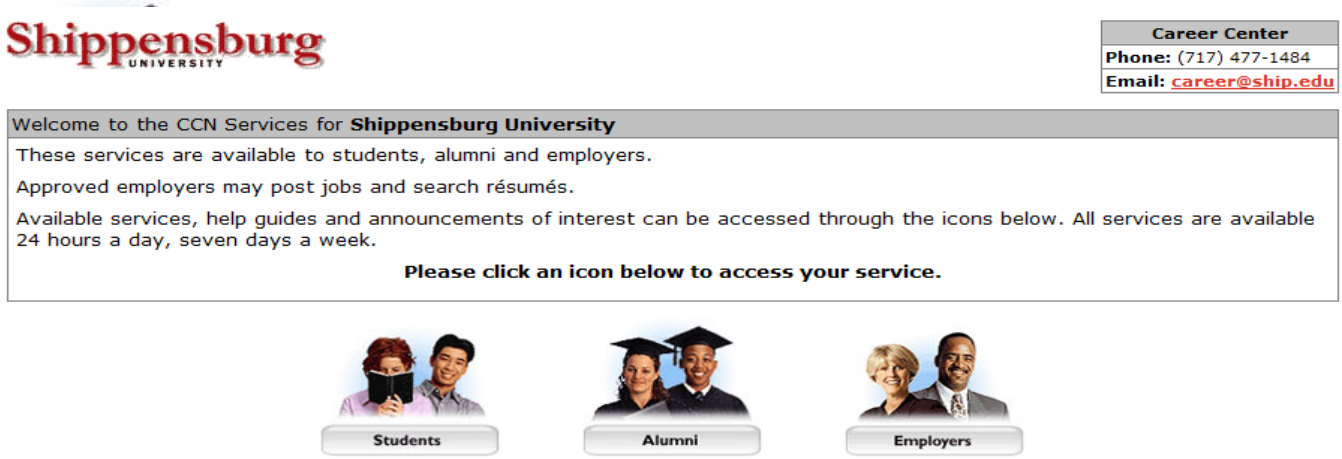
STUDENT/ALUMNI HELP SHEET
www.collegecentral.com/ship

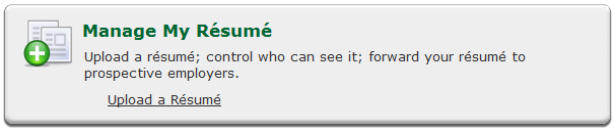
All students and alumni are eligible to use the CCN online job board. You must register in order to use our services.



Registration Instructions

- Go to www.collegecentral.com/ship
- Click or icon
- Click "**Register Now**".
- Create Access ID and password
- Click Continue Registration.
- Enter registration information. Fields with a red (*) asterisk are required.
- Click Submit Information. You will then see a confirmation that your information has been accepted.
- Click the "My Home Page" link. You will be taken to your home page. Services that are available to you will be accessed from this page.
- Once registered, you may access College Central Network by typing www.collegecentral.com/ship.

Uploading Your Resume

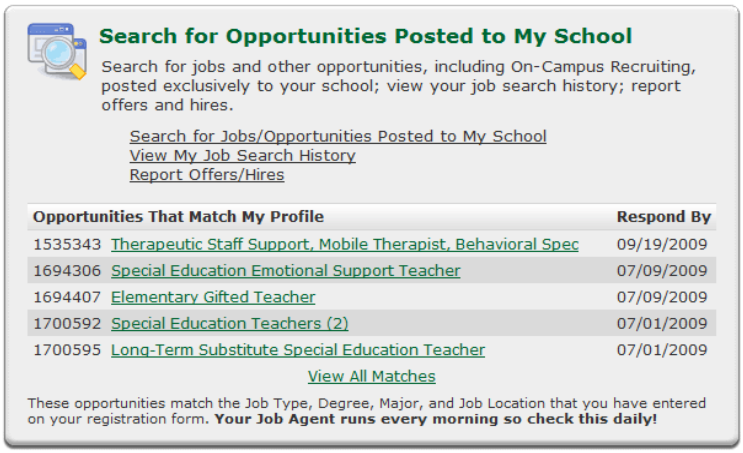


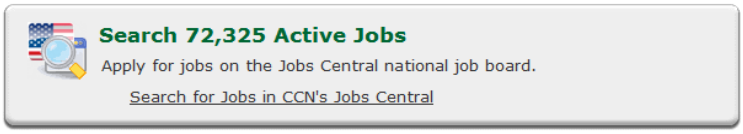
- From your homepage, choose "Manage My Resume" then click "Upload a Résumé".
- Enter a name for your resume.
- Click Browse... for resume file to open a window where you can select the file you wish to upload. The following files types are accepted: Adobe Acrobat (.pdf), Microsoft Word (.doc) or Rich Text Format (.rtf) **NOTE TO WORD 2007 USERS: Word 2007 format (.docx) is not readable by most users with older versions of Microsoft Word. Therefore, you must save your file as a "Word 97-2003 Document" before uploading it.**
- In this new window, select your file and click "open" button. This will insert it into the field "Resume File".

- Click [Upload Your Résumé] to upload the document College Central Network.
  Please note: You may upload an updated resume any time. Maximum resume file size is 100 KB.

Searching For Jobs

- From your homepage, you will see two job search links: **Search for Opportunities Posted to My School** and **Search #xx,xxx Active Jobs** (College Central Network's national job board).
- Click the jobs you wish to search.
- Enter your search criteria (To view all jobs posted, leave all the search fields blank.)
- When "Searching for opportunities posted to My School", you may choose to search all jobs or just on-campus interview jobs.





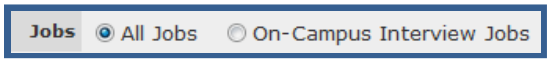
Monitoring Your Job Search

- From your homepage under "**Search for Jobs/Opportunities Posted to My School**", click "View My Job Search History".
- Track Resume Submissions, Referrals, and Reviews (depending on your registration authorizations).

On-Campus Interviewing

Search for jobs that involve on-campus interviewing via "**Search for Jobs/Opportunities Posted to My School**".

- On the "**Job Search**" page choose "On-Campus Interview Jobs".



Once you have submitted your resume to an OCR job, you may be invited for an interview. If so, you may see the following message at the top of your home page when you log in:

> ***You have been selected for an on-campus interview. To schedule an interview, please click on the "Check My On-Campus Interview Status" link below.***

The Interview Status page will provide you with the following information:

Notifications to Schedule an Interview
List of jobs for which you have been selected to interview on campus, but you have not yet chosen an interview time. Click on "**Schedule**", then select the time you want to be interviewed. Once saved, this information will appear on your "**Interview Status**" under "**Scheduled Interviews**".

Scheduled Interviews
Summary information about on-campus interviews that you have scheduled. Click on the **Job ID** to view the job posting, or click "**Schedule**" to view interview time slots still remaining. If you need to change an interview time, contact the Career Center. Whenever feasible, they will be able to assign you a new interview time.

Other Submissions
These are other jobs to which you have submitted your resume, but have not yet been selected for an interview.
"**Pending**" means that the employer has not made a decision to invite you for an interview.
"**Not Selected**" means that the employer has decided not to invite you for an interview.

Check your "**Interview Status**" page daily, as a resume status of "**Pending**" is subject to change until the scheduled on-campus recruitment date.