

resource library

seven: careerpath user guide



**CAREER
DEVELOPMENT**

careerpath user guide

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macaulay careerpath user guide

what is careerpath?

Welcome to Macaulay's 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.

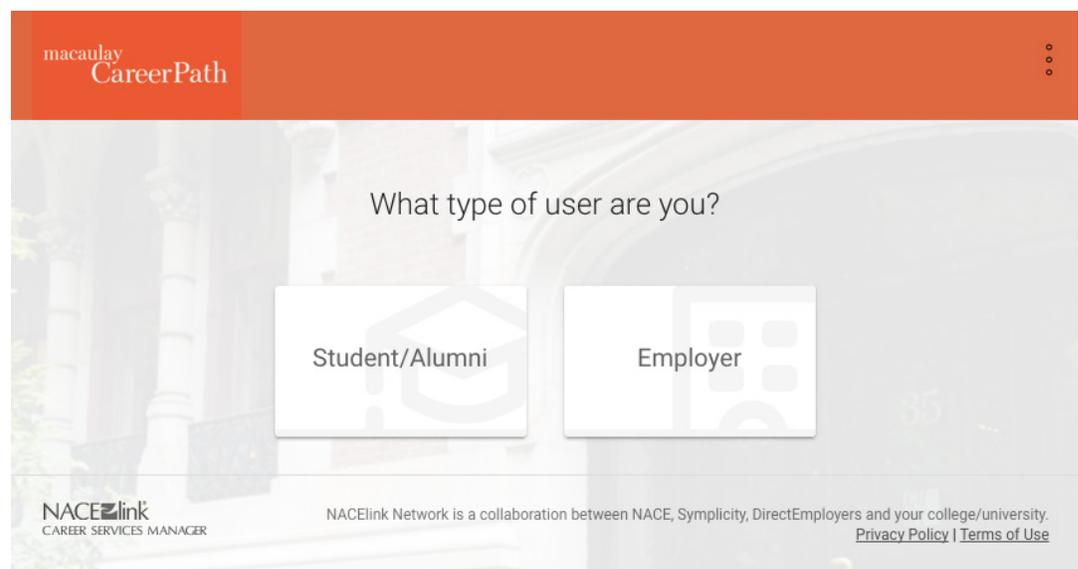
Employers

Most importantly, these employers are specifically looking to hire Macaulay students just 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 One Stop online employment network.

getting started on careerpath

Login

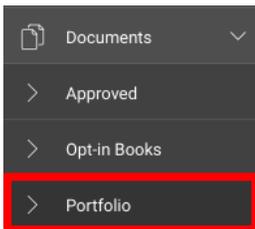
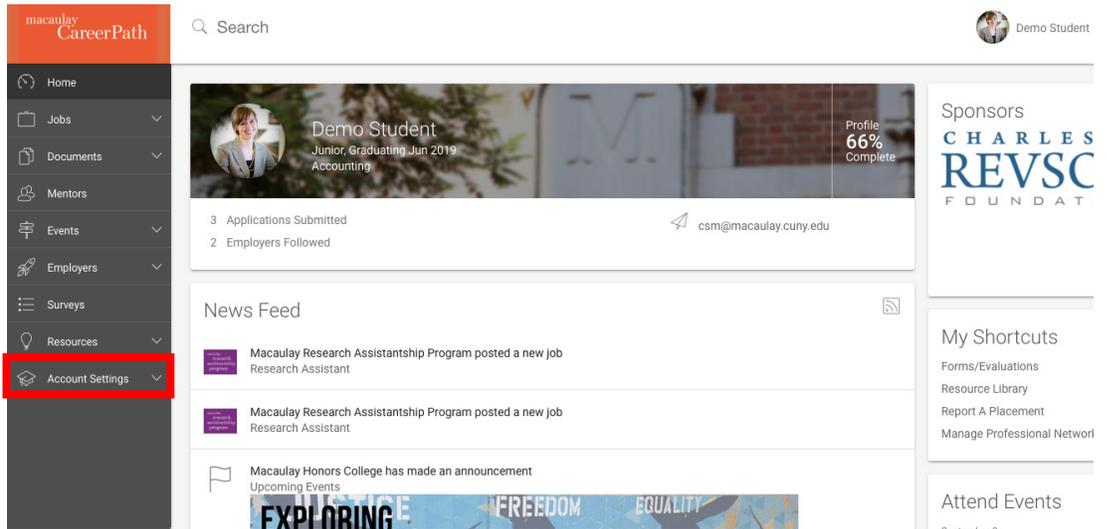
- Start by finding CareerPath at macaulay.cuny.edu/careerpath.
- Click on Student/Alumni to login.
- No registration is needed for current students - you are automatically registered when you enroll at Macaulay.
- You should have received a welcome message from CareerPath through the email you listed 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.



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

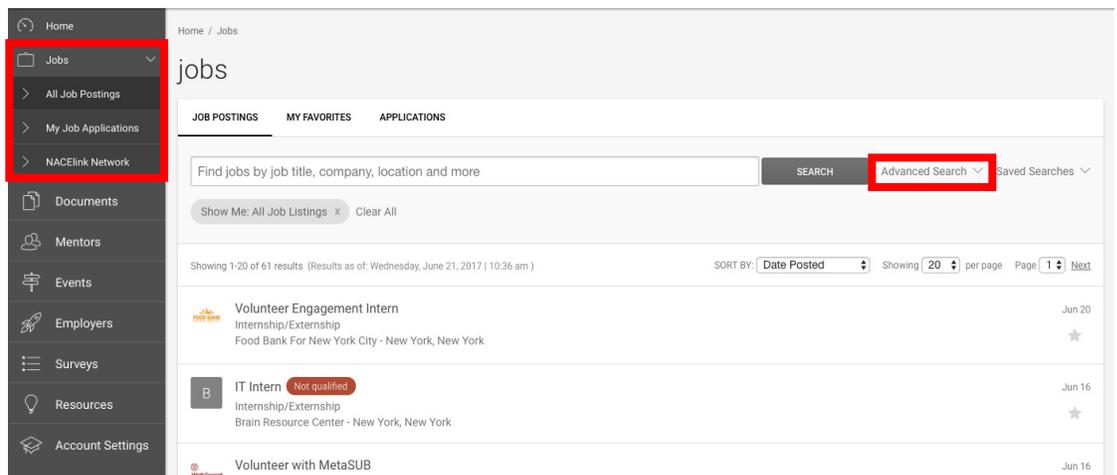
Simple Search

Searching for opportunities on CareerPath is simple! Start by clicking on Jobs. Then click All Jobs 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 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.

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 until you are a senior. That's why it's always important to update your year in school under Academic Information as it changes.

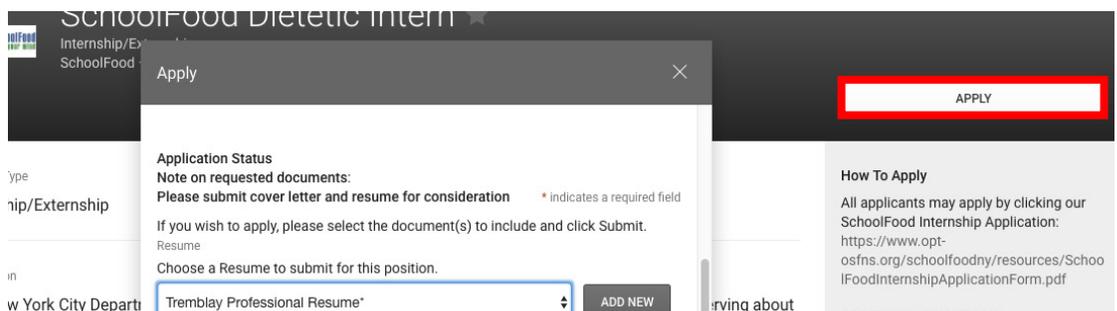


Applying for a Position

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

<p>Position Type</p> <p>Volunteer</p> <hr/> <p>Description</p> <p>On June 21st, 2017, join hundreds of volunteers to swab the entire NYC subway system.</p> <ul style="list-style-type: none">• Get firsthand research experience• Be credited in future publications• Network with nursing and medical students• Earn a free 7-Day Unlimited MetroCard for volunteering• Earn 10+ volunteer hours <p>Metagenomics and Metadesign of Subways and Urban Biomes (MetaSUB)</p> <p>The MetaSUB International Consortium will collect samples from cities around the world, including NYC's subway and city surfaces, to create a comprehensive geospatial profile of the DNA on these surfaces.</p> <p>June 21st, Global City Sampling Day (CSD) is an international effort that seeks to map the DNA and RNA dynamics across the world's cities and subways to examine their signatures as they change from year-to-year.</p>	<p>How To Apply</p> <p>To request a MetaSUB Volunteer Application email: amc2063@med.cornell.edu</p> <hr/> <p>Important Dates</p> <p>Posted On: Jun 16, 2017</p> <p>Posting Expires: Jun 21, 2017</p> <hr/> <p>Attachment(s)</p> <p> MetaSUB_Flyer_2017.jpg</p>
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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 follow employers. When you follow 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.



 **Volunteer with MetaSUB** 

Volunteer
Weill Cornell Medicine — New York, New York 

using resources on careerpath

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.

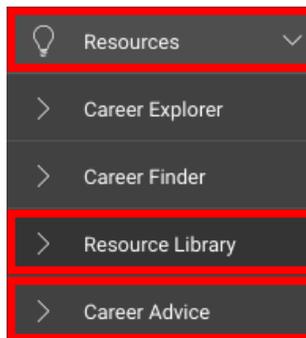
When you click on a position, you'll find the projected growth for the career, a description of job responsibilities, the skills & level of education needed, and even corresponding personality types. You'll also find related industries and similar careers on the right sidebar to explore further. If you'd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

events on careerpath

Career Explorer

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.

A screenshot of the CareerPath website's 'Events' page. On the left is a dark grey sidebar with a list of navigation options: Home, Jobs, Documents, Mentors, Events, Career Fairs, Information Sessions, Employers, Surveys, Resources, and Account Settings. The 'Events' option is highlighted with a red rectangular border. The main content area shows the breadcrumb 'Home / Events / Career Fairs' and the title 'Events'. Below the title are three tabs: 'CAREER FAIRS', 'INFORMATION SESSIONS', and 'WORKSHOPS'. The 'CAREER FAIRS' tab is active. It shows 'Showing 1-1 of 1 results' and a single event listing: 'Business & Tech Career & Internship Fair' on 'Sep 08, 2017 11:00 AM - 2:00 PM at Macaulay Honors College, Lower Level' with '4 Participants'. At the bottom, there is a logo for 'NACElink CAREER SERVICES MANAGER' and a note that 'NACElink Network is a collaboration between NACE'.

careerpath for alumni

lifetime access

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!

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 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.

sign up as an
alumni
mentor

join 60+ macaulay alumni in our career mentoring program

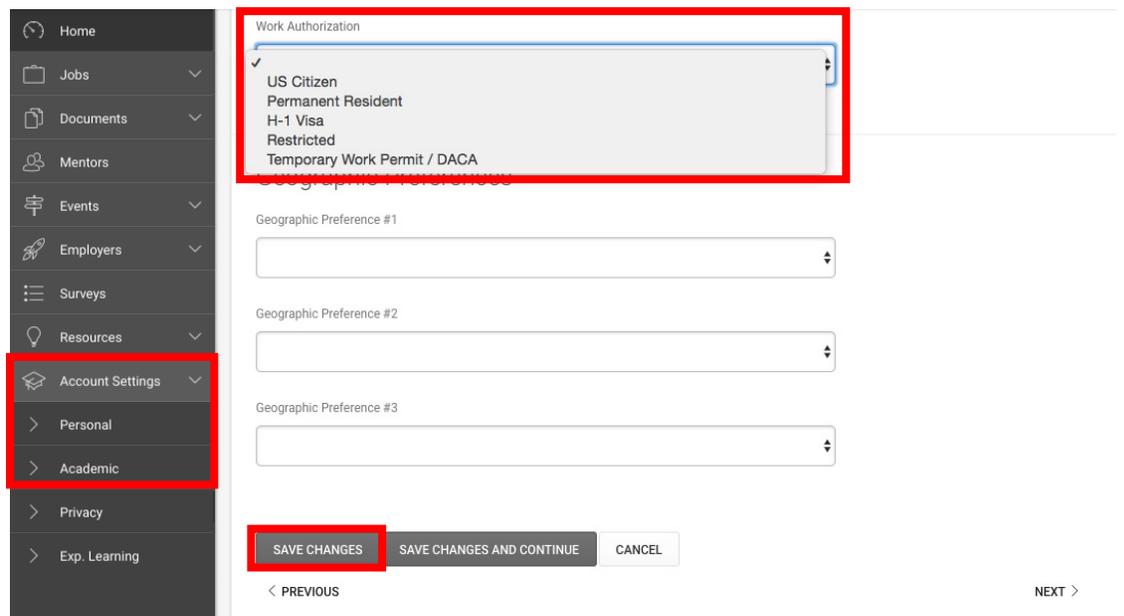


careerpath for daca and international students

work authorization

Deferred Action for Childhood Arrivals (DACA) students should each receive an Employment Authorization Document (EAD). As long as it is not expired, the EAD grants you work authorization. This information is private and will not be seen by employers. It is solely used to filter jobs.

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.



The screenshot displays the CareerPath account settings interface. On the left is a dark sidebar with navigation options: Home, Jobs, Documents, Mentors, Events, Employers, Surveys, Resources, Account Settings (highlighted with a red box), Personal, Academic (highlighted with a red box), Privacy, and Exp. Learning. The main content area is titled 'Work Authorization' and features a dropdown menu (highlighted with a red box) with the following options: US Citizen (checked), Permanent Resident, H-1 Visa, Restricted, and Temporary Work Permit / DACA. Below the dropdown are three 'Geographic Preference' fields, each with a dropdown arrow. At the bottom, there are three buttons: 'SAVE CHANGES' (highlighted with a red box), 'SAVE CHANGES AND CONTINUE', and 'CANCEL'. Navigation links '< PREVIOUS' and 'NEXT >' are also visible.

careerpath how-to videos

careerpath
and more

To find out more about CareerPath and how current students use it, check out the playlist below! These videos and more can also be found on [Macaulay's YouTube page](#).

