**The Career Network and other CS Resources**

**Slide 1: Why do it alone**

Career Services provides 24/7 online access to the Career Network. Your Career Specialist can assist you with resume, cover letter reviews and occupational direction. We also review your Social Media profiles, as well as distribute job leads and provide job search support. Why do it alone? Connect with your Career Specialist  to learn more about how we can best assist you!

**Slide 2: Visit the Career Network**

Have you had the opportunity to visit the Career Network

The Career Network is an amazing interactive resource that we have available on the student portal. The features of the Career Network tie into Gamification which is the use of game thinking and mechanics in non-game contexts, to engage users in solving problems.

We’ll take a brief video tour so you can learn more about this resource available to you.

**Career Network 2.0 Transcript**

**Slide 1**

Hello students, thank you for joining us on a brief field trip of the CareerNetwork! The CareerNetwork can be used to network with peers, search for job leads, and many more career related tasks. You can access the CareerNetwork by logging onto your homepage, and clicking on the CareerNetwork tab.

**Slide 2**

Students can create their personal avatar and bio in this area. To create YOUR avatar, click Edit Avatar and build your persona. Once completed, be sure to save your selections so your entire network can see your creation. Next, click Edit Bio and tell us about yourself and your professional goals.

**Slide 3**

One great thing to know is, no matter where you are on the CareerNetwork, you can navigate to the Home Page in 3 ways. You can simply click the home link at the top of the screen, you can click the arrow and choose Home from the drop down menu, or you can opt to click the Purdue Global logo at the top left corner of your screen.

**Slide 4**

Let’s take some time to review the tabs on the CareerNetwork! On the homepage, you will see three tabs. The first one is the Jobs tab, which is usually the default tab. Here you can search for jobs using keywords, location, or company. You also have the option to personalize your search, by using the advanced search link. As a reminder, you have the benefit of having your personal Career Specialist review your resume and cover letter. We recommend having your resume reviewed before applying to positions on the CareerNetwork.

**Slide 5**

This leads us to the second tab, which is the Job Tracker. Here you will be able to see all the jobs you have reviewed. This tracker also allows you to manually track the jobs you have applied to and positions you have interviewed for. All it takes is a simple click, drop and drag, or use the arrows provided to move the job from column to column. You can also delete by clicking the X in the top right corner.

**Slide 6**

The third tab on the home screen is the Community tab, which gives you access to a great networking platform that can be used to communicate with your peers. Students exchange questions and comments in this area and Career Services monitors the river 7 days a week from 8 AM to 8 PM ET, with the exception of holidays.

To create a post, simply click Create Post and add a Title. This will enable you to add Content to your post.  Next, you can select the program group you would like to post your inquiry to. This will allow for your post to be shared with other students in your program. You can also select a picture for your post by clicking the camera icon. Do not forget to click Create Post to finalize your content. Use the program groups today to begin building your network!

**Slide 7**

Let’s continue to explore!  Heading back to the main Menu, you can find the Events page. Here you will be able to find information about upcoming Employer Spotlights and Webinars.

**Slide 8**

Another great tool on the CareerNetwork is the Resume/Cover Letter option in the dropdown menu. You can click on Resumes /Cover Letters, in order to find resources to help build and/or improve your career related documents. Also to ensure that your social media accounts are not hindering your job search, you can submit your LinkedIn and Facebook profiles to career services for review.

From this page, you will also have access to complete a work interest assessment that will help you discover occupations based on your interests.

**Slide 9**

The Career Information page, where you will find career resources; like how to write a resume or cover letter, how to answer interview questions or how to dress for an interview. You will also be able to find recorded Employer Spotlight Presentations, as well as Concord Law resources.

**Slide 10**

Friends and groups can also be located from the dropdown menu. Here you can search for other students, read their bios, see their activity, and join groups related to your degree. Joining groups is a great way to stay involved and find out what others are posting like special updates, news, events, and employer spotlights.  There is also a Jobs Group, where we post all the job leads we receive from our employer partnerships.

**Slide 11**

Another exciting feature is the Quest and Badges page.  This is also part of the gamification features on the site. By completing various tasks, or quests, with the CareerNetwork, you can earn points and badges.

**Slide 12**

You can then check out the Leaderboard from the dropdown menu, to see how many points you have earned in comparison to your fellow students. Nothing wrong with a little friendly competition.

This completes our tour. We hope you have enjoyed learning how to navigate the CareerNetwork! If you have any questions about the CareerNetwork 2.0, you can email us at careernetwork@purdueglobal.edu. We look forward to working with you. Thank you!

**Slide 4: Take Ownership of your Success:**

Most of all, it’s important that YOU take ownership of your job search. Remember, working with Career Services is a partnership. Although we can’t write your resume for you or offer you a job, we can give you the guidance and tools to help you excel at your career search.

The Career Network and your Career Specialist are here to help you research companies and job opportunities, take advantage of the many resources available to you, and get connected to your industry.

Ultimately, it will be your hard work and dedication that will lead you to a rewarding career ahead!

**Slide 5: Closing Slide**

We hope that you enjoyed this presentation from Career Services, and look forward to partnering with you! Please email careerservices@purdueglobal.edu.