

Web Site HELP for Job Seekers

Introduction


This document provides step-by-step instructions and screen shots on using the Placement Center web site – www.siop.org/registration/. For any technical problems or questions, contact the SIOP Administrative Office at siop@siop.org. JobNet is separate from the Placement Center. **Registering for one does NOT automatically register you in the other. . Registering for one does NOT automatically register you in the other.** Please be aware that when you log into Placement you will see JobNet on the lower half of the screen. You will only be able to access JobNet if you have a subscription.

Access Placement Center site

Once you've registered, access the Placement Center web site at www.siop.org/Placement/. From here , you can log into the Job Seeker site to search job descriptions, update your information and resume, and access documents containing tips on how to search for jobs. The Job Seeker On-Site Guide is also available to help candidates familiarize themselves with the Placement Center.

Enter resume

The following steps will allow you to post your resume into the system.

Step	Action
1	<ul style="list-style-type: none">• Access the Placement Center web site at www.siop.org/Placement/
2	<p>Login with your username and password. Click on the Submit button.</p> <p>Troubleshooting – Errors with username and password are usually due to one of the following reasons:</p> <ul style="list-style-type: none">• The username and password is case sensitive and was not typed correctly.• Haven't registered for Placement Center or are registered for JobNet and not Placement Center. <p>If you continue to experience problems with login, contact the SIOP Administrative Office for assistance (siop@siop.org).</p>
3	Click on Job Seeker Home .
4	<p>Click on Manage Resume. See the screen shot below.</p> 

5

Click on **Add Resume** to input your resume information. Then you can cut and paste your resume into the various fields.

- Personal Information: Name, address, email (contact information)
- Resume Information:
 - Objective statement (why are you applying for the job)
 - Availability (when you can start-select “open if flexible)
 - Interest: Type of job (e.g., Academic, Industry/Consulting, Internship)
 - Search Status: Choose Active to make your resume visible to employers. **If you are anonymous, then you should not be entering any resume information!**
- Education History: Click “Add Education History” to enter your education information here. The first degree you enter will be at the top of the list, so decide order in advance.

Education History

Please enter your education information to build your resume. The first degree you enter will be positioned at the top of the list, so please decide if you will list your educational experience in chronological, reverse-chronological, or relevance order before you begin. You may add multiple degrees by selecting the “add” button after you have saved each entry. Employers with active JobNet subscriptions will have access to your resume, once it's activated.

Add Education History

Previous Next

Fill in the required fields then click “Save Education Entry” to keep the information or “Cancel” to delete the entry.

Once the entry is save, you will be able to see the information that has been entered. You can go back in and edit the entry at any time by clicking “Edit” or the entry can be deleted. Click “Add Education History” to create another entry.

Education History

Please enter your education information to build your resume. The first degree you enter will be positioned at the top of the list, so please decide if you will list your educational experience in chronological, reverse-chronological, or relevance order before you begin. You may add multiple degrees by selecting the “add” button after you have saved each entry. Employers with active JobNet subscriptions will have access to your resume, once it's activated.

Add Education History

School Name	Program Name	Degree
Clemson	I-O Psychology	PhD
Country	State	City
United States	SC	Clemson
Begin Month/Year	End Month/Year	
08/2005	05/2009	

Additional Information

Education History

delete edit

Previous Next

- Employment History: Instructions are identical to those for Education History located above.



	<ul style="list-style-type: none"> • Once you have completed your resume, you will need to choose to either active or deactivate your resume. You will then see the saved resume and if needed go back in to edit the position. <ul style="list-style-type: none"> ○ The default status for a resume is active. Click the “Leave Active” button if you want employers to be able to view your resume. ○ Choose “Deactivate Resume” if you do not your resume to be seen by employers. This would be useful if you accept a job and aren’t a job candidate anymore. ○ Note: Anonymous job seekers should not enter any resume information into the system. Placement would be used to contact potential employers. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p><small>Resume Confirmation</small></p> <p>Your resume has been saved. Your resume is currently active and is searchable by employers. Do you want to deactivate your resume?</p> <p style="text-align: center;"> Deactivate Resume Leave Active </p> </div>
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View or edit resume

Instructions to view or edit your resume.

Step	Action
1	Click on Manage Resume from the Job Seek Home page.
2	<p>You can <i>view</i> your resume from this page.</p> <p>To <i>edit</i> your resume, click Edit Resume. This will enable you to go back through the various fields (described in Step 5 under Enter Resume) and make changes.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p style="text-align: center;"><small>Return to Job Seeker Menu</small></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">Resume Management</p> <ul style="list-style-type: none"> • Edit Resume </div> <p style="text-align: center;">Resume Detail</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Status: Active</p> <p>Availability: Open</p> <p>Interest: Industry, Gov., Consulting</p> </div> <p style="text-align: center;">Resume</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>User PC</p> <p>Objective To get a job</p> <p>Employment History</p> <p>Education</p> </div> </div>

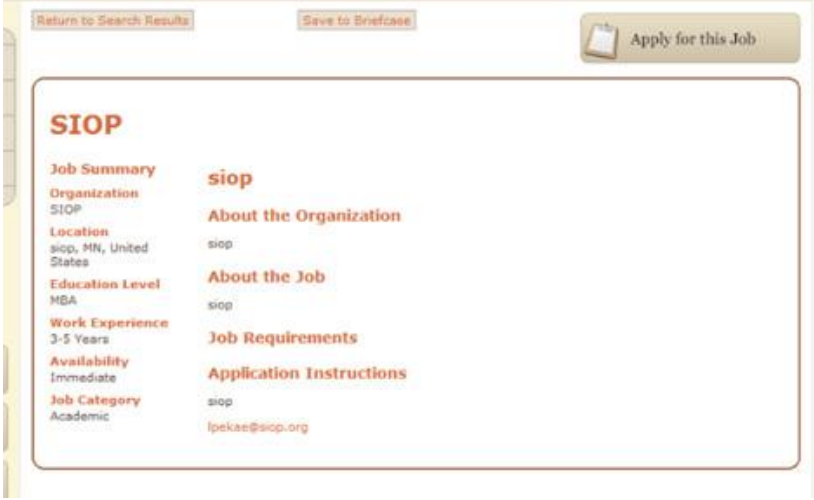
Search for jobs

Step	Action
1	<p>Click on the Search Jobs link in the left sidebar or click Search Placement Center Jobs on the Manage Account Page.</p> 
2	<p>All job postings are accessible from this page. Just click on the job title to access the posting.</p> <p>To narrow your search, select the appropriate options and then click Search.</p> <ul style="list-style-type: none"> • Keywords – If you are looking for something specific, enter the keyword here. • Category – Search for particular type of job (e.g., academic, industry, internship). • Zip/State/Country of Job Seeker – Where the job is located. 
3	<p>Click on the Return to Search Results button to modify your search.</p>

Apply for a job


To apply for a job...

Step	Action
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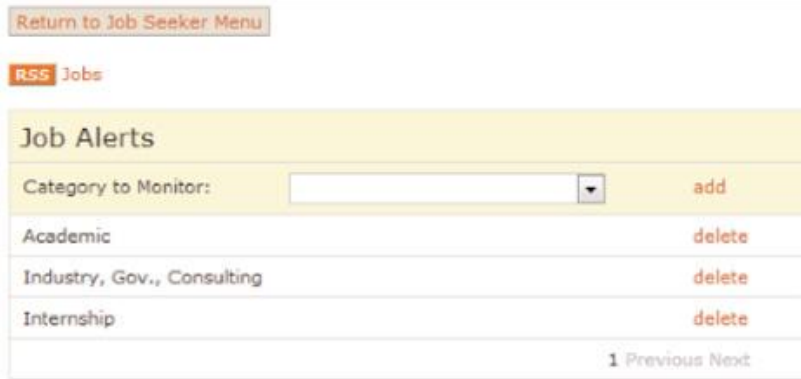
1	<p>Once you have selected a posting to view by clicking on the job title link (see above screen shot), you can apply for the job through various methods. The employer will provide either an e-mail address, URL, or indicate instructions within the posting.</p> <p>To apply for a job via email or URL, click the Apply for this Job button located at the top of the page or the link provided at the bottom of the posting. Otherwise follow the instruction provided by the employer.</p> 
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New features

Manage job alerts and the job briefcase

Step	Action
1	<p>The job alert function allows you to choose a category (Academic, Industry, or Internship) so that you will receive a notice when a new job posting in that particular category is added to Placement.</p> <p>Click Manage Job Alerts from the Job Seeker Home page.</p> 

Select category of interest from the **Category to Monitor** drop down menu. Once a category has been selected, it will appear on the page.



If you decide to no longer monitor a category, click on the **Delete** button located across from the category. See above screen shot.

2a

The job briefcase function allows you to choose specific job postings you are interested in and save them to your “briefcase.”

To **Save to Briefcase**, click on the link below the posting you want to select. This option will be on the Job Search Results page.




Once a posting has been selected, you will see a green circle with a checkmark and Saved to Briefcase. See above screen shot.

2b

To manage your briefcase, click on **Manage Account** or **Placement Center Resume**.



2c	<p>Click on Job Briefcase. Here you will find all of the postings you have selected for your briefcase.</p> <p>You can view the posting from this page by clicking on the title of the posting.</p>												
2d	<p>To remove a posting from your briefcase, click Remove from Briefcase link located below the posting.</p>  <p>The screenshot shows a 'Job Briefcase' interface. At the top, there is a link 'Return to PlacementCenter Resume Menu'. Below it is a table with the following data:</p> <table border="1"> <thead> <tr> <th colspan="4">Job Briefcase</th> </tr> <tr> <th>Title/Description</th> <th>Organization</th> <th>Location</th> <th>Posted</th> </tr> </thead> <tbody> <tr> <td>Temp nonprofit</td> <td>PC</td> <td>Perrysburg, OH 43551 United States</td> <td>11/30/2009</td> </tr> </tbody> </table> <p>Below the table is a link 'Remove from Briefcase'. The page also includes 'Previous' and 'Next' navigation links.</p>	Job Briefcase				Title/Description	Organization	Location	Posted	Temp nonprofit	PC	Perrysburg, OH 43551 United States	11/30/2009
Job Briefcase													
Title/Description	Organization	Location	Posted										
Temp nonprofit	PC	Perrysburg, OH 43551 United States	11/30/2009										