College Central Network

Online Job & Internship Listing System

- **Job & Internship Opportunities**
- **E-Portfolio**

SUNY Cobleskill

Student Success Center

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Congratulations! By picking-up this packet, you are on your way to increasing your chances of having a successful job/internship search. College Central Network (CCN) has a variety of helpful tools and options to assist you. You will also have access to this system even after you graduate.

This handout will walk you through the **Four Step** process to get you on your way:

- Creating an account on College Central Network
- Creating an e-portfolio
  - ○ Tips on making your portfolio one that employers will remember
- Up-loading a resume
- Searching for jobs/internships on CCN

STEP ONE: Create an account.

- Go to: **www.collegecentral.com/cobleskill**
- Select the **Student** icon, and read the information and announcements on the next page.
- Go to the **Register Now** link.
- Create an **Access ID** and a **Password** that you will remember
- Then **Continue Registration**.

Facebook login-Follow this easy, one-time setup to use your Facebook credentials to log in to your Student Central account

- Go to StudentCentral.com and click the "Log in with Facebook" button. If you are not already logged into Facebook, you will be prompted to do so.
- You must authorize our app to tell Facebook to share your Facebook ID with Student Central. Click the "Log in with Facebook" button to continue.
- You will be presented with another pop-up. Log in to your Student Central account and click the Log In button. You will be logged in to your Student Central account and taken to your home page.

The next time you return to Student Central, click the "Log in with Facebook" button, log in to Facebook (if you are not already logged in), and select your Student Central account in the pop-up. You will then be logged in to your Student Central account and taken to your home page. You can link multiple Student Central accounts with your Facebook account.

REGISTRATION ENTRY

- Complete all requested information on the registration form. Employers will search this information to choose appropriate candidates, so be as thorough as possible.

- **When entering your contact information, make sure you use capital letters (at the beginning of names, streets, cities, states, etc.) and proper grammar. How you enter the information will appear exactly like that on your profile. This is the first impression an employer has of you. Your contact info must be perfect.**

- Be sure to select the degree and major that you are pursuing so that the Job Agent can notify you of jobs posted to your school that match your interests.

STEP 2: Create an e-portfolio.

An online career portfolio is a collection of digital documents that validate claims made in your resume, and is thereby much more powerful than a resume alone. This is not something you will do in one sitting. You will add to it throughout your academic experience. Here is a list of possible topics and items you could include.

- Leadership experience (RA, SGA, etc.)
- Club Involvement
- Awards and Scholarships
- Internships
- Educational Transcripts, Diplomas
- Photos and Videos related to your job field
- Performances and Presentations

- Hands-on Learning Experiences
- Volunteer Work
- Accomplishments and Certificates
- Languages You Speak, Read and Write
- Letters of Recommendation
- Sport Teams
- Published or Printed Works

To get started go to the **Manage My Career Portfolio** section and click on Update My Portfolio. Consider what is relevant to you and your job search. Organize and build your e-portfolio around your major and interests. Keep in mind that different majors will have different aspects that employers will be looking for. Also, make sure you update your portfolio often. As you gain new skills, achieve awards, complete internships, gain leadership experience, etc. you need to update your information.

What Types of Documents Can Be Uploaded?

This type of portfolio allows you to upload certifications, samples, and other pertinent career-related documents in: .doc, .docx, .xls, .xlsx, .pdf, .gif, or .jpg formats, as well as embedded media files from OurStage.com and YouTube.com, that you want to present to prospective employers.

Tips from CCN:

- Be efficient, save time: Scan and digitize all files and documents into locked PDF's as soon as you can. The Student Success Center and campus computer labs have scanners if you need something scanned.
    - o Try to keep file sizes small.
    - o Only upload items that you feel represent your best work.

- Organize files in a logical sequence. Provide clear, concise descriptions and statements.
    - o Start with your current information and then go back in time. You can re-order your documents once you upload them.

- Present yourself professionally and address the employer's needs. It will make it easier for them to take you seriously and assess your fit into the company.

- Check that there are no copyright infringements to what you upload as samples.

- Don't post anything you may regret later.

- Your career portfolio is a portrait of you. Make sure the image is clear and professional.

- You can upload a total of 35 work samples - so make them count. Ask yourself, "is this something a potential employer would want to see?"

To make your portfolio viewable by employers click on the red "Off" tab at the top in the Portfolio Visibility Settings. The status should be changed to "Searchable". Now you are able to share your portfolio with employers by clicking on the link right below titled "Forward Portfolio"

- CCN will not let you make your portfolio viewable until at least two sections contain material.
- Don't feel you have to put something in every section. Sections with no material are not shown, so you won't have blank spots in your portfolio.

STEP 3: Upload your resume.

- Resume Upload is on your homepage, in the **Manage My Resume** section.

- If you do not upload a resume, employers will not be able to find you when they search for candidates and you may miss out on opportunities.

- It is **HIGHLY** recommended that you have your resume reviewed **BEFORE** you upload it.

- The resume writing system **Optimal Resume** is available to Cobleskill students on the Student Success Center website. It is a great tool to help you write an effective resume. It allows you to have your resume critiqued through the Review Center.

- When a new resume is uploaded it takes the place of the current resume. Resumes that have not been updated in 18 months will be purged from the database.

STEP 4: Start searching for a job or internship.

- From your homepage, select **Search for Jobs/Opportunities Posted to My School,** enter criteria specific to the type of job you are seeking, and then **Begin Search**. You may also **Search for Jobs in CCN's Jobs Central**, our national jobs database.
- **There are also thousands of internship opportunities listed.**

Note: When conducting a job search using CCN, be aware that by selecting several search criteria you are narrowing your search. It is a good idea to conduct a focused search, but also try searching different criteria.

- Your personal **Job Agent** runs every day and opportunities that might match your qualifications are prominently displayed.
- To monitor your job search, select **View My Job Search History** from your homepage.
- Review the **Career Advice Video Library** to get additional job search tips and company info.

You can send your portfolio and resume to employers.

- Go to the Manage My Career Portfolio section, click on **Forward My Portfolio**. You can also send your resume.
- You will see there is a text box to include your cover letter. It is HIGHLY recommended that you create and have your document reviewed on Optimal Resume.   Copy and paste your approved cover letter in the text box.

E-Portfolio Ideas by Major

| Major	Type of File	Activity
Ag Business	Scanned Doc. Video	• Certificates, awards in PSA or FFA • Community Ag Education Event • Presentation on Ag Issue
Ag Engineering	Video	• Hydraulic Testing • Operating heavy equipment with GPS
Animal Science	Photo Video Video	• Receiving a trophy/award at judging competition • Showing an animal at a fair, etc. • Working with an animal in your field • Free lunging a horse • Trimming a cow's hoof • Running a dog through an obstacle course • Performing a health check on livestock • Performing Artificial Insemination • Barn duty related activities (milking, feeding, etc.)
Business Admin	Video	• Performing a class presentation • Presenting at a community event
Communications	Scanned Doc. Video	• Examples of writing assignments • Class video projects
Culinary Arts	Photo Video	• Culinary creation (cake, pastry, entrée, etc.) • Creative table center piece • Demonstrating your culinary skills (knife skills, creating an entrée, plating skills, etc.)
Fishery & Wildlife	Video Photos Scanned Doc.	• Lab activities in the field • Summer jobs, internships, club involvement • Independent field project results
Graphic Design	Scanned Doc.	• Class projects
Liberal Arts	Uploaded Doc. Video	• Examples of writing assignments • Performing public speaking
Plant Science	Scanned Doc. Photos Videos	• Certificates: Pesticide Application, etc. • Plants you have raised, class projects • Before and after photos of landscape projects • Operating machinery: mowers, skid steers, string trimmers, etc. • Backing-up a truck and trailer

RESIZE AN IMAGE

FOR E-PORTFOLIO

After logging into your account, choose which section you would like to put the video underneath and click "Add." Fill out an information for the photo then select "Upload a File" – when you first try to upload an image, you will get this message:
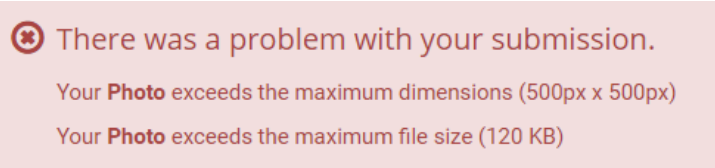
In order to fix this issue, we will be using Microsoft Paint. First open the Paint application and then open the photo that you would like to resize. Once it is open, select the resize option and a small box will pop up. It will prompt you to resize by percentage but you will need to resize by pixels.

Put 500 into the Horizontal Box and it doesn't matter what the vertical box is, as long as it is under 500. Make sure that the "Maintain Aspect Ratio" button remains checked.
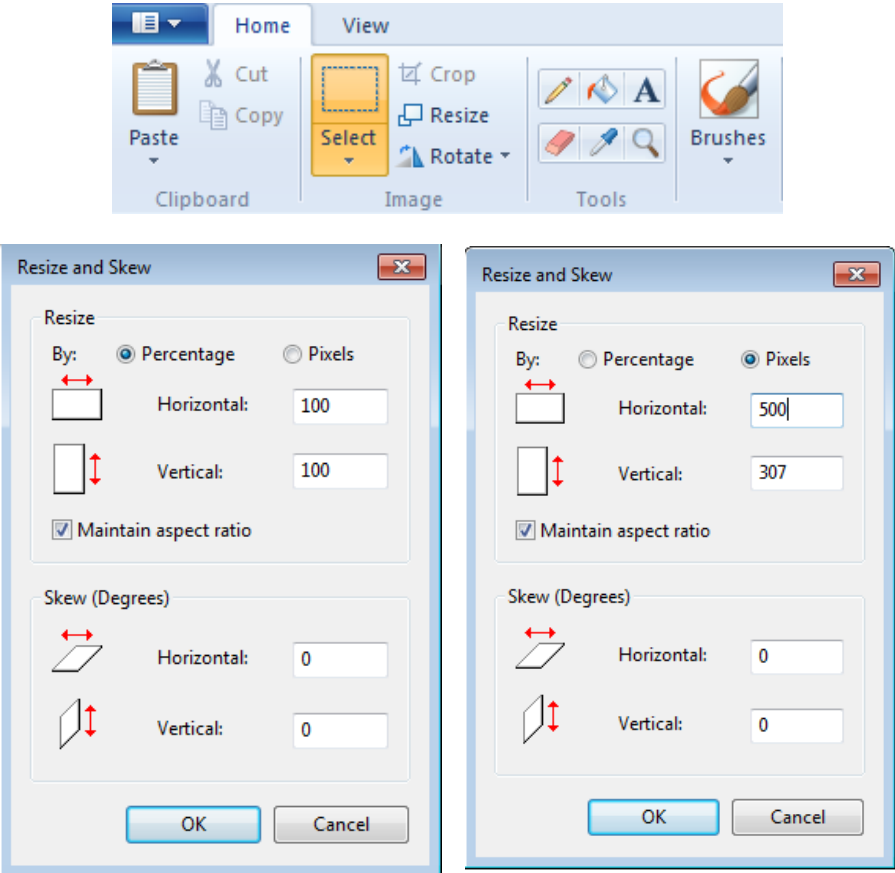
Save your image as a .jpg and then upload it to your E-Portfolio!

UPLOAD A VIDEO

After logging into your account, choose which section you would like to put the video underneath and click "Add." Fill out any and all information for the video then select "Insert Embedded Media Text" instead of "Upload a File" -

All files must be uploaded through YouTube in order to work on the website.

Go to the page of the YouTube video and scroll down – click where it says share, under share – select "Embed"

Copy this information and paste it into the box on E-Portfolio that says "Insert Embedded Media Text"

After everything is complete, select "Save Document" and everything will be complete!