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Keuka College
Center for Experiential Learning
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REGISTERING WITH STORM TRACKER

Storm Tracker is Keuka College's online posting forum for work-study, Field Period, internship, full-time/part-time, and volunteer positions.

Creating an Account

- Go to www.keuka.edu/stormtracker and click on "Job Seekers".
- Click on "[Click here to register!](#)" at the bottom of the screen.
- Fill in your information (* items are required).
- Save your user name and password for future logins.
- Current students must use their Keuka e-mail address.
- Each Keuka student is allowed to have one Storm Tracker account (duplicate accounts will be deleted).
- Once you create an account, your profile will be in a "pending" status, at which time an administrator must approve your profile or notify you of necessary changes. While in a "pending" status you can search for positions, but cannot apply for positions via Storm Tracker. Also, you will not be able to search on-campus interview schedules or career events.
- The Center for Experiential Learning maintains a turnaround period of 2-3 business days for profile approval/denial (delays may occur during peak times and holidays).
- If you have questions about the status of your Storm Tracker account, contact the Center for Experiential Learning at stormtracker@keuka.edu or (315) 279-5274.

Logging into Storm Tracker

- Go to www.keuka.edu/stormtracker.
- Click on "Job Seekers".
- Use your previously created user name and password.
- Click "Login".
- If you forget your password click "[Forgot your password?](#)".
- If you forget your user name, contact the Center for Experiential Learning.

Updating Your Profile

- Log into system using your username and password.
- Put your cursor over **My Account** and select **My Profile**.
- You will see sections containing Personal Information, Demographic Information, Skills, Additional Information, and Miscellaneous Information.
- Each section will have an **Edit** link. Click on this link to edit fields within the section.
- Carefully go through each section and complete all of the fields making sure to click on the Save button.
- Required fields are marked with an asterisk (*).
- Students are required to update their profile each academic year.

NAVIGATING STORM TRACKER

Updating Your Profile

- Go to **My Account**, then select **My Profile**.
- Edit/add any information then click **Save**.

Uploading Your Resume (Also see **Storm Tracker Resume Policy** below)

- Go to **My Account**, then select **My Documents**.
- In the **Resume** box select **Upload File**.
- **Browse** your documents and select your resume.
- Name your resume (i.e. Joe Smith resume) and select **Upload**.
- If you want to replace your resume, select **Update**, then upload the new resume (be sure that the resume you want to use is set as your default resume).
- Once you upload a new resume, you have the option to **Remove** your old resume.
- To view an existing document select **View** (you will need Adobe Acrobat Reader).
- To download a document in MS Word format select **Download**.

Searching and Applying for Work-Study Positions

- Go to **Position Openings** and select **Work-Study Jobs**.
- Enter additional search criteria in the boxes at the top of your search results and select the appropriate filter option.
- Click on the **Job ID** to see the specifics of the job description.
- To apply for a work-study job, select the **Submit Resume** link (in red) to the left of the screen to send your resume (this button will not appear if you do not qualify for the position i.e. your GPA doesn't meet their requirements, if you do not have a resume uploaded in your Storm Tracker profile, or if your resume has not yet been approved).
- Click on **Select Documents** and choose the resume you want to send to the work-study supervisor.
- For **Student Message** it is a good idea to write a brief, professional note to the supervisor (i.e. My name is _____ and I am applying for the _____ position. I would be happy to meet with you to discuss my qualifications for this position. I can be reached at (____) ____-_____. Thank you.).
- You will receive verification that the resume was submitted with a message in red stating; "You have successfully submitted your resume."
- The supervisor will get your resume. Wait to hear back from the supervisor for the next steps. If you do not hear back from the supervisor within five days, call the supervisor to find out your status.
- If there is NOT a **Submit Resume** link, please contact the Center for Experiential Learning at (315) 279-5274 for further instructions.

Searching and Applying for Field Period, Full-time/Part-time, and Volunteer Opportunities

- Go to **Position Openings** and select **Job Search**.
- Fill in the search criteria to narrow down your job search OR just click the **Search** button (without entering any search criteria) to view all current positions.
- Click on the **Job ID** to see the specifics of the position and how to apply.
- Some positions will have a **Submit Resume** link to the left of the screen. If so, click it, then on the next screen click on **Select Documents** and choose the resume you want to send to the employer. For **Student Message** it is a good idea to write a brief, professional note

(i.e. My name is _____ and I am applying for the _____ position. I would be happy to meet with you to discuss my qualifications for this position. I can be reached at (____) ____-_____. Thank you.).

- If there is NOT a **Submit Resume** link, simply follow the employer's application instructions.

Employer Directory

- Go to **Employer Directory**.
- Fill in the search criteria to narrow down your job search OR just click the **Search** button (without entering any search criteria) to view all current employers/organizations.
- Click on the organization name to view details such as contact information, location, website address, and current job openings.

On-campus Interview Schedules- – (This does not relate to work-study positions)

- Select **Schedules**.
- **Qualified Schedules:** you will only be able to apply to interview schedules you are qualified for, which can be found under the Qualified Schedules menu.
- Click on the Schedule ID to see the specifics of the position and how to apply.
- NOTE: If you are applying to a pre-select schedule, you are requesting to be interviewed. Once accepted, the interview information on your **Schedule Activity** will move from **Pre-selection Activity** to **Interviews**. If it is an open schedule, you will be allowed to interview during the timeslot you choose. Your interview schedule will be listed on your **Schedule Activity** under the **Interviews** section.
- **Future Schedules:** you will be able to look at all current schedules in the system under the Future Schedules menu, but you cannot apply or sign-up on these schedules. Go to Qualified Schedules to apply or sign-up on a schedule.
- Whichever type of schedule you choose to search, fill in the search criteria to narrow down your interview schedule search OR just click the Search button (without entering any search criteria) to view all current interview schedules.
- Click on the Schedule ID to see the specifics of the position.

Career Events

- Select **Career Events**.
- You will see a list of all current Career Events (Career Fairs, Teacher's Expos, etc.)
- To view event details or to RSVP for the event, click on the career event name.
- To view a list of employers registered for the event, click on **Search Employers**.
- NOTE: Not all events accept RSVPs or allow students to search the list of employers registered for the event.

Viewing Your Activity

- Go to **My Account**, then select **My Activity**.
- There are four types of activity that you can view:
 - Referrals – These are resumes that you have submitted to an employer's position or our office has submitted on your behalf. In other words, these are positions you have applied for via Storm Tracker.
 - Placements – These are current position placements (positions you have been hired to fill) and related details.

- Schedules – This shows any interviews, information sessions, or waiting lists that you are signed up for. You can also see any pre-selection activity that is still pending for you, under the Pre-selection Activity section.
- Event RSVPs – These are the Career Events for which you submitted an RSVP.

Resource Library

The Resource Library contains various resources and documents on Career Resources, Field Period, and Student Employment (Work-Study) topics. Each document in the library is in PDF form; therefore you will need to have Adobe Acrobat Reader to view them.

RESUME GUIDELINES / POLICIES

Your resume should be a professional representation of your experiences, skills, education, and achievements. In order to apply for work-study positions on Storm Tracker you must upload your resume to the system. You may also apply to other positions (full time/part time, Field Periods, volunteer) that require a resume.

Storm Tracker Resume Policy

- Every time you upload a new resume onto Storm Tracker, your profile goes into a temporary “pending” status, at which time an administrator reviews your resume. While in a “pending” status you can search for positions on Storm Tracker, but cannot apply for positions. Also, you will not be able to search on-campus interview schedules or career events.
- The Center for Experiential Learning maintains a turnaround period of 2-3 business days for resume approval/denial (delays may occur during peak times and holidays).
- If your resume meets the minimum resume requirements, your profile will be changed back to an “active” status (you will receive an e-mail notifying you of your “active” status). Once “active” you can search and apply for positions via Storm Tracker and view any upcoming on-campus interview schedules or career events.
- If your resume does not meet the minimum requirements, you will receive e-mail notification that you have 14 days to make the appropriate revisions and upload a new resume. (You will remain in “pending” status during these 14 days until an acceptable resume is uploaded.)
 - If you do not upload an acceptable resume within two weeks, your profile will be changed to an “inactive” status, meaning you cannot log into Storm Tracker.
 - In order to reactivate your account, you must submit a new resume as an attachment to stormtracker@keuka.edu.
 - If your resume is approved, you will receive an e-mail that your account has been reactivated. Once reactivated, you must login to Storm Tracker and upload the new resume.
 - If your resume is not approved, you will be instructed to schedule a resume review appointment by calling (315) 279-5274 or stopping by the Center for Experiential Learning.
- Students are required to upload up-to-date resumes each academic year to include experiences such as Field Periods, work-study positions, other employment positions, volunteer experiences, etc.
- The Center for Experiential Learning reserves the right to access student profiles and documents in order to ensure proper and professional presentation of students.

Basic Resume Requirements

- Contact information: on the top of your resume include your name, legal mailing address, complete phone number (do not write “extension”), and Keuka College e-mail address in your resume heading (new students receive their Keuka e-mail addresses during Transition Week)
- Your Keuka College information: under the “Education” heading include your degree and major (please refer to the Keuka College Record at <http://www.keuka.edu/communications/Publications/Record.pdf> on page 46 of 216 for exact degree and major titles), anticipated graduation date, Keuka College, Keuka Park, NY
- Dates: include the year(s) (and months or seasons if applicable) for each item on your resume including education, jobs, internships, volunteer experiences, honors, awards, and involvement; be sure to maintain consistency in how you write the dates; list all entries in reverse chronological order
- Consistency: formatting items such as headings, bullets, margins, font, spacing, etc. must be constant throughout your resume
- Error-free: grammatical, spelling, and punctuation errors on a resume are unacceptable
- Format: resumes must have bulleted phrases which describe experiences (i.e. job duties) in an outline format which is easy to read and navigate; do not use “I” or “my” statements; start bulleted phrases with action verbs
- Accurate information: do not include any inaccurate information or experiences that have not yet started
- Professional information only: do not include personal information such as your financial award/scholarship amounts, Residence Hall or room number, height, weight, sex, religion, marital status, race, disabilities, etc. or personal interests, hobbies, etc.
- Appropriate length: a resume needs to be one full page or two full pages (no half pages); if you must use a second page, be sure to copy and paste your heading from p. 1 onto p. 2 and type “Page 2” underneath it
- No activities list: a resume is a detailed compilation of your education, experiences, skills, and achievements, therefore a list of activities will not suffice
- No paragraphs/sentences: resumes must have bulleted phrases instead of full sentences (therefore do not use punctuation); sentences and paragraphs are meant for cover letters

NEED HELP?

- Refer to the *Resume & Cover Letter Guide* which can be found in the Resource Library on your Storm Tracker homepage.
- The sample resume provided in this handout can be used as a reference, but keep in mind that it is not the only way to format a resume. You want your resume to be unique so that it stands out to employers, so use the sample as a guide, but make it your own.
- Visit the Center for Experiential Learning to peruse the *Sample Resume Binder*.
- Set up an appointment for a resume critique by calling (315) 279-5274.

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Objective

To obtain a work study position at Keuka College

Education

Bachelor of Science in Unified Childhood/Special Education Anticipated May 2013
Keuka College, Keuka Park, NY

NY Regents Diploma June 2009
Vestal High School, Vestal, NY

Experience

Sales Associate June 2007 - Present

The Gap, Johnson City, NY

- Maintain and restock inventory
- Provide excellent customer service
- Operate computerized cash register system

Bank Teller June - October 2007

M&T Bank, Vestal, NY

- Completed customer transactions
- Participated in bi-weekly staff meetings
- Marketed the bank through various promotions

Achievements

- George Harvey Ball Scholarship, Keuka College 2009
- National Honor Society, Vestal High School 2005 - 2009
- Academic Honor Roll, Vestal High School 2005 - 2009

Volunteer Experience

- Arlington Literacy Program, Vestal, NY 2008
- American Cancer Society Relay for Life, Vestal, NY 2006 & 2007

Extracurricular Activities

- Senior Class Treasurer, Vestal High School 2008 - 2009
- Varsity Tennis Team, Vestal High School 2007 - 2009
- Boy Scouts of America, Vestal, NY 2000 - 2008

Skills

- **Computer:** Microsoft Office, Adobe Photoshop, Basic HTML
- **Language:** Conversational Spanish

ALUMNI MENTORS

Students can network with alumni mentors for the following:

- Conducting informational interviews
- Possible Field Period opportunities
- Field Period housing
- Field Period ideas
- Speaking at a student club meeting or program
- Speaking at College-sponsored events
- Mock interviews
- Other career development topics such as job searching, interviewing, networking, professionalism, graduate school programs, etc.

Searching for Mentors

- Click on the **Mentor Search** menu.
- Fill in the search criteria to narrow down your search OR just click the Search button (without entering any search criteria) to view all mentors that are currently allowing students to contact them.
- To contact a mentor, click on their name, and then click the **Contact Mentor** button. If they are allowing you to see their contact info, it will appear. If they are only allowing anonymous contact, then an e-mail form will appear for you to send through the system.
- NOTE: You are allowed 10 alumni mentor contacts per month. Also, mentors decide how many times students can contact them each month, so it is best to make your contacts in the beginning of each month.
- If you have any questions about alumni mentors, please contact the Office of Alumni and Family Relations at (315) 279-5238 or the Center for Experiential Learning at (315) 279-5274.