdown menu. If you are an international student, select Permanent Resident, H-1 Visa, Restricted, or Temporary Work Permit/DACA from the dropdown menu. Don't forget to click Save Changes! Updating your work authorization will allow CareerPath to alert you when you do not qualify for a position.

suggested timeline
for internships

freshman	### fall • Create a résumé and general cover letter and review. Seek assistance at the Career office in your school and/or your advisor. • Begin discussing career options with advisors, professors, and the Career office. • Attend workshops (e.g. professional etiquette, interviewing, networking, and others) and information sessions on campus and at Macaulay. • Begin exploring options for Spring and/or Summer internships. Many programs have September or November deadlines. • Attend a Career Fair at Macaulay and continue exploring your options and practice your networking skills. ### spring • Begin applying to summer internships by February. Note: As mentioned above, that some industries have many deadlines that are in the Fall. • Attend professional etiquette, interviewing, networking, and other workshops on campus and at Macaulay. • Explore Student Clubs, Activities, and Projects on campus and at Macaulay. • Join the "Macaulay Honors College Student Network" group on LinkedIn and follow "Macaulay Honors College at The City University of New York" university page. ### summer • Intern or complete a research project in a field you are considering. • Begin applying for Fall internships in June.
sophomore	### fall • Update your résumé. • Attend Career Fairs at Macaulay or your home campus. • Begin exploring options for Spring and/or Summer internships. Many programs have September or November deadlines. • Conduct informational interviews with professionals in the field you are considering. • Consider participating in the Macaulay Student-Alumni Career Mentoring Program Alumni-Mentoring Program at Macaulay. • Undertake career counseling on your campus. • Attend workshops (e.g. professional etiquette, interviewing, networking, and others) ### spring • Intern or complete a research project in a field you are considering. • Attend professional etiquette, interviewing, networking, and other workshops on campus and at Macaulay. ### summer • Intern or complete a research project in a field you are considering. • Begin applying for Fall internships in June.

junior

fall

- Update your résumé.
- Begin exploring options for Spring and/or Summer internships. Many programs have September or November deadlines. Junior year internships often lead to employment offers.
- Continue career counseling/exploration.
- Conduct informational interviews with professionals in the field you are considering.
- Consider participating in the Macaulay Student-Alumni Career Mentoring Program Alumni-Mentoring Program at Macaulay.
- Attend Career Fairs or Graduate School Fairs at Macaulay or at your home campus.

spring

- Intern or complete a research project in a field you are considering.
- Network with contacts from previous internships, jobs, and research experiences. Let them know you are completing your junior year. Give them a status update.

summer

- Intern in your chosen field. Many employers will hire junior year interns after graduation.
- Begin applying for Fall internships in June.

senior

fall

- Update your résumé.
- Begin applying for full-time employment or applying to graduate school.
- Network with contacts from previous internships, jobs, and research experiences. Let them know you are graduating this year.
- Attend Career Fairs at Macaulay or your home campus.
- Join the Macaulay Honors College Alumni Network group on LinkedIn.

spring

- Continue with employment and graduate school applications.
- Attend networking events on campus and at Macaulay.

summer

- Begin work or graduate school. If you have not solidified your plans after graduation, always know that you can speak to your Advisor or Career Services at Macaulay and/or your home campus to develop a plan of action. Note: Macaulay offers life-time services for alumni.

Students are encouraged to participate in as many internship and research experiences as possible throughout college.

avoiding scams

below are our essential tips on how to avoid a job posting scam:

Although the majority of internships and jobs posted on CareerPath and other job search sites are legitimate, it is important for students to know the signs to look out for in order to avoid being scammed.

Please notify us should there be any concerns. Being notified by students about negative internship/job experiences allows us to prevent other students from applying and to assist you in handling the situation.

- Employers should not contact you from a personal email.
- Do not give your social security number or other personal information before being hired.
- Do not give your personal bank account, PayPal account, or credit card numbers to a new employer.
- Do not agree to have funds or paychecks direct deposited into any of your accounts by a new employer—you should know them first. (Most employers give the option of direct deposit or a paycheck, and make these arrangements during your first day or week of actual employment, on site—not before.)
- Do not forward, transfer, send by courier (EX: FedEX, UPS), or "wire" any money to any employer, for any employer, using your personal accounts(s).
- Do not transfer money and retain a portion for payment.
- Do not respond to suspicious and/or "too good to be true" unsolicited job emails.
- Do not sign an employment contract before getting advice.
- In general, applicants do not pay a fee to obtain a job (but there are some rare exceptions—so be careful, and consult with a professional at your Career Center first). If you have already applied to a similar position DO NOT respond to any email and please disregard any contact for this position.

If you have already responded and received any documentation including checks:
- Report this immediately to YOUR BANK and internships@mhc.cuny.edu
- DO NOT deposit and/or cash any checks! CUT OFF ALL contact and DO NOT respond to future emails/contact for this position.

Job & internship listings on Macaulay's CareerPath portal are for the convenience of students and alumni only. Macaulay Honors College has no affiliation with these employers and can make no representation or guarantees concerning positions listed.

protections for interns in the workplace

how to file a complaint:

If you believe that you have been subjected to discrimination at your unpaid internship based upon your age, race, creed, color, national origin, sexual orientation, military status, sex, disability, genetic predisposition or carrier status, marital status, or domestic violence victim status, you can file a complaint with the New York State Division of Human Rights.

A complaint must be filed with the Division within one year of the alleged discriminatory act. Interns are protected with regard to harassment and other forms of unlawful discrimination occurring on or after July 22, 2014. You may also file a complaint directly in court, but may not file both with the Division and in court.

For more information or to file a complaint, you may contact the regional ofce nearest to your home or workplace, or visit our website at: www.dhr.ny.gov.

some examples

Q: At the law firm where I intern, employees make sexual comments and tell dirty jokes, which make me uncomfortable. Some of the comments are about me and the other interns, and I find it hard to do my work. What can I do?

A: Conduct that creates an intimidating or ofensive work environment for an intern is unlawful. You can report the harassment through the employer's human resources department and consider filing a complaint with the Division of Human Rights or in court.

Q: I saw an ad for an internship which states that they are seeking a candidate with an "all-American look." Is this permissible?

A: It is unlawful for a business to print or circulate any statement, advertisement or publication, or that expresses directly or indirectly, any limitation, specification or discrimination based on race, national origin, disability, sexual orientation or any other protected basis.

protections for unpaid interns in the workplace

The New York State Human Rights Law was amended, efective July 22, 2014, to protect unpaid interns from harassment and other forms of unlawful discrimination in the workplace.

Interns are now protected against discrimination based upon age, race, creed, color, national origin, sexual orientation, military status, sex, disability, genetic predisposition or carrier status, marital status, or domestic violence victim status.

Further, interns who oppose discrimination or file complaints of discrimination are protected from retaliation.

If an individual is denominated an "intern" but paid, that person will likely be considered a regular employee under the Human Rights Law.

The Law applies to all employers with four or more employees.

—Adapted from "Protections for INTERNS in the workplace" with the kind permission of the Division of Human Rights to distribute it to our students.

who is an intern?

As used in the Human Rights Law, "intern" means a person who performs work for an employer for the purpose of training under the following circumstances:

a. the employer is not committed to hire the person performing the work at the conclusion of the training period;
b. the employer and the person performing the work agree that the person performing the work is not entitled to wages for the work performed; and
c. the work performed: (1) provides or supplements training that may enhance the employability of the intern; (2) provides experience for the benefit of the person performing the work; (3) does not displace regular employees; and (4) is performed under the close supervision of existing staff.

protected areas under the law

Unpaid interns are protected with regard to the following areas:
* selection, retention and the terms, conditions and privileges of the internship;
* discrimination in receiving, classifying, disposing or otherwise acting upon applications for internships;
* advertising and inquires, making it unlawful to "print or circulate or cause to be printed or circulated any statement, advertisement or publication, or to use any form of application or employment as an intern or to make any inquiry in connection with prospective employment, which expresses directly or indirectly, any limitation, specification or discrimination";
* retaliation for opposing discrimination;
* pregnancy discrimination.

interns and sexual harrassment

Sexual harassment is prohibited as a form of sex discrimination under the New York State Human Rights Law.

Interns are specifically protected where an employer engages in unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:
* submission to such conduct is made (either explicitly or implicitly) a term or condition of the intern's employment;
* submission to, or rejection, of such conduct by the intern is used as a basis for decisions afecting such intern;
* or such conduct has the purpose or efect of interfering with the intern's work performance, by creating an intimidating, hostile or ofensive working environment.

other harrassment prohibited

The Human Rights Law forbids harassment on any covered basis. Specifically, it is an unlawful discriminatory practice to subject an intern to harassment based upon age, race, creed, color, national origin, sexual orientation, military status, sex, disability, genetic predisposition or carrier status, marital status or domestic violence victim status, where such conduct has the purpose or efect of interfering with the intern's work performance by creating an intimidating, hostile or ofensive working environment.

nace salary calculator

The NACE salary calculate gives free salary results based on college, location and other factors for analysis.

Job Seekers Salary Calculator

Complete all menus on the salary calculator.

Select the State where you are seeking employment.

Select a State ⬍

Select the region within the state.

Select a region ⬍

Type in occupation – do not cut & paste entry

(Click here for occupation details)

Number of years of relevant work experience for this occupation

Select a value ⬍

Select the highest level of education that you have achieved.

Select a value ⬍

Submit Query

Salary Data Results

Your salary data output values, seeking employment as **Chemical Engineers** in **New York-Jersey City-White Plains, NY-NJ Metropolitan Division.**

There are 670 persons employed as **Chemical Engineers in New York-Jersey City-White Plains, NY-NJ Metropolitan Division.**

Starting salaries (The 10th percentile) for this occupation are $49180

The median salary for this occupation is $89180.

The top earners for this occupation have an annualized salary of $133910

Based upon the information that you have provided, the market will likely offer you an annual salary of approximately $59600. The above figures represent monetary compensation only, and do not include any other forms of compensation, such as: benefits, overtime or bonus pay. Refresh the program

To access the same salary data used by over 5,000 corporate recruiters and HR Executives, go to our Employers Salary Calculator – $25 for the most reliable salary data.