

Connecting with CCS Web-Based Services

What Is On-Campus Recruiting?

On-campus recruiting (OCR) is one component of a successful job search. While many Cornell students obtain internships and first positions through on-campus interviews, more students find their jobs through other means. Students should always develop a multi-faceted job search.

How Does On-Campus Recruiting Work?

Cornell Career Services manages employers' recruiting visits through CCNet. Students apply electronically for employers' positions, and employers indicate which students they want to interview. Students use the system to monitor their status and sign up for interviews when accepted.

Who Can Participate?

Students must be resident on the Ithaca campus and enrolled in degree-granting programs to be eligible for on-campus recruiting. Completion of an online **tutorial** is also required for eligibility.

Find the tutorial at career.cornell.edu... *Students... Finding Jobs... On-Campus Recruiting... CCNet Tutorials.*

How Do I Upload My Resume?

You will upload your resume, cover letter, and other required application materials into CCNet to submit for positions. Log in to CCNet and select "Documents." The system will guide you in uploading your materials. If an employer is looking for a transcript you must upload it first, before you submit, to get the option to attach it.

How Do I Apply for Positions?

Search the "Jobs and Internships" database for positions that interest you. Click on the job title to find full information about the job and employer.

You'll be able to submit your resume during the application period if you meet the requirements. (You'll see an "Apply" button in the "How to Apply" box at the bottom of the page.)

The system will prompt you through the application process, and will guide you through all steps required by the employer. Make sure that you have uploaded and then select a version of your resume with a focus that matches the position description.

How Many Positions Should I Apply For?

There's no definitive answer to this question, but our data show that students have greater success when they conduct focused job searches in OCR.

The CCNet system allows you to apply for up to 25 OCR interviews held in a given week. It is always important to focus more on the quality than on the number of your applications.

How Do I Schedule an Interview?

Monitor your "Applications" section to learn when you've been designated "accepted" or "alternate" for an interview. Follow the steps for selecting an interview time when you've been accepted. When you're named an alternate, pay careful attention to the alternate sign-up dates so that you can check during that period for any open interview slots.

How Do I Upload My Transcript?

Employers may ask you to submit your transcript as part of the screening process. To upload your transcript into CCNet, follow these steps.

1. Go to Student Center. In the Academics section, select "Official Transcript" in the drop-down box under "Academic History."
2. Submit a request to have your transcript sent to yourself via email.
3. Select the "Official Electronic Transcript" option and follow the prompts.
4. After you receive your transcript, rename it, log into CCNet and follow the prompts in the "Documents... your other documents" feature to upload, and then submit it as instructed.

Who Has Access to My Resumes?

Only you, authorized Cornell Career Services staff, and others you authorize can view your resumes. You allow employers to see your resume only by applying to a position or publishing it in a Resume Book.

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What is CCNet?

CCNet is a set of web-based services offered by Cornell Career Services that allows you to:

- Receive email notices about upcoming career events.
- View listings of and apply for full-time positions, internships, and summer jobs.
- Participate in On-Campus Recruiting (OCR).
- Contact alumni for career advice (**not** jobs!).
- Gain access to other resources, such as Hoovers, Peterson's Guide, and Salary Wizard.

When Should I Start Using CCNet?

From freshman year on, there's something in CCNet for you. Whatever your career path—a job, graduate school, etc.—you want to be in the system!

How Do I Use CCNet?

Enter through the CCNet logo in the upper right area of the CCS home page at career.cornell.edu. New registrants complete a "Student Profile," which contains a number of required fields. View our online tutorial for assistance in completing your profile.

You will get best results if you:

- Complete all fields, even those that are not mandatory.
- Enter "Yes" in the "Would You Like to Receive CCS E-mail Notices?" field (found on the "Administration" screen). *Note that if you enter "No," you will **miss out on** notices about programs, jobs, and other opportunities that may interest you.*
- Complete all categories of the "Career Preferences" screen, paying particular attention to the "Career Center Services Desired" field.
- Avoid leaving an entire category blank.

Who Has Access to My Profile Information?

You and certain CCS staff have full access to your profile. CCS uses information in your profile to determine whether to send you emails about upcoming events, special opportunities, etc.

Certain fields in your profile are viewable by employers to whom you've submitted your resume, and are marked with an icon of a pair of binoculars. For a full list of the fields employers can see, look in the Help box on your "Personal Information" page. In addition, the system matches certain aspects of your profile against job requirements to determine your eligibility, even though employers may not be able to view all of the information.

Keeping Your Profile Updated

Be sure that your profile correctly reflects your industry preferences, student status, major, future educational plans, college/school, and services desired. Get in the habit of updating your information on a regular basis to reflect changes in your interests, contact information, career services desired, geographic preferences, class year, etc.

How Do I Find Jobs and Internships?

The "Jobs and Internships" section of CCNet lists positions from diverse career fields, for on-campus recruiting as well as direct application to employers. See the reverse side of this handout for more information on Cornell's on-campus recruiting program.

New jobs are added daily, with on-campus recruiting usually more active in the fall and direct-application jobs more active in the spring. The "1-click search" and "saved search" features can help you check the listings regularly. The OCR tutorial mentioned on the reverse side contains instructions on using these tools.

You'll find **on-campus and local job postings** at <http://studentemployment.cornell.edu/jobs>.

How Do I Contact Alumni?

You can use Cornell's Alumni Mentor Network to identify alumni and others who are willing to provide career advice. Note that this feature is not a job service, but an opportunity for career-information networking. More information is available on a separate handout.