

STUDENT GUIDE TO *JOB FINDER*

This Student Guide will help you sign-up, job search and navigate in **Job Finder**. **NOTE: Your YC PIN does *not* automatically work in Job Finder. You will need to assign a username and password to Job Finder (see instructions below).**

First Timers - Registering

Step 1

- Go to our website: <http://www.yc.edu/studentjobs>
- Next, click on the blue “Students click here to get started...”
- Then, click the blue “Job Finder” link.
- At the “You are about to leave...” click “I understand...”

Step 2

- Once in Job Finder, DO NOT try to enter a username and password. FIRST scroll down to select “[Click Here to Register](#)” located at the bottom, below the “Login” rectangle.
- Fill in all required fields marked with an asterisk. Create a username that is unique. Pick a simple password. These may be the same ones you use for your “My YC Portal.” Both are case-sensitive. Omit dashes in the social security and phone number fields.
- Click “Register”

Logging In

Once registered in Job Finder (this is separate from your other YC usernames and passwords), follow Step 1 above then simply type your Job Finder-specific username and password, (Warning: they are case-sensitive!), then click Login.

Forget Your Password? Click the “Forgot your password?” link to have it reset and emailed to you. This link is on the Login Page.

Job Search

Step 1: Choose Job Search at the top.

Step 2: Search with any criteria, for example: On-Campus, Prescott, Search

Note: It works best if you don't use the Keywords field.

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 3: Click on the Job ID number to read more details about each job posting.

ON-Campus Jobs: You must first contact your Student Employment Office to apply.

Online Applications (Off-campus Employers only): If the (off-campus) employer is allowing you to apply through our system, there will be an **Apply Online!** Button at the top of the job posting.

Offline Applications: If you don't see the APPLY ONLINE! Button at the top of the job, then read the **Applications Instructions** field to see how to apply directly to this employer

continued

Home

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

1. **Announcements** — Listed is our phone number and email address, if you need personal assistance.
2. **Resource Library** — You will find this Student Guide. Access by clicking on the words, not the icon.
3. **Quick Links** —
 - My Task List— This folder will show all new responses to your resume referrals (you may 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. Caution: clicking on the red “X” deletes.
 - Calendar** — You will see any upcoming Special Events and any personal appointments that you added to your calendar.

My Account

My Profile — Here you can update your personal information (password, phone #, email, major, gpa).

Also, don't forget to answer the question “Allow Employer Viewing” under Additional Information.

This field determines whether employers can pull up your profile.

- YES means off-campus employers can search your profile and you are actively job hunting.
- NO means employers CANNOT search your profile, but you may or may not be actively looking for employment.

My Activity — There are four types of activity that you can view:

Referrals – These are online referrals that you've submitted to an off-campus employer's job, or an employer has downloaded your resume.

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

Work-study – a work-study placement is recorded each time you are placed in a work-study job.

Event RSVPs – when required. An event might be like Career and Job Fair, or employer interviews held on-campus.

Employer Directory

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

You will see employers even if they do not have jobs for the current semester.

Events

Choose this menu option to view all upcoming Job Fairs, Workshops, Orientations, and other special events. Our Career and Job Fair is held every March.

To apply for an on-campus job

Prescott Campus Student Employment Office Building 1 – First Floor	1100 East Sheldon, Box 6092 Prescott, AZ 86301 Direct: (928) 776-2100 prescott_student_employment@yc.edu
Verde Valley Campus Student Enrollment and Advising Center, Building I-126 HOURS: Monday through Thursday 8:00a.m.-4:30p.m. Friday 8:00 a.m. to 4 p.m.	601 Black Hills Drive Clarkdale, AZ 86324 Toll Free: (800) 922-6787 Direct: (928) 634-6563 Greg Gallegos— gregory_gallegos@yc.edu