



Student User Guide
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Signing In

Manual Sign-up Instructions

1. Type in school URL Ex. School.jobspeaker.com
2. Click “Sign-in” on the top right-hand corner of your screen
3. Under “Need an account?” Click on “Students/Alumni”
4. Enter School name, your Email Address, Password, First name, Last name, Student ID, and your graduation month/year (**Only if you are alumni**)
5. Click “Sign up” this will take you to a form
6. Type in your desired job (this can be a future career or a current job you are looking for, you will get the opportunity to create multiple profiles when in the system)
7. Type in your Phone number
8. Type in your Location (address, postal, city, and state)
9. Type in your Student ID
10. Type in your Program
11. Type in your Cohort
12. Type in your job search (this is your current “status”)
13. After the form is completed it will take you to your Dashboard.

Single Sign-On (SSO)

Overview: Is a school feature where students are only required to log in once through their student portal and will be given access to multiple platforms including but not limited to: Student Portal, Student Email, Microsoft Office, and Jobspeaker

1. Go to your School Website
2. Log on to your School Student Portal
3. Once logged in click on the Jobspeaker Application

Active Account Sign On

Overview: Your school has already created an account for you using your school email. You will receive an email from news@jobspeaker.com with your Jobspeaker login information.

***If you do not receive this email with your login information you can still sign on and request a new password.**

1. Go to your schools designated Jobspeaker website
2. Click on ‘Sign In’ and enter your School Email

3. Once you have entered your School Email you will then click on 'Forgot Password'
4. You will receive an email with the instructions on how to change your password.

Links:



- a. **Suit Case:** brings you to your Job board
- b. **House:** brings you to your dashboard, personalized learning pathway, and more
- c. **Bullhorn Icon:** shows you any recent messages or notifications
- d. **Profile Image Icon:** provides you access to your **Account Settings** as well as allows you to **Sign In/Out**

Job Board

Description: Jobspeaker's job board is unlike any other- it provides you a personalized view into the job market based on the skills you have amassed in your career. By default, the job board shows you jobs from lots of sources to help you find jobs that match your needs. The jobs from your institution are listed first, then jobs from the Jobspeaker network, then jobs that we pull from the wider job market.

View:

- There are two views, the list view and the job card view – you can switch views using the icons in the top right of the page
 - The Job board view is defaulted to the "job card view".
 - At the top of each Job is the Location of the Job, Company name, and the Job Title. Then you will see a brief description of the position that is hiring as well as when it was initially posted and from where it was posted. E.g "Posted on Jobspeaker" or "Posted on indeed.com"
- **On the bottom of the "job card" you will see three options:**
 - **Hide:** Removes the Job from current search
 - **Info:** Show you more information about the job with full job description, location, and more.
 - **Save:** When you click save, the job will be saved to your MyJobs list located in your Dashboard.

The left hand side contain these search features:

- **Saved searches:** Any searches you do on the job board, you will have the ability to save those searches.

- **Filter:**

1. **Location:** You can filter your Job search by location and distance e.g. within 50 miles of the location listed. Jobspeaker defaults your location to the location listed on your profile. You can always change the location to your preference
2. **Job Type:** You can filter your job search by the types of jobs that interest you E.g On Campus, Contract, Internship, Part-time, Full-time, Apprenticeship, Volunteer Work, Seasonal etc.
3. **School Skills:** You can also filter your job search by the skills you have earned through your education. The skills listed are verified and automatically added from your profile based on the program and completed coursework you listed.
4. **Other/Personal Skills:** You can filter your job search by the skills earned through previous work experience or education (non-verified). These skills are those of which one has personally added on their Jobspeaker profile in the skills section.

Dashboard

Overview: Welcome to your personal Dashboard. From here you can access all the features of your Jobspeaker account.

Announcements – Any upcoming school events like workshops or Job Fairs may be posted on your dashboard

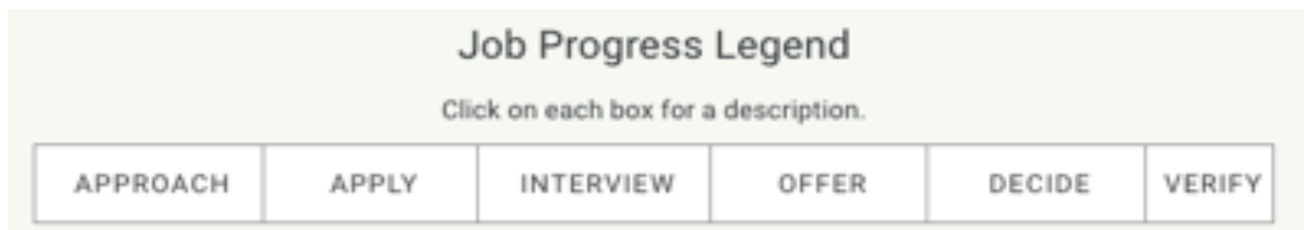
- **Messages** - Send messages to staff, faculty, and your peers instantly. You can also communicate with any employers that you are involved with from here.
- **Profiles** - Create and manage your profiles that you will be using in your job search, from here.
- **Documents** - Upload any and all documents you need for your job search and applications, here. Upload anything from resumes and cover letters to certifications and licenses.
- **Events** - See Events that you have been invited to, here. You can also add any events personal to you and keep on top of your busy schedule.
- **School & Programs** - See and edit your current program(s) and coursework from here
- **Skills** - Discover the skills you are gaining from your coursework and add previously acquired skills
- **Mentor Center** - From your mentor center, you can receive the help you need. Just fill out what you need help with and see which mentors are able to help you.
- **Learning Center** - Here you will find materials to help you in your job search and journey into your career.

- **uExplore** - Use uExplore to search and explore careers and jobs by title and skills.

My Jobs

- **Filters:** You will be able to filter your saved jobs by **Job Title, Rating, Recent Activity, Company, or Date Added**

Overview: Any Jobs saved from your Job board will be automatically saved to your My Jobs list located in your Dashboard. With each job saved, you will then be able to track your Job progress with our Job Progress Legend tool



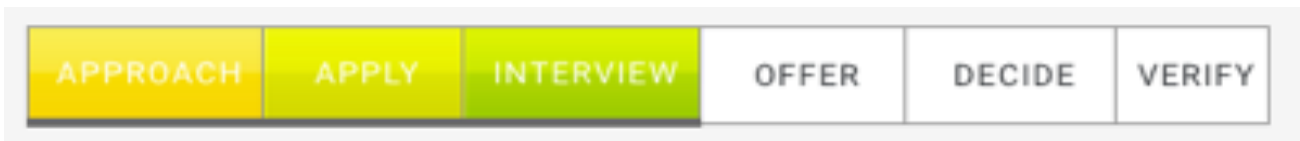
Job Progress Legend - This tool allows you to save your progress and details of your job search with each job you save on Jobspeaker

Descriptions of each level of progress

1. **Approach:** You are in discovery and network mode. You are finding out more about the company and networking through people to get a warm introduction
2. **Apply:** You have successfully networked your way into the company and are about to apply for the job through your contact
3. **Interview:** You have been called for an interview and/or you are doing your research on the company
4. **Offer:** You have successfully completed the interview(s) and have now received the formal offer from the company.
5. **Decide:** Weighing all the factors- career, opportunity, people, family, and life into your decision.
6. **Verify:** Begin placement verification process

How to Save your Progress on your Job search using the “Job Progress Legend” tool

1. Go to your Dashboard
2. Scroll down to your “MyJobs” list
3. Select the Job in which you would like to save your progress
4. Once selected, click on the button in which shows the level of progress made for that job
E.g If you have approached a job, click on the “Approach” button
5. You will then be asked whether you would like to “Add Details” about the Job before saving your progress.
6. If you would like to add details, click on the “Add details” button on the left
7. Once you are done you can click on the “Save progress” button.
8. If the button changes colors, you have successfully saved your progress for that specific job.



How to Add a Job to your “My Jobs” list

1. Click on Dashboard
2. Scroll Down to My Jobs and click on the “Add Job” button on the right
3. Enter the following information: Title, Company, Location, Link to Original Post (optional), Description of Job, Salary (optional), and any Notes.
4. Then click “Save”

How to Clear Hidden Jobs

1. Go to your Dashboard
2. Click on the small profile icon on the far right
3. Click on “Settings & Security”
4. Then click on “Search Settings”
5. Scroll down and click on the “Clear Hidden Jobs button”

*What does this mean? (Clear Hidden Jobs)

- If you ever mistakenly hide a job from the Job board, Jobspeaker gives you the option to manually bring back all Hidden Jobs to your Job board.

Messages

Overview: In your message center one will be able to send and receive instant messages from staff and faculty of your school, employers you are in communication with as well as your peers.

How to Send a Message

1. Click the "+ New Message" box in the right hand corner.
2. Just search for a recipient by entering their name in the recipient box and write your message in the box below the recipient name.
3. When you are done click "Send" on the bottom right

You can also send messages to more than one recipient at a time if you wish to create a group message. All your messages will be saved on the left column.

Profiles

What is a profile? A profile is a list of skills, competencies and experiences that you create and can customize depending on which industry/position you are interested in. Your profile will be sent to an employer when you apply for a job. You can set a default profile or choose a profile when sending your job application. You can also download your profile into a resume that you can print out.

Why can I make more than one profile? You can create multiple profiles with your Jobspeaker account and customize them to match positions and industries you wish to apply for. This makes your profile more specific to the job you are applying for.

Why do I need more than one profile? You don't need to create more than one profile, however if you create more than one, you can customize it to be more specific to the job/industry you are applying to.

How do I complete my online profile? You can update/edit your profile or add additional profiles by going to profiles on your dashboard then choose from "add profile" or "view profile"

How to Create a Profile

1. Enter in profile title, choose a title that will let you know what job or industry you profile is for, for example "Retail Assistant" or "Retail"
2. Enter in your Professional Summary
3. Enter in your Interest
4. You can choose to make this your default profile by checking the box
5. You could choose to add your profile picture by checking the box, this will only appear if you already uploaded a picture.

6. Then hit “Save”

Now you can start to customize this profile, by clicking on any of the blue pencil icons.

How to Edit your Profile

1. Go to your Dashboard and select the “Profile” tab
2. Choose the profile you wish to edit
3. Click on the “View” button
4. Click on any of the BLUE PENCIL icons and edit as needed.

Edit visibility: You can choose who can see your profile, when you first create a profile it will default to “School Staff Only” meaning that only the school staff will be able to see your profile.

How to update who can view your profile.

1. Click on Dashboard then select “**Profile**” tab
2. Choose the profile you wish to update
3. Click on the “**View**” button
4. Click on the “**Visibility**” button, this is placed on the right side of the screen just above the “**Portfolios and Projects**” section

Now you can choose who you want to view your profile by selecting one of the following options:

- Public (Anyone)
- Members Only (Anyone who has a Jobspeaker account, i.e. employer, staff)
- School Staff Only

How to Add profile:

1. Once you have signed in click on dashboard and select the “Profile” tab
2. Choose the “Add Profile” button on the top right corner
3. You can then chose to “Copy” a profile from an existing profile and make edits or you can start with a Blank profile

Presenting a New Resume Update

Students/Jobseekers will now have the option to choose from 7 Resume Templates. They will also be able to download their Resume as either a PDF or a Word Document.

How to choose a Resume Template:

1. Go to your **Dashboard**.
2. Click on the **Profiles** Tab

- Here you will be able to see all the Profiles you created. Your Profiles can be downloaded into a Resume. You have the option to **View, Print Resume** or **Delete**
- Click on **Print Resume**

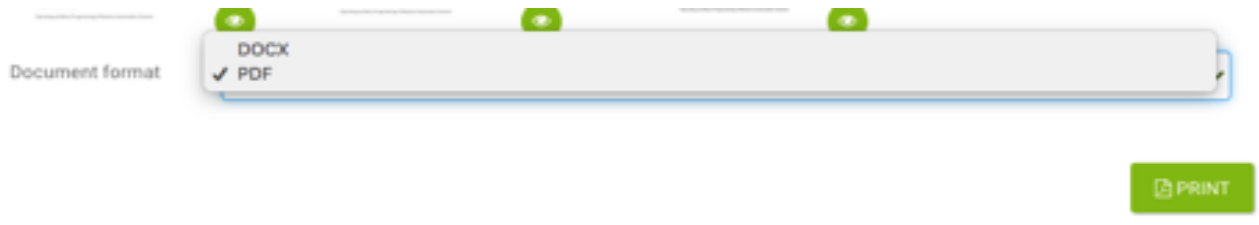
Profiles ?

Title	Visibility			
Administrative Assistant Copy	Default	<u>Members Only</u>	View	Print Resume Delete
Customer Service		<u>School Only</u>	View	Print Resume Delete
Administrative Assistant		<u>School Only</u>	View	Print Resume Delete

- You will be then prompted to choose from the following 7 Resume Templates: **Original, Centered, Traditional, Education Inverse, With Certifications, Metrics** and **Contemporary**.



- Click on the **Template** you would like to Download.
- Once you select the template, you can also choose the type of document format you would like to download your Resume in.
- Click on the pull down bar and choose the Document Format: **PDF or DOCX (Word Doc)**



9. Click **Print** and your Resume will be downloaded to your computer.

***Reminder:** It is important to note that if you are applying to a Job or are Sharing your Profile with Employers make sure your **Visibility** is set to **Members Only**. Otherwise Employers will not be able to see your Profile

Documents

Document upload:

When applying for a job you may wish to send additional documents with your profile, for example, a cover letter, a certificate, a letter of recommendation or you may have a particular resume format you like to use. You can upload all these documents, so it's easy for you to send with your online application.

How to Add a Document:

1. On your Dashboard go to "Documents"
2. Click on "Add Document" on the top right side of the page
3. Enter the title of your Document
4. Choose the type of Document from the dropdown list
 - You can now Drag & Drop the document into the box or choose "Select Document" and choose your document from its stored location on your PC.

How to Edit/Delete a Document:

1. On your Dashboard go to "Documents"
2. Choose the Document you want to Edit/Delete
3. To Delete, click on the "Delete" button on the right side of the document
4. To Edit, click on the "Edit" button on the right side of the document and edit as needed

Events

Overview: Under the "Events" tab you can view all of your upcoming events, as well as add notes to those events and even add an event

1. Click on your Dashboard
2. Click on the “Events” tab
3. This will take you to a list of upcoming events
4. Click on the event to get more information like type of event, location date, time, contact person, and any fees associated with the event.
5. Add “notes” to events by clicking on the event and then clicking the “add note” button.
6. You can also create an event by clicking the “Add Event” button in the top right hand corner of your screen.

Schools & Programs

Overview: This section will allow you to manage the following:

- **School:** This feature lets you change the college currently attending.
- **Programs:** Add/remove programs and cohorts. Each program will bring its set of courses and skills. Multiple programs can be selected at any given time.
- **Courses:** Add/remove courses that are being currently attended. Additional courses outside any programs can be added.

How to Change your School:

1. Click on your Dashboard.
2. Click on the ‘School & Programs’ tab
3. Under the title School & Programs, you can find [Currently attending college]. Click on the “change” button.
4. Enter your ‘School/Institution’ that you wish to move your account to.
 - This is an auto-complete box.
 - When entering a correct word or letter(s) corresponding to a school, the proper College name will be displayed as an option below.
 - If the school entered is incorrect a red line will appear under this box.
5. After selecting a new school, enter your Student ID.
6. Click ‘save’ when done

How to Add Programs:

1. Click on your Dashboard.
2. Click on the ‘School & Programs’ tab.
3. Under ‘Programs’, you will see all the programs you have selected
4. On the far right, click on the ‘Add Program’ button
5. Add your Program from the current college you are attending
 - This is an auto-complete box.
 - When entering a correct word or letter(s) corresponding to a program, the proper Program will be displayed as an option below.
 - If the Program entered is incorrect a red line will appear under this box.

6. Select Cohort for this program.
7. Click 'Save' when done.
 - Courses associated with this program will be added to the 'Courses' section below.
 - Skills associated with this program will be added to the 'Skills' tab

How to Remove Programs:

1. Click on your Dashboard.
2. Click on the 'School & Programs' tab.
3. Under 'Programs', you will see all the programs you have selected
4. All programs selected and manually entered will be displayed here. On the far right of each program in this section there is a '**X Delete**' button. Click on it to delete the Program in that line.
5. A confirmation will pop-up. If sure, click 'yes'.
6. The Program will be removed from the list.

How to Add Courses:

1. Click on your Dashboard.
2. Click on the 'School & Programs' tab.
3. Under Programs you will see 'Courses'. All courses added manually and those associated with your programs will be listed here.
4. On the far right, click on the 'Add Courses' button.
5. Add a Course from the current college you are attending
 - This is an auto-complete box.
 - When entering a correct word or letter(s) corresponding to a course, the proper Course will be displayed as an option below.
 - If the Course entered is incorrect a red line will appear under this box.
6. Click 'Save' when done.
 - Skills associated with this Course will be added to the 'Skills' tab.

How to Remove Courses:

1. Click on your Dashboard.
2. Click on the 'School & Programs' tab.
3. Under Programs you will see 'Courses'.
4. All courses added manually and those associated with your programs will be listed here. On the far right of each course in this section there is '**X Delete**'. Click on it to delete the Course in that line.
5. A confirmation will pop-up. If sure, click "yes".
6. The Course will be removed from the list.

Skills

Overview: This section will allow you to add/remove skills and competencies to your account for a later management in your profile(s).

How to Add Skills:

1. Click on your Dashboard.
2. Click on the 'Skills' tab.
3. You will see two sections, "School Skills & Competencies" and "Additional Skills & Competencies"

'School Skills & Competencies'

- All skills included in the programs and courses added in the 'School & Programs' tab will be displayed here.

'Additional Skills & Competencies'

- These skills are manually entered as they could be soft skills or extra skills to the ones above.
- Click on the '+ Add Skills' box and it will let you type for a new skill
- Hit "enter" when done and it will create a new additional skill.

How to Remove Skills:

1. Click on your Dashboard
2. Click on the 'Skills' tab
3. Go to the 'Additional Skills & Competencies' section
 - Only skills manually entered in this subsection will be displayed here and only these can be deleted.
4. On the right side of each skill there is an "X", click on it to delete the Additional Skills.

***You can only delete skills that were added to the 'Additional Skills & Competencies' section**

***Removing a skill from your account will remove it from profiles tab and all places where it is being 4**

Mentor Center

Overview

- If your school facilitates mentorships, you can find community members in the Mentor Center who have made themselves available to you. All available mentors are displayed in a searchable interface.
- You can find a mentor by name or company, if you know them. You can also search by title or keywords.

- You can also filter the list by the following options:
 - a. **Area:** Particular area in which you'd like advice (eg: Changing Careers)
 - b. **Topic:** Particular topic that interests you.
 - c. **Activity:** An activity in which you would like to participate (ie: Networking event)
 - d. **Job Type:** A mentor that offers job opportunities.

How to Request a Mentor

1. Click your name on the main navigation menu at the top.
 2. Click 'Mentor Center' on the left menu.
 3. Browse or Search mentor profiles in the Mentor Center.
 4. Click the View button on a profile card.
 5. On the Mentor profile, click the 'Send Request' button.
 6. Enter a message you would like to include in your request and click 'Send'.
- Your request may be vetted by the school or go right to the mentor to be reviewed. You will receive an email and notice when you are connected. As well, a new message will be created in the Messages area that will directly connect you to your new mentor. Click 'Messages' on the left menu bar to view your messages. Once connected, you will see your mentors at the top of the Mentor Center above the searchable profiles.

How do I Apply to be a Mentor? (Alumni)

As an alumni, you can request to become a mentor with your institution. Before you apply to become a mentor, be sure to [complete your online profile](#) as it becomes the foundation of your mentor profile.

1. Go to your Dashboard.
2. On your dashboard, click the 'Become a Mentor' button. (You can also become a mentor from the Mentor Center.)
3. Complete the Mentor form.
 - **Profile:** Select the profile
 - **First Job:** A brief description of your first job.
 - **Best Prepared:** A background of a situation for which you were best prepared.
 - **Career Path:** A high-level overview of your career path.
- Yes, if it is ok for students to initiate a mentorship request. Leave this box unchecked if you would like mentorship requests from students to go through the school. If you check this box, they will go directly to you for your review.
4. Lists:
 - **Mentorship Areas:** Select all the areas in which you would like to provide mentorship.

- **Mentorship Topics:** Select all the topics in which you have expertise.
 - **Mentorship Activities:** Select all the activities in which you are interested to participate.
 - **Job Types:** Select the types of job opportunities you can provide.
5. Click 'Save' to save your mentorship details and send a request to your institution.
 - Your school will review your request and you will receive an email and notice when it is approved. You can view your mentorship details in your profile and edit the details from the selected mentor profile or from your account settings area.

Learning Center

Overview: In the Learning Center you will find content that will help you in your career journey.

Interview Videos: Do you have an interview coming up? Then watch our video series on how to confidently answer some of the most common interview questions.

School Resources: You can also find documents and resources that your school has provided for you as well

LinkedIn Learning: You will have access to sign in to your LinkedIn Learning or create an account as well to access your school courses.

How to get Started

1. Go to the 'Learning Center' tab
2. Click on 'LinkedIn Learning' button
3. You will now see the courses available to you through LinkedIn Learning
4. When you click on a course you will be prompted to either sign in to your LinkedIn account or to create an account.

Work Based Learning: Students are given the opportunity to receive college credits through workplace learning. Some schools and companies will allow students to earn college credits for work/internships (in or out of their field of study). Paid, unpaid, or volunteer placements are eligible.

How to get Started – Learning Center

1. Go to your "Learning Center" tab
2. Click on the "Work Based Learning" button on the top right

3. All the work experience courses available through your institution will be listed on the left hand side
4. You will see all the information needed like: Course name, Units(paid/unpaid), Instructor name, and Hours available (paid/unpaid)
5. All of the forms and documents you need will be listed on the right hand side under “Work Experience Resources”

How to Apply for Work Based Learning

1. Go to your “Learning Center” tab
2. Click on the “Work Based Learning” button on the top right
3. All the work experience courses available will be listed on the left hand side
4. If you see a course that you would like to apply to click on the “Apply” button
5. You will then need to fill out the information requested: Your Phone Number (If you already have a job, you will be asked to fill out the form below in regards to your work).
6. Once the form is completed click “Submit”
7. All of the forms and documents you need will be listed on the right hand side under “Work Experience Resources”

uExplore

Overview: uExplore will help you find out more information about your career interests. You can enter a job title or even a particular skill to get more information about the field. From here you can also find similar roles/careers that are related to what you are searching for.

How to get Started

1. Go to the “uExplore” Tab
2. Think of any Job title or Career you would like to get more information on
3. In the Search tab enter the Job Title or Career E.g “Counselor” or “Administrative Assistance” then click search
4. There will be a list of similar Career or Jobs that you can choose from as well as general information regarding the career/job. ***E.g Average Salary, Job Openings, Level of Demand***
5. Click on the Job or Career you would like to get more information on
6. You will see general information like: ***Average Salary, Demand of the Job Description, Requested Education, Requested Experience, Top Certifications Requested, Top Employers, Similar Careers, Salary Boost Skills, Common Job Titles, and Top Skills Requested*** for the Career/Job you chose

Account Settings – Student Account

Settings & Security

A. Account Settings

How to Change Contact Information

1. Click on the profile image icon on the top far right
2. Click on “Settings & Security”
3. Click on Account Settings
4. Change any of the following **Contact information**(as needed): **First Name, Last Name, & Email, Student ID, Phone Number, Location, & Job Search** then click the “Save” button

B. Profile Settings

How to Change/Update your Profile Settings

1. Click on the profile image icon on the top far right
2. Click on “Settings & Security”
3. Click on “Profile Settings”
4. You can change and add your **‘Portfolios and Projects’, ‘Social Networks’** and add any **Co-Curricular Activities & Interest’**

C. Search Settings


How to Change/Update default filters on your Job Board

1. Click on the profile image icon on the top far right
2. Click on “Settings & Security”
3. Click on “Search Settings”
4. Here you can change several filters to your Job search: **Location, Radius, Job Types**
5. Here you can also add skills to your search by clicking on the “+Add Skills” button on the bottom left

D. Availability – Student

How to change your work availability on your profile

1. Click on the profile image icon on the top far right
2. Click on “Settings & Security”
3. Click on “Availability”
4. Green squares means you are available during the selected time.

	Mon
07:30 AM	
08:00 AM	

5. If there is a time slot in which you are unavailable, click on the square and it will turn into a red 'X'. E.g. If you are not available at 7:30am click on the green box next to 7:30 and a red 'X' should pop up.

E. Email Addresses

How to Change/Add an email to your profile

1. Click on the profile image icon on the top far right
2. Click on "Settings & Security"
3. Click on "Email Addresses"
4. You will be prompted to confirm your email by clicking on "confirm" button
5. If you would like to Add an Email click on the "+Add Email" button on the top right, then enter your email and click on "Add"

F. Change Password

How to Change password

1. Click on the profile image icon on the top far right
2. Click on Settings & Security
3. On the left hand side, under "Settings & Security" click on Change Password
4. You will be prompted to Type in your current password as well as the new password you wish to use.
5. Once you are done click "Save"

Email & Notifications

How to choose what notifications you would like to receive by email

1. Click on the profile image icon on the top far right
2. Click on "Email & Notifications"
3. You will be given the option of receiving email notifications for: **Reminders and Tips and Messages**
4. Choose the type of notifications you would like to receive by email, then click on the button on the right hand side. **(Green means On / No color means Off)**

Job Speaker Mobile App

How to get Started

1. Download the free Jobspeaker App on your mobile device

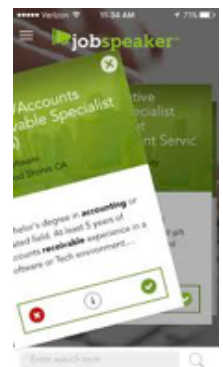
2. Once you open the App, you will be prompted to select your Institution. A drop down menu with all the schools associated with Jobspeaker will pop up.
3. Choose your school then click Done
4. You will then see your School Logo at the top of the page and will be prompted to Log in with email.
5. Enter your Email and Password for Jobspeaker

How to Sign Up

1. Once you open the App, you will be prompted to select your Institution. A drop down menu with all the schools associated with Jobspeaker will pop up.
2. Choose your school then click Done
3. If you do not have an account, click on Sign up with email.
4. You will be prompted to answer the following: Email, Password, First Name, Last Name. Student ID, Select a Curriculum, Select a Cohort, Desired Job Title, and City/State
5. When you are finished click on Find Jobs

Mobile App View

1. When you first sign in you will see any Announcement shared through your Institution
2. Click the “Dismiss” button once you have read the Announcement
3. You will now be able to see the Job Postings
4. On the Job listing card you will see the Job Title, Brief Description and Three options below.



You are given Three options :

- You can Swipe left or Click on the “Red X” to delete the listing.
 - You can view the whole Job Listing by clicking the ‘ i ’ symbol in the center.
 - If you want to Save the listing you can Swipe right or click on the “Green Check Mark”.
- *Your listings will be saved on your “MyJobs” list on your Dashboard.