


This guide will help you use the Seton Hall University *Alumni Navigator* system. Refer to this document as you complete your profile, upload your resume, search for positions, and expand your professional network.


When utilizing *Alumni Navigator*, it is important to follow these instructions as well as all on-screen instructions for best results. If at any point you have questions, please contact The Career Center at 973-761-9355 or careers@shu.edu.

CREATING YOUR ALUMNI ACCOUNT

This is your first step in using the *Alumni Navigator* system.

- Ø **VISIT** The Career Center's Alumni homepage at
<http://studentaffairs.shu.edu/career/alumni-careerseekers.html>
- Ø **CLICK** on *Alumni Navigator*.

 If you previously had a Navigator account, your username is shu followed by your shortname, (ie, shusmithbri) and your password is career. If you experience difficulty logging in with this information, please call The Career Center at 973-761-9355.

- Ø If you never had a Navigator account, **CLICK** on *Create Account*. (For FREE access to Seton Hall University's *Alumni Navigator* system, you DO NOT have to join eProNet Alumni.)
-  Use a non-SHU e-mail address when creating your account.

- Ø **COMPLETE** information and follow all on-screen instructions.

MANAGING YOUR PORTFOLIO

Your Portfolio contains four main sections: profile, resume, references, and experiences. There is also a help tab included to guide you.

Help

The Help tab is here to provide guidance along the way. It offers a full demonstration of the Portfolio feature in *Alumni Navigator* as well as answers to frequently asked questions.

Profile

Your profile includes three key components: introductions to your shared views, your contact information, and your career interests. Please be sure to fill out your profile completely for the best search capabilities and response from employers.

- Ø **CLICK** "Update Profile" from your home page **OR SELECT** "Profile" from the Portfolio drop down on the Navigation bar in the upper right of your screen.

Introductions: Creating introductions for your shared views allows you to introduce your portfolio to recipients.

Contact information: The information you provided when you registered for an account will be pre-populated into your contact information and career interests. You can edit it as well as create different versions of your contact info.

Career interests: Providing information about your career interests will help *Alumni Navigator* match you with jobs and advice. If you'd like, you'll also be able to share this information with recipients of your portfolio.

REMEMBER TO KEEP YOUR PROFILE INFORMATION UPDATED!

Resume

- Ø **CLICK** “Update Resume” from your home page **OR SELECT** “Resume” from the Portfolio drop down on the Navigation bar in the upper right of your screen.
- Ø **CLICK** “Add a New Resume” to upload your resume.
- Ø **CLICK** “Browse” to select your best resume and then hit “Save.”
- Ø **SELECT** “Publish” to make your resume searchable by employers.

TIP: Prior to uploading, your resume should be saved as a Microsoft Word document, as “First Name, Last Name Resume”. (Example: Thomas Smith Resume)



THE CAREER CENTER RECOMMENDS: Do not use the “Primary Resume” option. Adding information to this feature will provide a summary but NOT a professional resume. Select “Add a New Resume” and use your browser to select your best resume.



Alumni can build their resumes using *Optimal Resume!* This software allows you to create resumes in several formats, and can manage up to 5 different resumes. This is offered free of charge to SHU students for six months following graduation. After that time, there is a small fee to utilize *Optimal Resume*. Details available on The Career Center website at <http://studentaffairs.shu.edu/career/alumni-careerseekers.html>

Experiences

Experiences can help recipients of your portfolio learn more about who you are, what you’ve done, how a particular experience helped you grow as a person or strengthen a skill. Your *Experience* section should build on what your resume already states by describing things about yourself that employers might not readily be aware of.

- Ø **SELECT** “Experiences” from the Portfolio drop down on the Navigation bar in the upper right of your screen.
- Ø **CLICK** “Create New Experience.”
- Ø **CLICK** “View an Example Experience” to read samples.

You can add as many Experiences as you like.

References

References are recommended and may be requested by prospective employers.

- Ø **SELECT** “References” from the Portfolio drop down on the Navigation bar in the upper right of your screen.
- Ø **CLICK** “Create New Reference.”



THE CAREER CENTER RECOMMENDS: Be sure to check contact information with your references and notify them that they may be contacted regarding your job search.

Shared Views

The *Shared View* section allows you to select specific items from your portfolio to share with specified individuals.

- Ø **CLICK** “Create Shared View” on the upper right while you’re building your portfolio **OR SELECT** “Create Shared View” from the main Portfolio page by clicking on “Portfolio” in the Navigation bar.
- Ø **NAME** your shared view and **SELECT** a template for its style. You can preview your portfolio and change the style and name at any time.
- Ø **ADD** as much information from your profile as you would like. Follow on-screen instructions for adding additional information.
- Ø **SELECT** “Go Back to My Portfolio” to add information at any time while creating a shared view.

Preview Your Shared View

- Ø SELECT “Preview” to see the view as others will see it.
- Ø SELECT “Print” to have a clean hard copy for yourself or to share with others.

Sharing Your Portfolio

- Ø SELECT “Share” in the upper left corner.
- Ø ADD email addresses of your recipients, separated by commas.
- Ø SELECT the amount of time you’d like this particular view to be available. You’ll always have this saved version and can extend the viewable time.
- Ø COMPOSE the message that will be sent to the recipients. You can customize a pre-set message or start from scratch with your own message. A link will be included in your email and once you hit send, you’ll be able to start tracking the activity of this shared view.

Tracking Your Shared Views

When you “track” your shared views, you will see which of your recipients have accessed your portfolio, who hasn’t, and determine if you want to extend their dates for access.

- Ø CLICK “Track Portfolios” from the main Portfolio page by clicking on “Portfolio” in the Navigation bar.
- Ø CLICK “View Tracking Report”

CONDUCTING YOUR SEARCH

- Ø SELECT “Jobs” from the Navigation Bar on the top of your screen.
 - Ø CLICK “Advanced Search” to include the most relevant search criteria.
- When conducting your search, alumni should select “jobs” rather than “internships.”



THE CAREER CENTER RECOMMENDS: For best results, keep your searches “broad” and try several different searches.

Please Note: You may view all jobs posted by SHU and fellow alumni by selecting this “One Click Search” on the upper right of the “Advanced Search” screen.

- Ø CLICK “Search” to retrieve postings from all available sources.

Please Note: you can view those jobs that have been posted directly to SHU by selecting “Seton Hall University” under *Filter Criteria*.

- Ø CLICK “Save Your Search” to create a Job Search Agent. Saved searches are run every night, and any matches that are found will be emailed to you each day. Whenever you perform a job search, you always have the option to save it as a search agent and it will be emailed to you.

For comprehensive information on industries and careers as well as links to job and web sites, be sure to utilize the “Guidance” button located on the Navigation bar at top right of your screen.

Ethical Career Searching

In fulfilling the mission of Seton Hall University, TCC expects all alumni to adhere to the ethical, academic and professional standards as established by the University, The Career Center, and the hiring organization. In addition, Alumni Navigator and eRecruiting are available to any organization and/or alumnus who is recruiting candidates for part-time, internship or professional employment opportunities. Recruiting activities are those that have the primary purpose of sourcing candidates for bonifide employment opportunities. Solicitation not related to sourcing candidates for employment is not permitted. The Career Center reserves the right to decline or withdraw access to *Alumni Navigator*.

CONNECTIONS

Experience Connections is a professional networking service that helps alumni develop relationships to support career exploration and development. *Connections* profiles are visible to all members of the network, including students, alumni, employers and university staff.

- Ø SELECT “Connections” from the Navigation Bar on the top of your screen.
- Ø CLICK “View Your Personal Profile” to create or edit your *Connections* profile information.
- Ø CLICK “Search for New Connections.”



The Career Center Recommends: Your *Connections* profile should present a professional image, as should all other social networking profiles, blogs, comments, and/or photos. Employers are increasingly searching social networking sites and considering information found as part of the hiring decision.

POSTING OPPORTUNITIES

As a Seton Hall University alumnus, you may also post opportunities on behalf of your employer. To ensure that you can post free of charge, please follow the instructions below. These instructions direct you to eRecruiting, a different recruiting platform. All professional positions posted in this platform will be deployed to *Alumni Navigator*.

- Ø VISIT The Career Center’s homepage at <http://studentaffairs.shu.edu/career/>
 - Ø CLICK the purple box to the left of the page "Employers Log into eRecruiting".
 - Ø CLICK the "Create an Account" link.
 - Ø ENTER your e-mail address and click "Submit."
 - Ø ENTER your information and hit "Submit."
- NOTE:** The password you create is self-generated and does not come from Seton Hall University.
- Ø CLICK the "Request Access" button.

When your request for access is received, you will receive an automated e-mail from Experience.com.

When we accept your request, you will receive two e-mails with instructions on posting to the system. One email will be from Experience.com and the other will be from Seton Hall University.

UTILIZING THE NAVIGATION BAR

The gray Navigation Bar is a “toolbar” that will appear at the top of every page within Alumni Navigator. This toolbar provides you with access to additional features provided by *Experience, Inc*. These resources are free of charge to SHU alumni.

The four circle buttons on the right of the Navigation bar will give you the ability to access additional information.

- Ø The **Job Postings** button gives access to job postings via the *Experience Network* that will appear automatically and dynamically based on the information you’ve provided in your portfolio.
- Ø The **Guidance** button will provide an expanded list of relevant industry articles, links to blogs on experience.com and other career resources tailored to your needs.
- Ø The **Announcements** button delivers relevant career-related Experience Network notices and opportunities.
- Ø The **Connections** button provides direct access to Experience Connections, a professional networking service.



When you have finished reviewing resources within the *Experience Network*, you can return to Alumni Navigator by clicking on the SHU logo on the left side of the Navigation bar. You will be brought back to the Alumni Navigator homepage.

THIS RESOURCE IS PROVIDED BY:

**The Career Center
2nd Floor, Bayley Hall
careers@shu.edu**

To utilize additional career resources visit our website: <http://studentaffairs.shu.edu/career>

For additional assistance, please call a Career Professional at 973-761-9355.