



Center for Experiential Learning Job Seeker Guide

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To search for a job opening:

Access the following website: www.keuka.edu/stormtracker
Once the page appears click on the **Job Seekers** link.

1. New Users - Registration: If you are not a current user:

Click on the "[Click here to Register!](#)" link.

Complete all sections and click on the Register button. Required (*) fields are marked with an asterisk. All current students must use their Keuka e-mail address for Storm Tracker.

Click on the Submit Profile button

NOTE: Once you have submitted your profile, your account will be in pending status. An administrator will review your profile. If your registration is approved, you will receive an email notification. If you do not receive your email notification within 48 hours, (not including weekends) please contact our office at (315)279-5274

2. Existing Users: Log into system using your Username and Password

Update your profile

Put your cursor over My Account and select My Profile

- You will see sections containing Personal Information, Demographic Information, Skills, and Additional 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 (*).

NOTE: The more detailed you fill out your profile, the better we will be able to assist you.

Upload your documents

- Put your cursor over My Account and select My Documents
- Click on the [Upload File] link
- Click the Browse button to find your document
- Select the correct document and name it
- Click the Upload button

NOTE: When uploading more than one document, make sure your most generic resume is your default. Your default resume is the document that employers can view when accessing our system.

Searching for Jobs, Field Periods, Internships and Volunteer Opportunities

- Put your cursor over Jobs and select Job Listings
- 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 jobs.
- Click on the Job ID to see the specifics of the position and how to apply

IF YOUR ACCOUNT IS PENDING, THEN THE OPTIONS BELOW ARE NOT AVAILABLE TO YOU. YOU WILL BE EMAILED ONCE YOUR ACCOUNT IS ACTIVATED.

Searching for Interview Schedules: Qualified and Future Schedules

Qualified Schedules:

In our system you will only be able to apply to schedules you are qualified under the Qualified Schedules menu.

- Put your cursor over Interview Schedules and select Qualified Schedules
- Click on the Schedule ID to see the specifics of the position and how to apply.

NOTE: If this is a Pre-select schedule, then you will be requesting to be interviewed. If this is an Open schedule, then you will be allowed to choose an open interview timeslot.

Future Schedules:

In our system 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.

- Put your cursor over Interview Schedules and select Future Schedules
- 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

Searching for Career Events

- Click on the Career Events menu
- You will see a list of all current Career Events (Career Fairs, Teacher's Expos, etc.)
- To view details, employers registered and/or RSVP, click on the Career Event's name.

NOTE: Not all events accept RSVPs or allow students to search the list of employers registered for the event.

Viewing your Activity

- Put your cursor over My Account and select My Activity
- There are 4 types of activity that you can view:
 - Referrals – These are resume referrals that you've submitted to an employer's job, our office has submitted on your behalf, or an employer has downloaded your resume.
 - Placements – These are current job placements and details of those.
 - Schedules – The Schedule Activity 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.
 - RSVPs - These are the Career Events that you are currently RSVP-ed for.

Searching for Mentors

- Click on the Mentors 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 at the top of their profile. If they are allowing you to see their contact info, you will now see that information. If they are only allowing anonymous contact, then an email form will appear for you to send through the system.

NOTE: You are only allowed to contact a limited number of mentors per month. Also, each mentor decides how many students can contact them per month, so it is best to make your contacts in the beginning of the month.