

This guide will help you navigate USC's online job system, JobMate. Through JobMate you will be able to: Keep your student profile updated, view and apply for jobs, participate in on-campus interviews, and view and register for job fairs, information sessions and other career-related events.

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- Steps to register for JobMate

Step 1: Go the Career Center homepage: www.sc.edu/career

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- Creating Your Profile & Viewing Your Account
 - upload a resume or cover letter
 - monitor which resume you have sent to an employer
 - monitor interview schedules for which you have signed up
 - monitor events for which you have registered
 - monitor job and career agents you have set up

Step 2: Click on the "Student/ Alumni" tab under the JobMate icon (on the right side of the page).

Step 3a: If you are a registered user, simply type your username and password, then click "**Login.**"

Step 3b: If you have never registered, click the "**Click here to register**" for JobMate link. Complete your profile and click the "Register" button. You will receive an email after your registration has been approved. You will use your Gamecock email address to register. You may enter an alternate email address in "preferred email" to receive all correspondence when you fill out your profile.

Page 3:

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Note:

- If you forget your password, you can click the "Forgot your password?" link to have it reset and emailed to you. This link is on the login page.
- Items marked with two asterisks** are new features for 2010 - 2011.

Page 4:

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HOMEPAGE TOOLS

After logging in, you will be on the homepage. In the *center* of the page, you will find:

1. **Announcements** - Important announcements about Jobs, On-campus Interviews, and Job Fairs and Events.
2. **Task List** - Required action you need to take in the JobMate system (i.e. if you have been selected to sign up for an interview time slot)
3. **Upcoming Events** - Shows today's thru the next couple of day's events. Click any event for details or click "view all calendar events" to view the complete calendar.
4. **View My Activity** - This link provides you with quick access to your complete activity history in the JobMate system. See the next section of this guide for detailed information.
5. **View Saved Searches** - This link provides you with quick access to run searches based on job search parameters you have previously saved.

On the *left side* of the page, are additional tools:

1. **Calendar** - You will see all upcoming job fairs and events and can click to obtain a list of the employers attending. You may also add events

to customize this calendar for your view only.

2. **Resource Library** - Here you will find Career Center, career fair and JobMate resources.
3. ****My Favorites** - This tool will allow you to view jobs that you have added from previous searches. All jobs will have a star to the left. Click on the star to add the job to, or remove the job from, your favorites.
4. **View My Activity** - This link provides you with quick access to your complete activity history in the JobMate system. See the next section of this guide for detailed information.
5. **View Saved Searches** - This link provides you with quick access to run searches based on job search parameters you have previously saved.

Recommended by the Career Center

CREATING YOUR PROFILE & VIEWING YOUR ACCOUNT

My Profile

Choose this menu option to update your personal information (password, phone number, cell phone number, email, majors, GPA, etc.). It is essential that you maintain accurate and up-to-date information in order for employer searches to pull your profile. Be sure to select "yes" for "allow employer viewing" if you wish to be included in the search results when employers search for students.

NOTE: In addition to emails, JobMate can send students ****text messages** about upcoming events, interviews and job postings. You must **edit your profile** and input your cell phone number, carrier and **opt-in if** in order to receive text messages.

My Documents

Here you can upload Microsoft Word, PDF, or RTF documents into the following categories: Resumes, Cover Letters, and Other Documents. You can upload multiple resumes, cover letters, and other documents. However, when you apply to jobs, you will only be able to select one document from each of these categories per job.

NOTE: *When uploading more than one resume, be sure to mark your most general resume as your default resume. This is the resume employers will view when accessing your profile.*

My Activity

There are six activity sections that you can view. For each, you will see your most recent activity. Click "view all" in the top right corner if you wish to view your complete history.

Referrals - Resumes you have submitted for an employer's job or the Career Center has submitted on your behalf. (You will also be notified via email when an employer accesses your resume).

Placements - Career Center co-op or internship positions you have held and details about them.

Schedules - On-campus interviews for which you are currently signed up.

Event Registrations - Job fairs and events for which you are currently registered.

Job Agents - Allow you to receive emails or text messages of new job postings based on parameters you have set. You have the option to create a Job Agent after searching for specific job criteria. Click on "Create a Job Agent" in the top right corner at the top of the job search results page.

**** Event Agents** - Allow you to receive emails or text messages of upcoming events based on parameters you have set. You have the option to create an Event Agent after searching for specific event criteria. Click on "Create Event Agent" in the top right corner at the top of the event search results page. Once of three categories for events may be used:

- *Moore School OCM - For business students*
- *Career Center-BA - For all USC students*
- *Swearingen - For students who use the College of Engineering and Computing Career Center satellite office*

NOTE: *Job & Event Agents are both strongly recommended by the Career Center*

EMPLOYER DIRECTORY

Be more proactive in your job search! Choose the Employer Directory menu to search through our database of employers. You will only see the contact information for employers who have chosen to be visible to students. You will see employers even if they do not have jobs or interview schedules posted currently. Use their contact information to contact them directly.

JOB FAIRS AND EVENTS

Choose the “**Job Fairs and Events**” menu option to view and register for upcoming job fairs and events.

To access a complete list of employers registered for an upcoming job fair, choose “**Career Fair**” and “**Search**”, then select the fair in which you are interested and click “**Search Employers**” (on the right) and “**Search**” again.

Choose “**Information Session**” to access sessions during which employers provide an overview of their organization and employment opportunities. You are encouraged to register in advance.

Don't forget to set up event agents to receive emails or text messages of events as they are posted!

REMOTE INTERVIEW OPTIONS

As a student or alumni of the University of South Carolina you have the opportunity to participate in face-to-face interviews with prospective employers at the USC Career Center through USC's On-Campus Recruiting Program. Occasionally, candidates are unable to do so due to extenuating circumstances. The Career Center has provided for candidates who meet one of the following conditions to have the option of remote interviews with employers through USC's On-campus Recruiting Program, ***if the employer agrees:***

- USC students who are studying abroad
- USC students who are on academic leave to complete foreign language study
- USC students participating in the National Student Exchange program
- USC students who are co-oping or interning more than 40 miles from USC
- USC students who are distance education students
- USC Alumni who live more than 40 miles from USC

Remote interview options include both phone interviews and video interviews using Skype (or other video conferencing technology), depending on student/alumni access to appropriate technologies and the employer's preference. See ***A Student's Guide to Remote Interviews*** in the Resource Library in

JobMate for more information.

JOB POSTINGS & INTERVIEWS

Use the Job Postings & Interviews tab to search job postings and identify which employers will conduct on-campus interviews for their position(s). If there is a ****blue exclamation point** on the left side of the Job ID, the employer will be conducting on-campus interviews. If there is an ****orange exclamation point**, the employer is hosting an event on campus. See the instructions below on searching jobs and requesting interviews:

1. Click the Job Postings & Interviews menu.
2. Search with any criteria. ***NOTE: The fewer criteria you enter, the more results you will receive.***
3. Click on the Job ID or Job Title to view details about each job posting and how to apply.

On the Search Results page, you can click the “**Saved Search**” link and set up your account up to easily run this search in the future. You can also create a “**Job Agent**” to email you new jobs that meet your search criteria, as they are posted.

4. To apply, read and follow the “**Application Instructions**” in the job posting.

If there is a ****blue exclamation point** to the left of the Job ID, the employer has an interview schedule. Click the exclamation point, and then click the schedule ID to open the schedule for details and to request an interview. Click “**Request an Interview**” to request an interview.

NOTE: Only students with “Full Access” JobMate accounts will be able to apply for positions through the JobMate system and request on-campus interviews.

TYPES OF INTERVIEW SCHEDULES

Open OCI Schedule - If you have a Full Access JobMate account, you will immediately be able to sign up for an interview, as long as you meet all qualifications.

Preselect-Structured OCI Schedule - The employer will pre-screen applicants who requested an interview. After applying, you will be notified via email whether you are selected as Accepted, Alternate, or Not Accepted. Only Accepted and Alternate students will be able to sign up for an interview. You will wait for structured time frames to be notified of acceptance and to sign up for interviews. This process can occur over a few weeks.

You should monitor your Task List Daily!!

****Preselect-Rolling OCI Schedule** - All of the steps of the Preselect-Structured OCI schedule above will occur, however, the timeframe will not be structured. Employers may accept a student for an interview at any time and allow the student to sign up for the interview time immediately. ***You should monitor your Task List Daily!!***

ON-CAMPUS INTERVIEW (OCI) OVERVIEW

ON-CAMPUS INTERVIEW PROCESS

- 1) Request interview before the **Request Period** closes.
- 2) You will be notified by JobMate (by email) of your status as Accepted, Alternate, or Not Accepted. **You should also monitor your Task List Daily!!**
- 3) Select an interview time slot before the **Expiration Date**.
- 4) The selection and interview time slot sign-up process typically occurs over a 7 day period.

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
Students are notified of their status	Accepted students can begin to sign-up	Alternate students can begin to sign-up					Interview date

ON-CAMPUS INTERVIEW GLOSSARY

Expiration Date - This is the last date that a student can request to interview with an employer who is scheduled to interview on-campus.

Interview Sign-up Deadline - This is the last day that a student can sign up for an interview.

Interview Date - The actual date that the interview will occur on campus.

Note: There is a period between the Expiration Date and the Interview Date that employers may review resumes.

USC CAREER CENTER

Career Center staff are available Monday through Friday from 8:30 am to 5:00 pm on the 6th floor of the H. William Close (BA) Building.

CEC Career Center staff are available in Swearingen Engineering Complex from 8:30 am to 5:00 pm. Feel free to contact us at 803/777-1974.

Please feel free to contact us at **803-777-7280** during these hours with questions or for additional assistance with using JobMate. You can also visit us on the web at **www.sc.edu/career**.

NO SHOW POLICY

A “No Show” is defined as someone who:

1. Submits a resume expressing interest in an on-campus interview and is accepted by an employer for an interview, but who does not sign up for a scheduled time **OR**
2. Cancels an on-campus interview less than 48 hours before the interview.

First Violation of the No Show Policy

Your JobMate account will be suspended until you write a letter of apology and explanation to the employer. You must submit two copies of this letter to the Career Center with a stamped envelope addressed to the employer contact.

Second Violation of the No Show Policy

Your JobMate account will be set to “inactive” status for the remainder of the academic year.

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Free On-Call Counseling Services

Monday - Friday
 1:00 - 4:00 pm
 USC Career Center

H. William Close (BA) Bldg., 6th floor

Monday - Friday
 8:30 - 5:00 pm
 Engineering Satellite Office, Swearingen