



GETTING THE MOST FROM

# Laker CareerZone

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# 1. What is Laker CareerZone?

Laker CareerZone is your key resource for obtaining information on jobs, employers, workshops, events, programs, employer information sessions and other topics of interest. Through Laker CareerZone, you can:

- Access job listings for Clayton State University students and alumni, including full-time, part-time, internships and on-campus.
- Set-up job search agents, which will work for you to deliver jobs of interest.

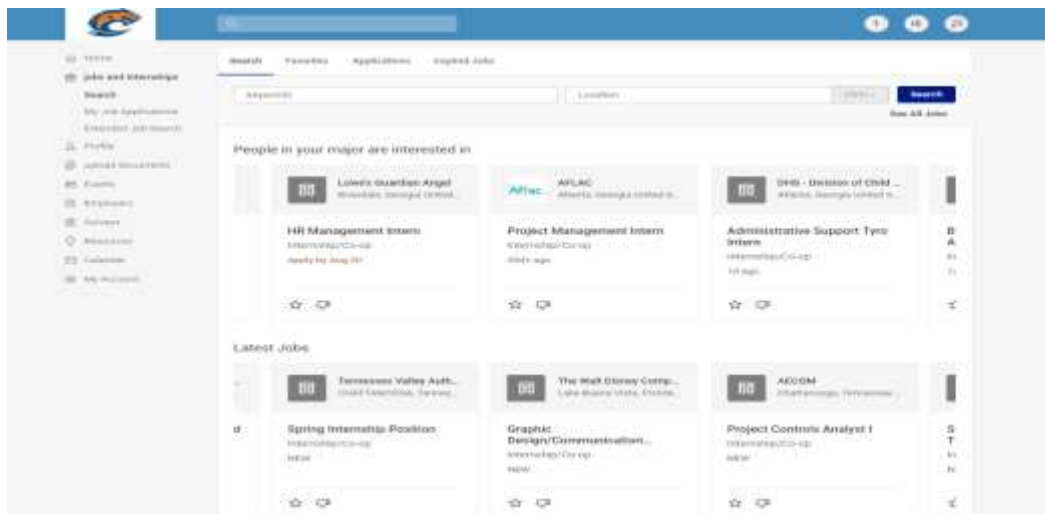
In addition, Laker CareerZone allows you to store your resumes, cover letters, and other documents, and simplifying the process of applying for jobs

# 2. How do I Login to Laker CareerZone?

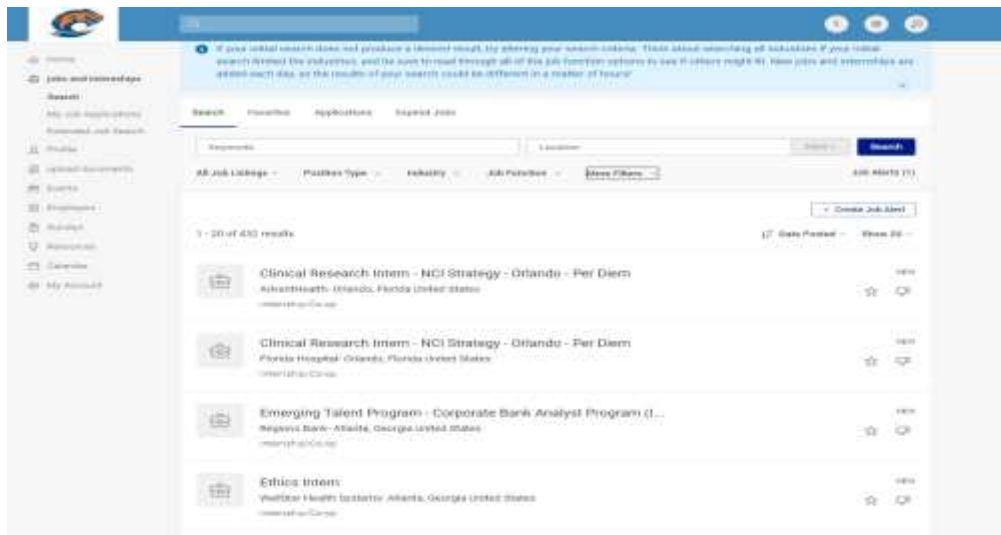
- Go to [www.clayton.edu/career](http://www.clayton.edu/career)
- Click the Laker CareerZone tile
- Click on Student Log In
- Login with network credentials (same information used to log on to the SWAN)
- After you are in Laker CareerZone, click on the Jobs and Internships tab to begin searching

### 3. How do I search for a job using Laker CareerZone?

1. From the Home Page, click on Jobs and Internships. This will bring up a drop down list and Choose Search.



2. This brings up the **Job Posting** page. From this page, you can search for jobs using a variety of qualifications:
  - **Keyword Search** allows you to search using job title, ID, description, and employer name.
  - **Location** allows you to search using your current location or desired location of job listings.
  - **You can also utilize the Search Feature**

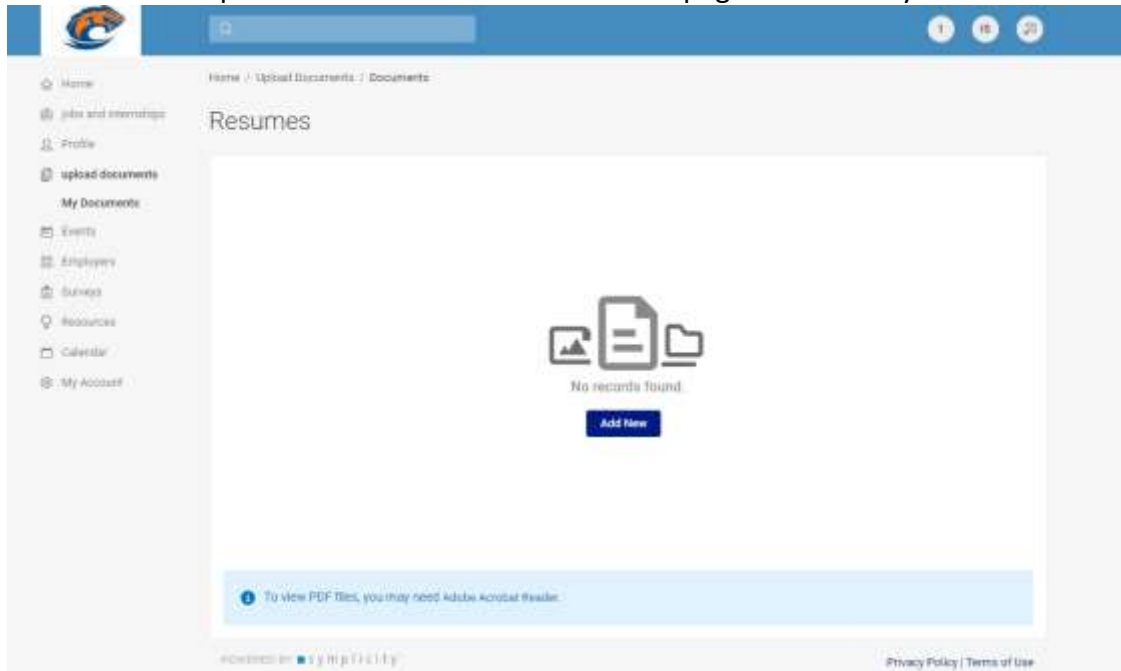


The Search feature provides you the ability to search jobs using multiple criteria such as position type, industry, and job function. From the search, you can create and save job alerts. Job alerts will send you an automatic email whenever a job is posted meeting your job alert criteria. This email will be sent to your Clayton State University email address.

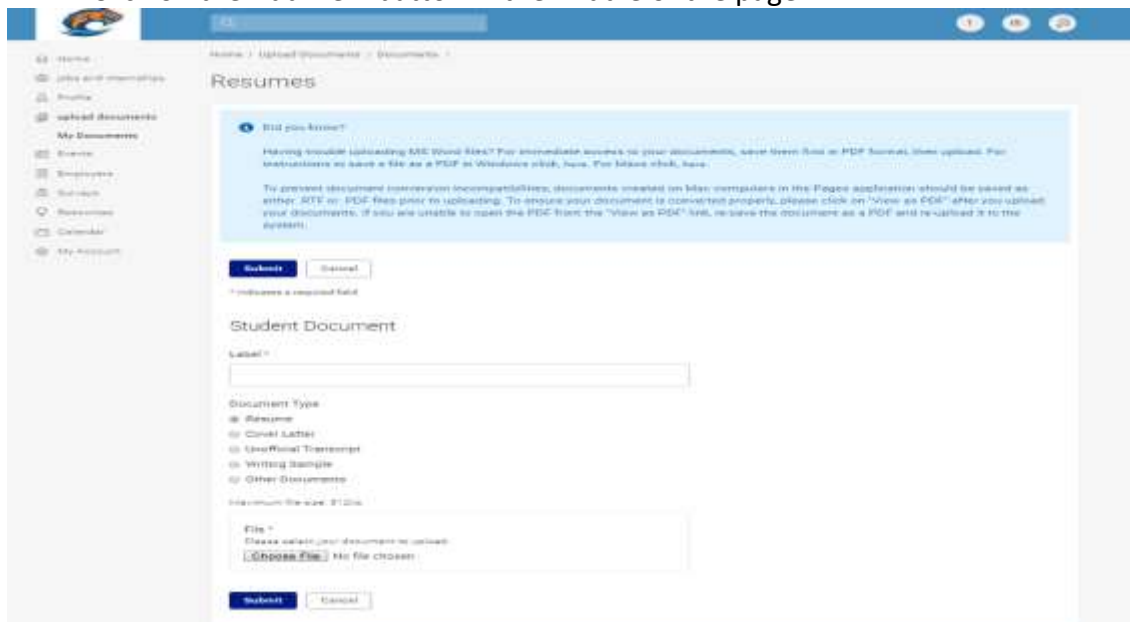
## 4. I've found a job that interests me. How do I apply?

After reading the job description and qualifications, you want to apply. First, you need to have a resume uploaded on Laker CareerZone to apply for jobs. To upload a resume, cover letter, or other documents on Laker CareerZone:

1. Click on Upload Documents on the left of the page and click My Documents



2. Click on the Add New button in the middle of the page



3. Choose a label for your document, i.e. Willy Needajob Resume
4. Select the document type, i.e. Resume, Cover letter, Transcript, Other document (You may add up to 10 documents)
5. Browse to find your document and hit **Submit**

Now you are ready to apply for the job!

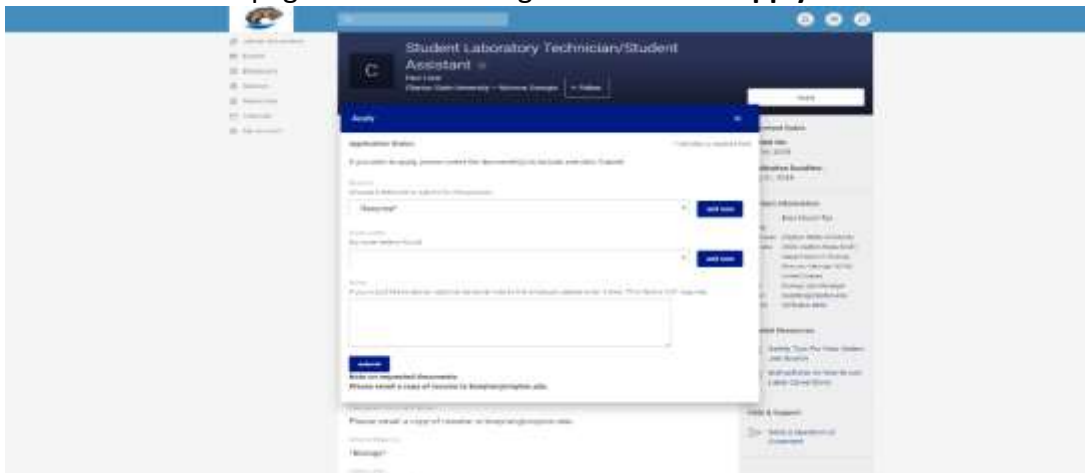
### ***How To Apply For a Job on Laker CareerZone***

On the Job Posting Page, click on the job that is of interest to you. This will open the job description page. This page gives information about the position including location, important dates, and job qualifications. It is important to read this page to ensure that you meet the qualifications for the position and that you submit all required documents.



Next, click on the **APPLY** button on the right-hand side of the page. This will open a box that will allow you to choose the resume and other documents you are required to submit. Once these items have been selected, you can click on the **Submit** button at the bottom of the box. Your resume has now been submitted to the employer!

**PLEASE NOTE:** At times, the employer may require you to use other means to apply for a position such as company website or specific email. This information will be located on the right-hand side of the page under a heading called **How To Apply**.

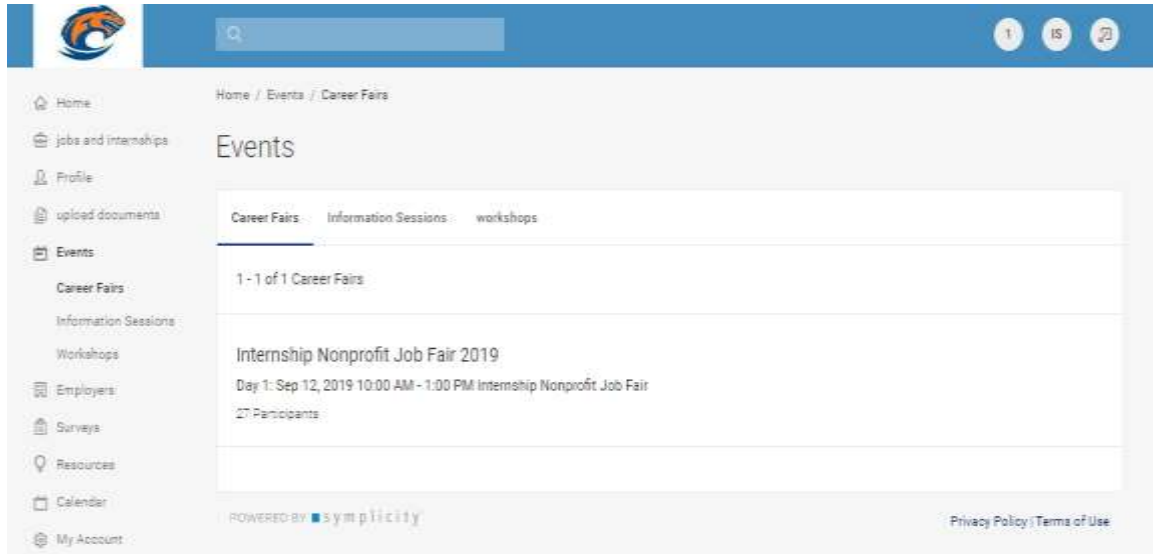


## 5. Other Ways to Use Laker CareerZone

### Events

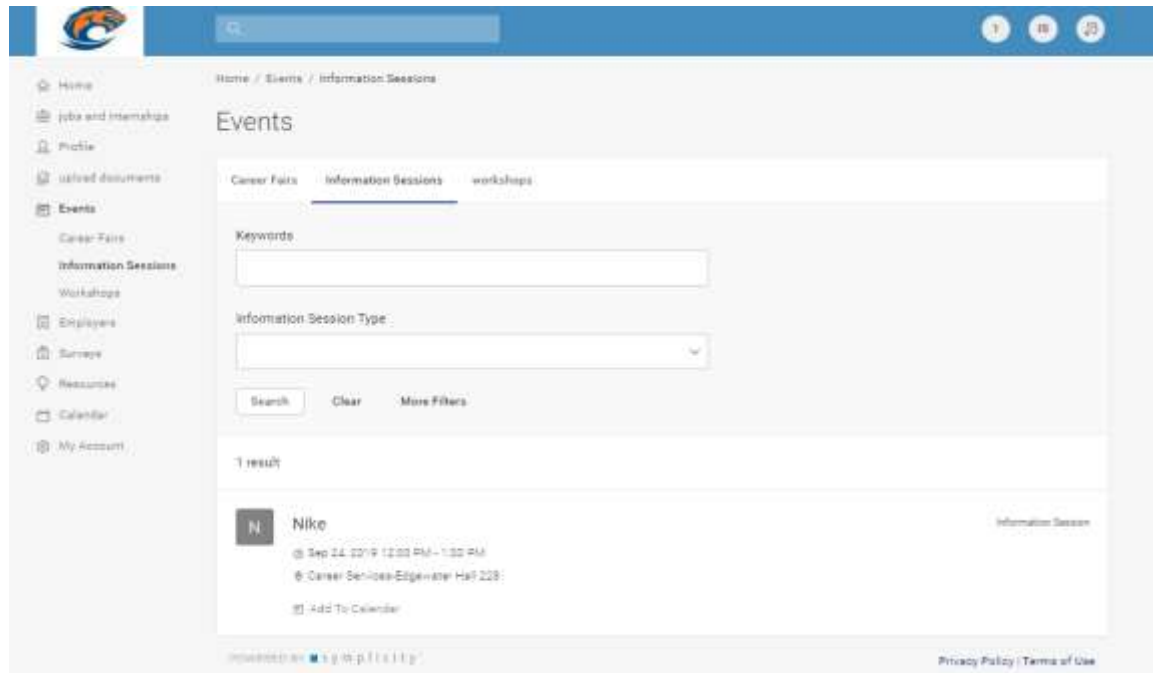
The Events tab provides you with an up-to-date list of career fairs, information sessions, and workshops. Currents students and alumni will use this tab to RSVP for all information sessions and workshops.

### Career Fairs



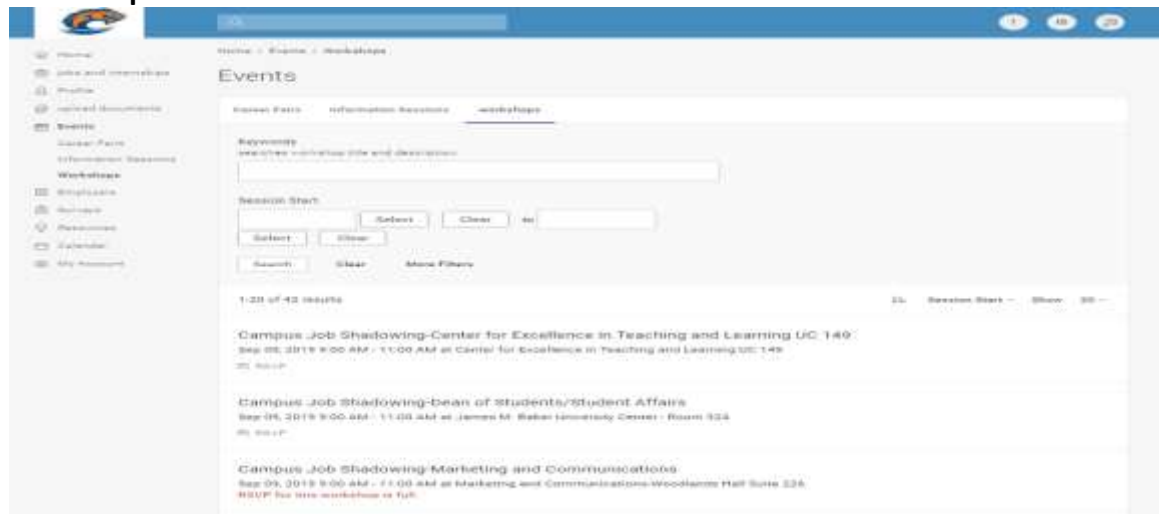
The screenshot shows the 'Events' page for 'Career Fairs'. The header includes the Laker CareerZone logo, a search bar, and navigation icons. The left sidebar lists various categories: Home, jobs and internships, Profile, upload documents, Events (with sub-items: Career Fairs, Information Sessions, Workshops), Employers, Surveys, Resources, Calendar, and My Account. The main content area shows the breadcrumb 'Home / Events / Career Fairs' and the title 'Events'. Below this, there are tabs for 'Career Fairs', 'Information Sessions', and 'workshops'. The 'Career Fairs' tab is active, showing '1 - 1 of 1 Career Fairs'. The event listed is 'Internship Nonprofit Job Fair 2019', with details: 'Day 1: Sep 12, 2019 10:00 AM - 1:00 PM Internship Nonprofit Job Fair' and '27 Participants'. At the bottom, it says 'POWERED BY simplicity' and 'Privacy Policy | Terms of Use'.

### Information Sessions



The screenshot shows the 'Events' page for 'Information Sessions'. The header and left sidebar are identical to the previous screenshot. The main content area shows the breadcrumb 'Home / Events / Information Sessions' and the title 'Events'. Below this, there are tabs for 'Career Fairs', 'Information Sessions', and 'workshops'. The 'Information Sessions' tab is active. There is a search filter section with a 'Keywords' input field, an 'Information Session Type' dropdown menu, and buttons for 'Search', 'Clear', and 'More Filters'. Below the search filters, it says '1 result'. The result is for 'Nike', with details: 'Sep 24, 2019 12:00 PM - 1:30 PM' and 'Career Services-Edgewater Hall 228'. There is an 'Add To Calendar' button. At the bottom, it says 'POWERED BY simplicity' and 'Privacy Policy | Terms of Use'.

## Workshops

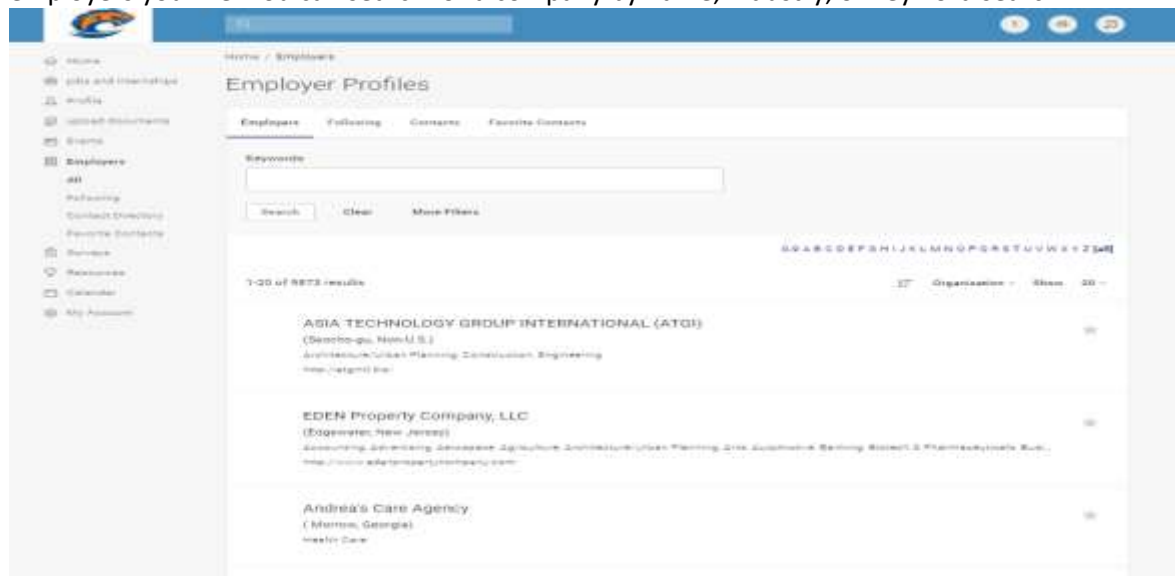


The screenshot shows a web application interface for "Workshops". The top navigation bar is blue with a search bar and three circular icons. A left sidebar contains a menu with items like Home, Jobs and Internships, Profile, My Saved Documents, Events, Career Fairs, Information Sessions, Workshops, Employers, Services, Resources, Calendar, and My Account. The main content area is titled "Events" and has tabs for "Career Fairs", "Information Sessions", and "Workshops". Below the tabs is a "Keywords" search bar with a "Search" button and a "Clear" button. A "Session Start" section contains a date and time input field with "Select" and "Clear" buttons. Below this is a "1-20 of 42 results" indicator and a "Show 20" dropdown. The results list three workshops:

- Campus Job Shadowing-Center for Excellence in Teaching and Learning UC 149**  
Sep 08, 2019 9:00 AM - 11:00 AM at Center for Excellence in Teaching and Learning UC 149
- Campus Job Shadowing-Dean of Students/Student Affairs**  
Sep 09, 2019 9:00 AM - 11:00 AM at James M. Baker University Center - Room 324
- Campus Job Shadowing-Marketing and Communications**  
Sep 09, 2019 9:00 AM - 11:00 AM at Marketing and Communications-Woodlands Hall Suite 326

## Employer Profiles

This is a valuable tool that provides an overview and contact information for all employers that recruit at Clayton State University. You also have the ability to save a favorites list to track employers you like. You can search for a company by name, industry, or keyword search.



The screenshot shows a web application interface for "Employer Profiles". The top navigation bar is blue with a search bar and three circular icons. A left sidebar contains a menu with items like Home, Jobs and Internships, Profile, My Saved Documents, Events, Employers, all, Following, Contact Employers, Favorite Contacts, Services, Resources, Calendar, and My Account. The main content area is titled "Employer Profiles" and has tabs for "Employers", "Following", "Contacts", and "Favorite Contacts". Below the tabs is a "Keywords" search bar with a "Search" button and a "Clear" button. A "1-20 of 873 results" indicator and an "Organization" dropdown are visible. The results list three employer profiles:

- ASIA TECHNOLOGY GROUP INTERNATIONAL (ATGI)**  
(Searbrooke, New U.S.)  
Architecture/Urban Planning Construction Engineering  
www.atgmi.com
- EDEN Property Company, LLC**  
(Edgewater, New Jersey)  
Accounting Architectural Services Agriculture Architecture/Urban Planning Arts Business & Selling Retail & Pharmaceuticals Real Estate  
http://www.edenpropertycompany.com
- Andrea's Care Agency**  
(Morrow, Georgia)  
Health Care

## Calendar

The calendar displays all Career Services and employer events related to you. You may view the calendar in Day, Week, Month or Year format. You may add your personal events by clicking on timeslots in the calendar or from the Personal Events tab.

The screenshot shows a web application interface for a calendar. At the top, there is a blue navigation bar with a logo on the left and three circular icons on the right. Below the navigation bar is a sidebar menu with various options, including 'Calendar' which is currently selected. The main content area is titled 'Calendar' and features a blue informational banner with a magnifying glass icon and text explaining the calendar's purpose and how to add events. Below the banner, there are navigation tabs for 'Agenda', 'Day View', 'Week View', 'Month View', and 'Year View', with 'Agenda' being the active view. Underneath the tabs, there are two dropdown menus: 'Show' set to 'Everything' and 'View' set to 'Normal'. The main calendar area is a large table with columns for 'Time' and 'Description'. To the right of the main table, there are three smaller calendar views for 'May 2014', 'June 2014', and 'July 2014', each showing a grid of dates. A 'Print' button is visible in the top right corner of the main calendar area.