CAPITALjobline.org

Student/Alumni Guide

Access the website: **www.capitaljobline.org**
Choose "Capital Jobline For Students/Alumni" to access the log in page.

1. **Current Traditional Undergraduate Students:** Log into system using your Student ID Number as your Username AND Password

2. **Alumni and Adult students who have used our system within the past year:** Log into system using your Student ID Number as your Username AND Password. If it doesn't work, call to be reactivated.

3. **Unregistered students:** Call the Career Development office at 614-236-6606 or send a request to careerdevelopment@capital.edu to be registered. Include your Capital Student ID number in your message.

Once you're logged into the system:

Update your profile
- The first time you log in, go to My Profile on the left hand side of your screen and click Profile Summary.
- You will see sections containing Contact Information, Resume Manager, Detailed Profile, Additional Info, and Skills.
- Each section will have an [Edit] link or a "pencil" icon for. 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 a red asterisk (*).

Upload your documents
- If you again go click on "My Profile", you will also see category options to add "Cover Letters", "Resumes" and "Additional Documents"
- Select a category you want to add a document to. Click on the "upload icon" to the right of the heading.
- Click the "select file" underneath "Document file" to find your document
- Select the correct document and name it in "Document Title"
- Click the Save
- Select what format you want your document to be in (pdf, Word, etc), and then click the Continue

Searching for Jobs:
- Move your mouse to the left hand side of screen and click on Job Search and then click the second "Job Search" below.
- All current jobs and internships will appear. Use the "keyword" and "position type" to narrow the list down. The "keyword" and "position type" appear above the list of current jobs as you scroll through by clicking the right or left arrows.
  If you are looking for a part-time position in Bexley, OH, put "Bexley" in the filter "City" for   the most accurate results
- Click on the Job title to see the specifics of the position and how to apply.
- If you are interested in other jobs, you can go "Job Search" on the left hand column and click underneath it "External Jobs-Additional Opportunities".

Saving Jobs for later & having new jobs sent to you:
- You have the option of saving your favorite jobs and having new jobs sent to you.
- If find a job that interests you, you can click on the "star" icon which will save it to your "Hotlist". You can then view all the jobs that you saved under your "Hotlist".
- To access your "Hotlist", you would move your mouse to the left hand side of the screen and click on job search. Below the second "Job Search" is your "Hotlist". Click on "Hotlist".
- You can now see all the positions you saved and review them.
- If you want new jobs sent to you, click My Profile and second from the bottom is "Communication Preferences".
- Click on "Communication Preferences" and fill out the different questions then click "Save". Your "Communication Preferences" will now be saved and updated to your specific requests.

Signing up for a PCA Appointment
- On the left side of the main page, scroll down and click on the box titled "Peer Career Advising." A drop down box will bring up "Peer Career Advising Appointments." Click on this.
- Each date is listed in a box with available times. Select a date in the future and a drop-down box of time slots will appear.
- Click "Pick Time" on the right. You can add notes of things you would like to discuss during your appointment and/or upload your resume ahead of time.
- When finished, click "Sign Up". A box will appear verifying your appointment and then you're all set!

Please contact us at careerdevelopment@capital.edu or 614-236-6606 if you have any questions about how to use our system.