

GettysburgWorks: Student Guide

Getting Started: Accessing Your Account

GettysburgWorks is an online system that the Center for Career Development has provided for you to use to search and apply for jobs and internships, to find out about upcoming events and workshops, and to sign up for on-campus employer interviews and information sessions.

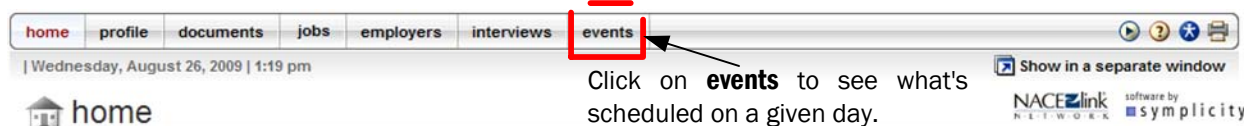
You can log into the system and post your resume and other documents to apply for open positions at: <https://gettysburg-csm.symlicity.com/students/>. The following instructions are designed to get you up and running quickly in the new system.

Even if you've never used **GettysburgWorks** before, you likely already have an account that was created for you. If you do not remember your login information, please request the information from career@gettysburg.edu rather than registering for a new account.

NOTE: A detailed User Guide is available inside the system. However, some of the information provided in the detailed User Guide is not applicable to Gettysburg College students. In particular, Alumni Networking is managed outside of GettysburgWorks and Clerkships are applicable to law school students.

Your Home Page: Important Notices & Events

When you login you land at your home page where you are immediately greeted with the following information:



announcements

>Welcome
To get started quickly, click [profile](#) above to review and update your profile information. Required items are marked with a *.

A [Quick Start Guide](#) is available to show you the most common tasks in **GettysburgWorks**.

Please contact us for any questions or concerns:

Center for Career Development
Gettysburg College
Phone: 717.337.6616
Email: career@gettysburg.edu

shortcuts

- [Jobs & Internships | Qualify For \(On and Off-Campus\)](#)
- [Career Resources: Handouts, Help & Career Subscriptions](#)
- [Center for Career Development Website](#)

alerts

► You may sign up for **1 interview**

shortcuts jump to popular sections and **Alerts** may tell you, for example, that you have been accepted for an on campus employer interview.

any comments or questions?

Your feedback is welcome.

Submit **questions** or **comments** here. Your feedback is welcome!

Pay particular attention to any **announcements** or **alerts** that may be displayed for your information.

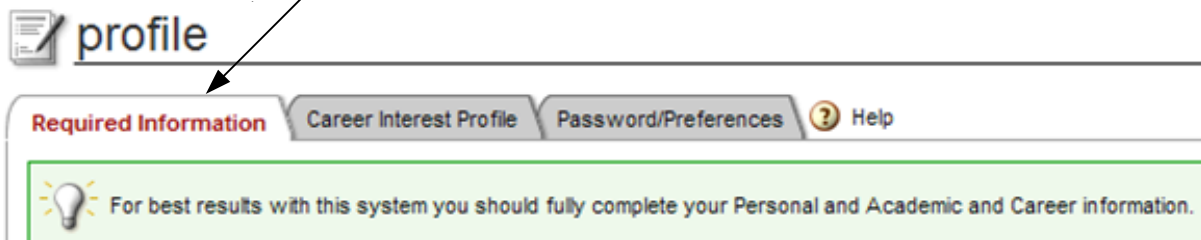
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Your Profile: Required and Optional Information

Click the **Profile** tab to edit your profile. You should update your profile regularly to keep it accurate.



Certain profile information is **REQUIRED** before you can access resources within **GettysburgWorks**. It will be marked with a red asterisk *****.

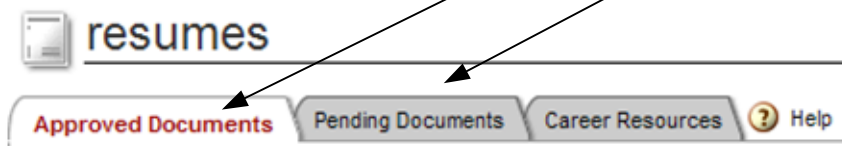


Your Documents: Uploading Resumes & More

Click the **Documents** tab to upload a file.



You may upload a resume or other document either from the **Approved** or **Pending** document tabs. Click **Add New** at the bottom of the page to browse for your file.



Once uploaded, an administrator will review your resume and either approve it as is or possibly suggest changes. You might be asked to come in to the Center for Career Development during drop-in hours to discuss the suggestions in person. Other documents, such as cover letters, writing samples and unofficial transcripts may also be uploaded and reviewed, however your resume must be "approved" before you will be able to submit it as an application for opportunities through **GettysburgWorks**.

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Career Resources : Handouts, Help & Career Subscriptions

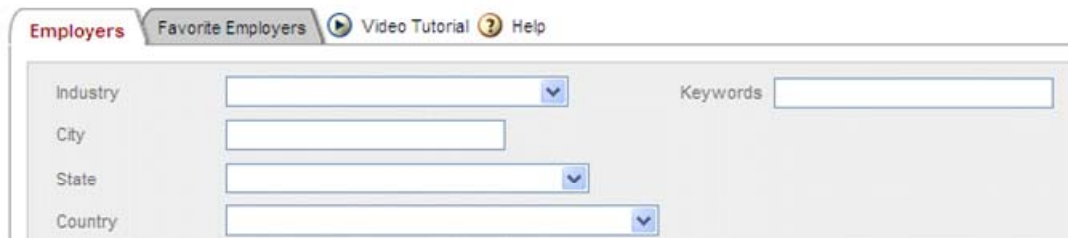
Use the **shortcuts** provided on your home page to view **Career Resources**. You can also access Career Resources from the **documents** tab at the top of the page. The Career Resources section contains copies of all of our handouts, a comprehensive student user guide and exclusive access to career subscriptions for Gettysburg College students.



Name ▾	Type ▾	Size ▾	Description
Student Interface User Guide.pdf		786.5k	
Access Career Subscriptions	Handout	73.9k	The links contained in this document provide access to exclusive job and internship resources for Gett...

Searching for Employers: Find the Organization You Seek

Click the **Employers** tab at the top of the page to begin your search. Choose the search options that you want and click **Search**:



Employers Favorite Employers Video Tutorial Help

Industry Keywords

City

State

Country

Search results will be displayed at the bottom of the page. Click on the **Organization** name to view the company's profile and open positions. Click **Add Favorite** to add the employer to your **Favorite Employers** tab for future access.

Organization ▾	Website	On Campus	Options
1 Dream Foundation	http://www.1dreamfoundation.com		ADD FAVORITE
A.E. Schwartz & Associates	aeschwartz.com		ADD FAVORITE
American Association of Advertising Agencies	http://www.aaaa-aaip.org		ADD FAVORITE

On-Campus Interviews: How to Find Them

Make use of the **Jobs & Internships shortcut** on your home page to search for opportunities with qualifications that fit your profile.



On the next screen you can refine your search or you can scroll to the bottom for a list of all available interviews that you qualify for. Clicking on a job title from that list will take you to a screen with more position information. Under **Application Status** on the right-hand side of screen, you will find information on how to apply including selecting the uploaded resume you would like to submit. Page 4 of this guide includes instructions on how to accept or decline an on campus interview offer and how to search for other jobs and internships.

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On-Campus Interviews: Accepting or Declining an Interview

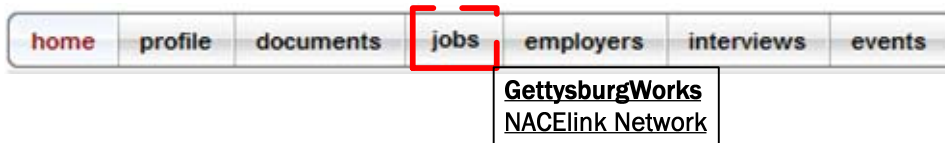
After you have applied for an on-campus interview, check the Alerts each time you login to see if you have been accepted and can sign up for an interview. Click on the alert and then select **Schedule Interview** or **Decline Interview**.



After you click on **Schedule Interview** you will be presented with a list of interview times. Select the time you want and click **Submit**.

Searching for Jobs & Internships: Finding the Job You Seek

Click the **Jobs** tab at the top of the page to begin your search. Choose **GettysburgWorks** or **NACElink Network** based on your needs:



A. Searching for Jobs & Internships: GettysburgWorks

Click the **Jobs** tab at the top of the page to begin your search. Choose **GettysburgWorks**. **GettysburgWorks** lists jobs and internships from Gettysburg College alumni and parents, as well as approved employers from around the country. Select the search options that you want using the drop menus or search box, then click **Search**. The search results appear at the bottom of the page.

Click on the **Job Title** to see more and to apply or click on the **Employer** name to see its profile.



	Job Title ▾	ID	Employer ▾	Location	Position Type	Posted ▲	Deadline ▾	Options
<input type="checkbox"/>	DIRECTOR OF PLANNING, RESEARCH & GRANTS	2163	South Orange County CCD (SOCCCD)	Mission Viejo, California	Full-Time	Mar 11, 2009	Apr 10, 2009	 ADD FAVORITE

Click on **Add Favorite** to add the job to your **Favorites** tab for easy lookup later.

B. Searching for Jobs & Internships: NACElink Network

Click the **Jobs** tab at the top of the page to begin your search. Choose **NACElink Network**. The **NACElink Network** lists jobs from career centers around the country that do not appear in **GettysburgWorks**. Type in a keyword or location and click **Search NACEink Network**. You will arrive at a page of search results, click on the title of a job that interests you and follow the instructions to apply.