User’s Guide to **explorenet**

**Getting Started**

explorenet is La Salle’s new career management system with three unique benefits:

- Employers have to come specifically to our site to post jobs, so these are not often mass postings for the world to apply to. Often, recruiters are looking specifically for students in the local Philadelphia area.
- You can apply to jobs with the click of the **Apply** button, saving you the hassle of filling out online applications.
- You can see employers’ contact information, since the site is password protected. This means you will know exactly who to send your Cover Letter to and follow up with, which public sites do not usually offer.

You can create a Profile for employers to see, feature your resume, cover letter, and other job-related documents, and search and apply for jobs or internships. You can also apply for on-campus interviews, research employers and follow them in your news feed, schedule counseling appointments, RSVP to events (workshops, career fairs), and manage your calendar.

**Update Your Profile**

- Go to the “**Profile**” tab.
- Click on the “**Personal**” tab to update email address and other contact information
- Click on the “**Academic**” tab to update graduate date and other school information
- Click on the “**Privacy**” tab to update your privacy settings including: being included in receiving emails from your advising office, synchronizing calendar events, and receiving text message reminders
  - Update system access by clicking on the “**Password/Preferences**” tab to update your password

*NOTE: It is important to keep this information current as this will be used for communication*

**Upload Documents**

- Click on the “**Documents**” tab.
- Click on the “**Add New**” button to upload a new document
  - In the Label field, enter the title of the document; i.e. Last Name, First Name-Resume
  - Select a Document Type (Resume, Cover Letter, Writing Sample)
  - Click on the “**Browse**” button to upload a file
  - Click “**Submit**”
  - Your resume will be loaded into the “**Pending Documents**” tab until it is approved
- Once your resume is approved: Select the “**Make Default**” button to designate a “main resume”: this will be the only resume sent to employers when you apply to positions, and with permission, will appear in employer resume books

**Searching for Employers**

- To research employers, click on the “**Employers**” tab, which takes you to the Employer Directory
  - Find a specific employer by using keywords or additional search features, then clicking the “**Search**” button
  - View an employer profile and positions available by clicking on an employer name
- To follow a favorite employer, click on the “**+Follow**” button
  - The employers that you follow are saved under the “**Following**” tab (you can also get to this via the Employers bar above, under “**Favorite Employers**”).
- To identify contacts, click on the “**Contacts**” tab (you can also get to this via the Employers bar above, under “**Contact Directory**”)
  - View contact information such as email, address, and phone number by clicking on the contact name
  - Save a contact as a favorite by clicking the star icon next to the person’s name. Starred contacts can now be found under the “**Favorite Contacts**” tab (or via the Employers bar above, under “**Favorite Contacts**”).
Searching and Applying for Jobs, Internships, Co-ops

- Click the "Jobs" tab to view the list of jobs.
  - To filter by position type, choose one of the tabs: "Full Time", "Internship", "Co-Op"
  - Click the star icon to mark the job as a favorite, which will be saved under the "My Favorites" tab. Hover over the binoculars icon to see a quick view of the position
  - Your status regarding the job will also display here, such as: Applied, Recruiting on Campus, or Interview Scheduled, or You do not qualify for this job

- How to search for openings:
  - Use the keyword search to find jobs, which searches within the following areas: Employer Name, Location, Job title, Job description, Job type, Majors, Class Level, Degree Level
  - Click the Advanced Search link on the top right to enter further job criteria
  - Use the Sort By drop down to sort majors by Position Type, Job Title, Employer, Date Posted, and Deadline
  - Save your search by clicking on the Saved Searches link on the top right and give the search a title
    - You can sign up for email alerts that contain automated job searches (called Search Agents)
    - Select how often you’d like to receive the job search email; the message will include the list of the active jobs that match the filters selected in the saved searches criteria
    - Click the "Edit" button to change the search criteria or email settings; click the "Delete" button to purge the saved searches and to stop receiving the scheduled system message

- When browsing different jobs, use the green Back arrow to ensure that your search results stay intact.
- Click on the "Apply" button from the main jobs list or by clicking into the job
  - After clicking the Apply button, a pop-up window will appear to choose which documents to attach
- To view submitted applications, click the "My Job Applications" tab
  - If you applied to an On-Campus Recruiting job, it will be under the "OCR Applications" tab.

Signing Up for On-Campus Interviews

- The "Interviews" tab includes information regarding on-campus interviews. You can look in the job details to see if the employer is coming on campus to interview.
- The "Interview Requests" tab lists the on-campus interviews that you requested
  - The Status column shows the current status of your interview request (i.e. Invited, Alternate, Pending, or Not Invited)
  - Once the Status column says that you are “Invited” for an interview, you can schedule an interview under the Options column by selecting Schedule Interview or Decline Interview
- After clicking the “Schedule Interview” button, select your interview date and time and click “Submit”
  - Your interview will now show up under the “Scheduled Interviews” tab and on the calendar.
  - View a list of scheduled interviews by clicking on the “Scheduled Interviews” tab
  - View interview details by clicking on the link in the Interview Date column
  - Reschedule or cancel an interview by clicking the buttons in the last column (MUST BE DONE AT LEAST 48 HOURS IN ADVANCE)