

Student Guide: How to navigate JobGrove

WELCOME!

This guide will help you navigate through **JobGrove**. Through this site you will be able to keep your profile updated, view and apply to jobs, and participate in on-campus recruiting, as well as RSVP for Job/Internship Fairs and Workshops.

Registering/ Logging in

Step 1: Go to the following website: www.myinterfase.com/gcc/student

Step 2: You should have already received your username and password for logging in. Please contact Career Services if you have questions regarding your log-in information.

Step 3: When you have logged-in for the first time, you will be immediately prompted to update and submit your profile information. At that time, feel free to modify your password.

Once you have registered on **JobGrove**, you will be able to view and apply for jobs in the Job Search section as well as view upcoming career events. Orientation sessions will be held in Career Services to help you understand how to navigate the new system. Please contact the office if you have any questions and be sure to update your profile information (GPA, major, etc.) as it changes.

NOTE: If you forgot your password, you can click the “Forgot your password?” link to have it reset and emailed to you. This link is on the Login Page.

Home

After you have logged in, you will be on the **JobGrove** home page. Here you will find four useful tools:

1. **Announcements** — Here you’ll find important announcements, including those about Jobs, Job/ Internship Fairs, and Workshops
2. **Resource Library** — You will find this Student Guide and office career guides as well as many other valuable resources.
3. **Quick Links** —
 - [Report a Hire](#) — Click this link to let us know you were hired.
 - [My Task List](#)— This folder will show all new responses to your resume referrals (you will also be notified via email when an employer responds to your resume).
 - [Saved Searches](#)—You will find any job searches that you have saved, including Job Agents (which will email you new job postings every night!).
4. **Calendar** — You will see all upcoming Job/Internship Fairs and Workshops.

My Account

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Under the My Account menu, there are 3 choices:

1. **My Profile** — Here you can update your personal information (password, phone #, email, majors, GPA, etc). Be sure to update your profile each semester to keep it current.
2. **My Documents** — Here you can upload **Microsoft Word, PDF, or RTF** documents into the following categories: Cover Letters, Resumes, Unofficial Transcripts, References, and Recommendation Letters. You can upload 20 resumes, 20 cover letters, 3 unofficial transcripts, and 6 lists of references. In addition, Education majors can upload Student Teaching Evaluations, Teaching Certificates, and Praxis Scores. When you apply for jobs, you will be able to select only one document from **each** of the categories.

NOTES: When uploading more than one resume, be sure to mark the most general resume as the default.

My Account

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3. **My Activity** — There are 4 types of activity that you can view:

Referrals – These are resumes that you've submitted to an employer's job.

Placements – These are your current job placements and details of those.

Schedules - These are on-campus recruiting interviews for which you are currently signed up.

RSVPs - These are the Job/Internship Fairs or Workshops for which you are currently RSVP'ed.

Employer Directory

Be more proactive in your job search!

Choose the Employer Directory menu to search through our list of employers. You will only see the employers who have selected to be listed to students.

You will see employers even if they do not have jobs or interview schedules posted currently.

Job Search

Choose the Job Search menu to begin your search.

STEP ONE: Choose the Job Search menu to view our open job postings.

STEP TWO: Search with any criteria (OR enter no criteria to view all jobs)



On the Search Results page, if you click the [Save Search] link, you can create a Job Agent which will email you new jobs every night!

STEP THREE: Click on the Job ID to read details about each job posting and how to apply.

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There are 2 types of jobs in our system — ones that you are qualified for and ones that you aren't:

Not Qualified? You will see a message and the reasons why you are not qualified to apply for that job posting. This may be because you have not updated your profile lately (i.e. your Major).

Qualified? If the employer is allowing you to submit your resume through **JobGrove**, there will be a SUBMIT RESUME button at the top of the job posting. If this button is not there, then read the APPLICATION INSTRUCTIONS field to see how to apply directly to this employer.

Career Fairs and Events

Choose the Career Fairs and Events menu to view all upcoming Job/Internship Fairs and Workshops. Some events may have an RSVP feature; you should RSVP if you plan to attend those events.

On-Campus Interview Schedules

Under the On-Campus Interview Schedules menu you have two options:

Qualified Schedules (this is where you can sign-up on Interview Schedules):

STEP ONE: Put your cursor over On-Campus Interview Schedules and select "Sign up for Interviews I qualify for".

STEP TWO: Click on the Schedule ID to see the position details.

STEP THREE: Click on the Interview Date to choose an open interview timeslot.

2. All Upcoming Schedules (this is where you VIEW all upcoming Interview Schedules):

In our system you will be able to look at all current schedules in the system under this menu, but you cannot sign-up from here. Go to "Sign up for interviews I qualify for" to apply or sign-up on a schedule.

STEP ONE: Put your cursor over On-Campus Interview Schedules and select View All Upcoming Schedules.

STEP TWO: 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)

STEP THREE: Click on the Schedule ID to see the position details.

Please note that if the On-Campus Interview Schedule is a **Preselect Schedule**, then the employer will be prescreening applicants. You will be notified via email whether you are selected as Accepted, Alternate, or Not Accepted. Only Accepted and Alternate students will be able to sign-up for an interview with the employer. If the On-Campus Interview Schedule is an **Open Schedule**, then you will immediately be able to sign-up for an interview, as long as you meet all requirements on that schedule.

**Got a Job?
Let us know!**

Should I report a hire?

Yes! You should always report when you get hired. Each reported hire helps Career Services to maintain accurate placement statistics. These statistics allow us to better serve you!

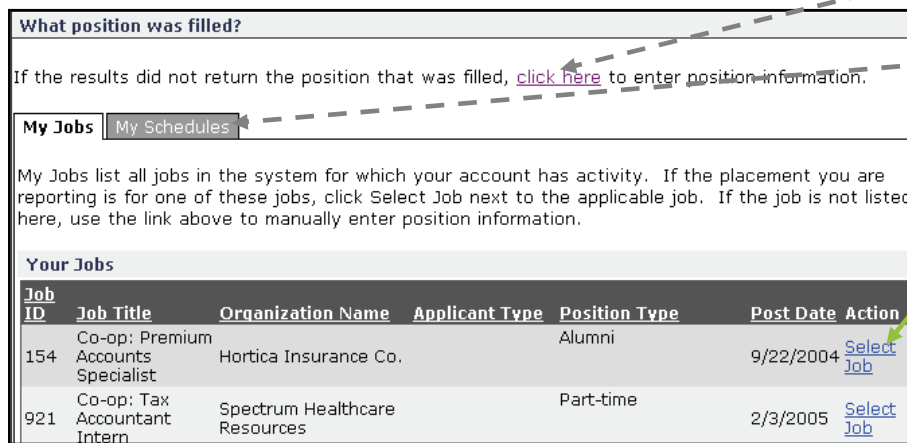
How do I report a hire (Placement)?

STEP ONE: To report a hire, click on the “**Report a Hire**” link located next to the calendar on your Home page. This will step you through the process.



Click “Report a Hire” to begin

STEP TWO: Search for your position. Then, click “**Select Job**” next to it.



If you cannot find your position, click the “click here” link.
Is it under “My Schedules?”

Click “Select Job”

Contact Us!

Career Services is available Monday through Friday from 8:00am-12:00pm and 1:00-5:00pm.

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100 Campus Drive
Box 3141
Grove City, PA 16127-2104

Phone: 724-458-3371
Email: career@gcc.edu
Main website: www.gcc.edu/Career_Services.php