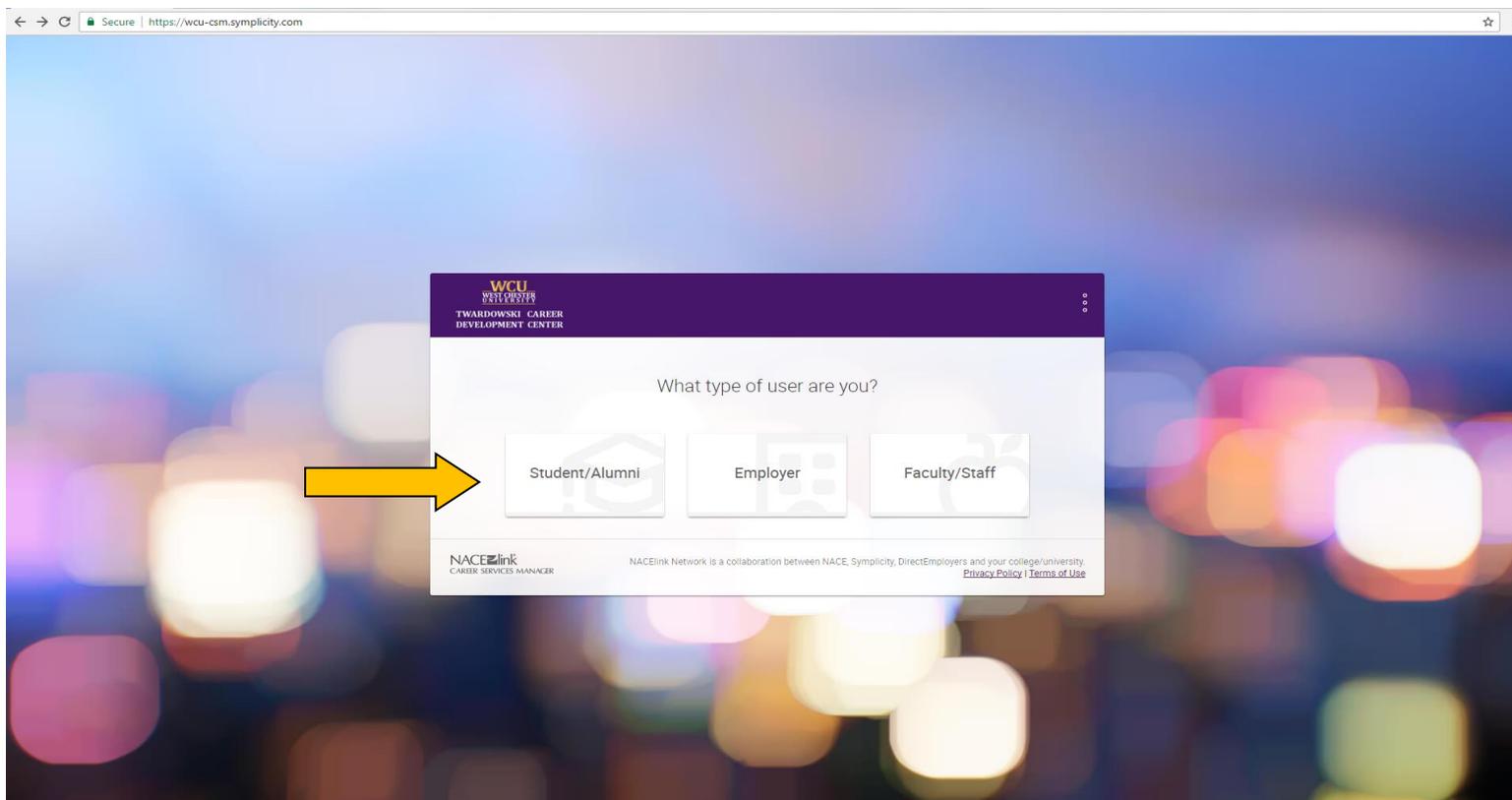
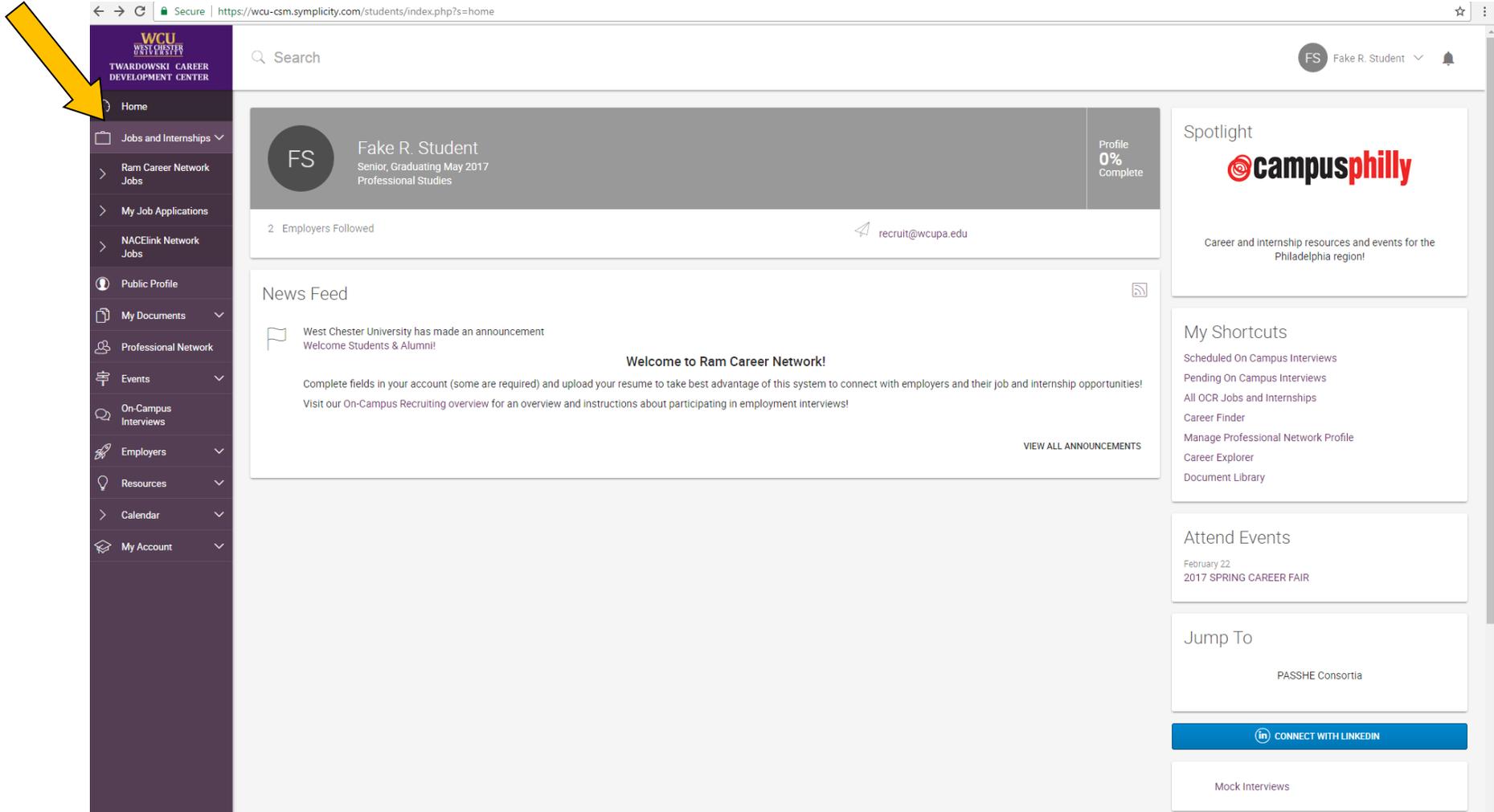


STEPS FOR PARTICIPATING IN ON-CAMPUS INTERVIEWS:

1. Go to the Career Development Center website at www.wcupa.edu/cdc and click on the Ram Career Network logo. Use your MYWCU email and password to log in as a student.



2. Click on **Jobs and Internships** and select **Ram Career Network Jobs**



The screenshot shows the WCU Career Center website interface. A yellow arrow points to the 'Jobs and Internships' menu item in the left sidebar. The main content area displays the user profile for 'Fake R. Student', a Senior graduating in May 2017, with a 0% profile completion rate. Below the profile, there is a 'News Feed' section with a welcome message and a 'VIEW ALL ANNOUNCEMENTS' link. The right sidebar contains several widgets: 'Spotlight' for campusphilly, 'My Shortcuts' with links to various career resources, 'Attend Events' for a 2017 Spring Career Fair, and a 'Jump To' section for PASSHE Consortia. A 'CONNECT WITH LINKEDIN' button is also visible.

WCU WEST CHESTER UNIVERSITY
TWARDOWSKI CAREER DEVELOPMENT CENTER

Home
Jobs and Internships
Ram Career Network Jobs
My Job Applications
NACElink Network Jobs
Public Profile
My Documents
Professional Network
Events
On-Campus Interviews
Employers
Resources
Calendar
My Account

Search

FS Fake R. Student Profile 0% Complete

2 Employers Followed recruit@wcupa.edu

News Feed

West Chester University has made an announcement
Welcome Students & Alumni!

Welcome to Ram Career Network!

Complete fields in your account (some are required) and upload your resume to take best advantage of this system to connect with employers and their job and internship opportunities!
Visit our On-Campus Recruiting overview for an overview and instructions about participating in employment interviews!

VIEW ALL ANNOUNCEMENTS

Spotlight
campusphilly
Career and internship resources and events for the Philadelphia region!

My Shortcuts
Scheduled On Campus Interviews
Pending On Campus Interviews
All OCR Jobs and Internships
Career Finder
Manage Professional Network Profile
Career Explorer
Document Library

Attend Events
February 22
2017 SPRING CAREER FAIR

Jump To
PASSHE Consortia

CONNECT WITH LINKEDIN

Mock Interviews

3. Select **Advanced Search** > **All On-Campus Interviews** and click on **Search**

- Carefully review the description for details and important dates
- Some employers require you to apply on their website in addition, so follow all instructions carefully
- To track your submissions and any scheduled interviews, click on On-Campus Interviewing menu

The screenshot shows the WCU Career Center website interface. The top navigation bar includes a search bar and a user profile dropdown for 'Fake R. Student'. The main content area is titled 'Job Postings' and features a search bar with the text 'Find jobs by job title, company, location and more'. A purple 'SEARCH' button is located to the right of the search bar. Below the search bar, there are tabs for 'JOBS AND INTERNSHIPS', 'MY FAVORITES', and 'MY APPLICATIONS'. A dropdown menu is open, showing the 'Show Me' filter options. The 'Show Me' dropdown is currently set to 'All Jobs & On-Campus Interviews', and a yellow arrow points to this option. Other options in the dropdown include 'All Jobs & On-Campus Interviews', 'All On-Campus Interviews', 'All Job Listings', and 'Career Fair Postings'. To the right of the dropdown, there are several filter sections: 'Exclude Jobs I've Applied For' (radio buttons for 'yes' and 'no'), 'Industry' (a list of industries including Accounting, Advertising, Aerospace, Agriculture, Architecture/Urban Planning, Arts, Automotive, and Banking), 'Position Type' (radio buttons for 'no selection', 'Full Time', 'Part Time', and 'Internship'), 'Exclude Nationwide Jobs' (radio buttons for 'yes' and 'no'), 'Career Communities' (a list of communities including Career Exploration / Still Deciding, Accounting, Banking, Finance, Insurance, Arts, Communications, Media, Marketing, Sales, Education, Human Services, Health Care, Wellness, Management, Entrepreneurship, Human Resources, and Public Policy, Government, Protective Services), and 'Posting Date (last # days)' (a text input field). The main content area displays a list of job postings, including 'AmeriCorps Fellowship in Boston - Tutoring - Teach', 'Chester County Respite Provider', 'Management Intern', 'Senior Consultant - Financial/ERP Systems', and 'Account Representative'. A yellow arrow points to the 'SEARCH' button. Another yellow arrow points to the 'Advanced Search' dropdown menu. The bottom of the screenshot shows the Windows taskbar with various application icons and the system clock displaying '10:59 AM 1/4/2017'.

NOTE: The first time you log in, you will need to complete your Account Profile (Personal, Academic and Privacy sections). You will also need an approved resume to apply for any position in the system. Click ‘My Documents’ and upload your resume. Your resume will then be approved within 2 business days for you to submit for any job or internship.

Questions: Call (610) 436-2501 or recruit@wcupa.edu