



## Career Management System Student Guide



All internships, full-time professional, part-time, and seasonal jobs for Florida Tech students are posted in experience. This service allows you to search and track jobs as well as maintain your resume, interview schedule and keep updated with all of Career Management Services Events.

### Create an Experience account

- ◆ In the box labeled Students; click on “Create Account”.
- ◆ When prompted for a password; enter “panther”.
- ◆ Fill in the fields that as you are prompted. Be sure to use your Florida Tech email address. Once done click “Register Now”.
- ◆ On the next page you will be prompted to complete your profile. Continue to fill in the prompts as directed. Be sure to accept the Terms of Service by clicking the “Yes - I accept the Terms of Service” Box and click “Next”.
- ◆ On the next page you will be prompted to set up your personal preferences. Click “Next” once done.

**Remember your Access ID and Password! You will need them to log in, to update your registration information, post your resume and search the job listings.**

### Upload documents on Experience

- ◆ Select Upload a Document under the Documents tab on the navigation bar
- ◆ Choose the document type on the Upload a Document page and click Next
- ◆ Click Browse to select your document
- ◆ Choose the correct document and click Open
- ◆ Click Upload

### Publishing your resume on Experience

- ◆ Select Publish a Resume under the Documents tab on the navigation bar
- ◆ View the Resume Books in the Additional Resume Books section
- ◆ Choose your Resume from the Publish Resume dropdown on the coordinating Resume Book entry
- ◆ Click Save

### Searching jobs on Experience

- ◆ Select either “Co-ops/Internships” or “Full-Time Opportunities” under “More Searches” to the right of the “Jobs & Internships”
- ◆ To search for jobs posted specifically for Florida Tech students, select “Jobs posted to my school”
- ◆ search box
- ◆ Use the Search to search by Keywords, Career Focus, and/or Location, or any of the other search criteria
- ◆ After selecting your job search criteria, click Search
- ◆ Use the yellow toolbar to further Refine your search results
- ◆ Click on the Job Titles to view the details of the jobs
- ◆ For other quick, easy job searches, use the 1-Click Searches on the Job Search page

### Searching employers on Experience

Select Employers Search under the Employers tab on the navigation bar

- ◆ Search alphabetically by selecting the first letter of the employer name
- ◆ Search for a specific employer by typing the name of employer in the Employer Name field
- ◆ Search for an employer by industry by selecting one industry or multiple industries in the Industry field
- ◆ Search for an employer by job field by selecting one or multiple options under Career Focus
- ◆ Search for employers attending the Industry/Career Expo by selecting the respective year and Career Focus
- ◆ Click Search
- ◆ Click on the Employer name to view the employer profile

#### Career Management Services

150 W. University Blvd. Keuper Building, Rm 210 Melbourne, FL 32901

Phone: (321) 674-8102 Fax: (321) 674-8065

Website: [fit.edu/career](http://fit.edu/career) Email: [career@fit.edu](mailto:career@fit.edu)



## Career Management System Student Guide

### Creating personalized searches on Experience

- ◆ Select either “Co-ops/Internships” or “Full-Time Opportunities” under “More Searches” to the right of the “Jobs & Internships” search box
- ◆ Use the Search to search by Keywords, Career Focus, and/or Location, or any of the other search criteria
- ◆ After selecting your job search criteria, click Search
- ◆ Under More Search Options in the top left hand corner, select to Save Your Search
- ◆ Name the search in the Saved Search Name field
- ◆ Choose whether to receive email notifications of job matches
- ◆ Select the job source from the Show Me Jobs... section
- ◆ Click Save

### Applying for jobs on Experience

- ◆ Search for Jobs (*See Searching for Jobs section on previous page*)
- ◆ Select a Job Title from Search Results page to open the Job Details
- ◆ Locate How to Apply section at the bottom of the Job Details page
- ◆ Click Apply
- ◆ Select a Resume, Cover Letter or Other Document that meets the requirements (follow instructions carefully)
- ◆ Click Submit

### Applications and interviews on Experience

Some employers choose to schedule interviews through experience on experience job postings

- ◆ Select Your Active Applications under the Applications tab on the navigation bar
- ◆ The status of your active applications is displayed in the Employer Decision column
- ◆ Once an employer has Accepted your application and the interview sign-up date has arrived, you may sign up for an interview slot
- ◆ Click on Details...
- ◆ On the Application Details page, under Employer Decision, click on Sign up for Interview
- ◆ On the Interview Sign Up Page, find the schedule date you would like to sign up for and select the Time radio button associated with the time slot you desire
- ◆ Click Save and your slot will be reserved

### Saving job postings in Experience

- ◆ Search for Jobs (*see Searching for Jobs section on previous page*)
- ◆ The Search Results page displays all relevant positions
- ◆ Select the checkbox to the left of the jobs you would like to save to a folder
- ◆ Locate the Save Jobs As Favorites drop down box in the lower left hand corner of the results page
- ◆ Choose Create A New Folder from the drop down box or select an existing folder
- ◆ Click Go
- ◆ Enter a name for the new Folder
- ◆ Click Save

### Searching Florida Tech and employer events on Experience

- ◆ To browse all events, select Career Center Calendar under the Calendar tab on the navigation bar
- ◆ To find events on a specific day, use the Monthly Overview and click on the desired numeric day link
- ◆ To search for an event by event type or employer name, select “Calendar Search” under the Calendar tab on the navigation bar
- ◆ Search using the By Event Type drop down box to search for a specific type of event
- ◆ Search by Employer Name to search for events hosted by a specific employer
- ◆ From any calendar search results, click on the Event Name for more event details

#### Career Management Services

150 W. University Blvd. Keuper Building, Rm 210 Melbourne, FL 32901

Phone: (321) 674-8102 Fax: (321) 674-8065

Website: [fit.edu/career](http://fit.edu/career) Email: [career@fit.edu](mailto:career@fit.edu)