

CISTERN^{online} USER GUIDE

This guide will help you navigate the Career Center's online job listing system, Cisternonline. Through Cisternonline you will be able to: keep your student profile updated (this is separate from MyCofC), view and apply for jobs & internships; participate in on-campus interviews; and view and register for career-related events.

Getting Started

- Login on the Career Center website at <http://careercenter.cofc.edu> and choose the Students/Alumni: Search for Jobs or Internships link on the right side of the page under Quick Links
- Key in your **FULL** College of Charleston email address as your **username**. (If you were enrolled BEFORE Fall 2011: Full EDISTO email address. If enrolled Fall 2011 or after: campus issued email address)
- **Password:** Date of Birth (MMDDYY - no slashes or dashes)
- Click **Enter**
- **Complete your Profile.** You are only required to complete items with an asterisk (*); however, if you are an upperclassman, it is recommended that you complete all the fields. **PLEASE NOTE: None of this information will be automatically updated.** It is recommended that you update your Profile yearly so that the information will be up-to-date and accurate. To update your Profile, click "**Profile**", then **Edit** the section you wish to update
- **Usernames can only be changed by the Career Center.** You may change your Password by going to "change your password" under the Profile tab on the gray navigation bar at the top of the page

Searching for Part-Time and/or Seasonal Jobs

- Select one of the choices under **One Click Searches** on the home page to search for a particular type of part-time job (Recommended); **OR**,
- Under **More Searches** on the home page, click on **Part-time Jobs** and use the search fields to limit your results to specific part-time jobs

TIP: For maximum search results, limit your search criteria to as few fields as possible.

Searching for Post-Graduate Jobs

- Under **More Searches** on the home page, click on **Full-time Jobs**
- To see **Full-time Jobs** posted to the College of Charleston only, click on **Show Me Jobs Posted by My Career Center Only**; for additional jobs not posted with the College of Charleston, click **From All Available Sources**.
- Use the search fields if you wish to limit your results to specific full-time opportunities

TIP: For maximum search results, limit your search criteria to as few fields as possible.

Searching for Internships

- Under **More Searches** on the home page, click on **Internships**
- Click on **Show Me Jobs Posted by My Career Center Only** and use the search fields if you wish to limit your results to specific internship opportunities

TIP: For maximum search results, limit your search criteria to as few fields as possible.

TIP: For a more specific search, enter text into the Keyword field.

To receive e-mail notification of new jobs/internships

- Follow the steps above to search for part-time jobs, internships, or full-time jobs
- When your Search Results are given, click on **Save Your Search** under More Search Options
- Name the search
- Choose **Yes** to receive e-mail notifications of a job match
- Click **Save**

TIP: Make sure the e-mail address listed in your Profile is current!

Creating a Resume using the Career Center's Sample Documents

TIP: *These are easy-to-edit, flexible templates for creating your resume!*

- Select the **Documents** tab on the navigation bar
- Choose **Your Resumes** from the pull-down menu
- Click **View some sample documents** under the **Sample Documents** box
- Click the link for a sample document, Open the document, then Save the file to your hard drive or disk and download it to Microsoft Word
- Open the document from your disk/hard drive in Microsoft Word and replace the text with your own
- Bring your new resume to the Career Center for review and approval

Uploading and Publishing Your Resume

- Come to the Career Center to have your resume reviewed and approved and to sign the **Consent to Disclose Information** form (call 953-5692 for an appointment or come by during Drop In hours)
- Login to CISTEROnline and select the **Documents** tab from the navigation bar
- Select **Upload Documents**, then choose **Resume**
- Click **Browse** to find your file, highlight your file, click **Open**, then choose **Upload**
- **IMPORTANT!** If you wish to allow employers to view your resume, go to Documents again, and now choose the **Publish Resumes** link
- Scroll down to the **Additional Resume Books** section and choose the appropriate resume book category (**NOTE:** certain resume books are restricted to students who meet criteria defined by the Career Center. The Experience Network Resume Book makes your resume viewable to employers nationwide.)
- In the drop-down menu beside your chosen resume book(s), choose the resume to publish
- Click **Save**

TIP: *If you have multiple career interests, upload more than one resume using different, targeted objectives for each.*

Signing Up for Interviews

- In the **One-Click Searches** box in the middle of the screen, click on **Jobs with Upcoming Interview Schedules** to view opportunities for on-campus interviews
- Click each **Job Title** to view, then scroll to the bottom of the page and click **Apply**
- Select a resume that meets the requirements of the job, then click **Submit**
- **NOTE:** You might not see an **Apply** button if you don't meet the requirements of the job. Check with the Career Center if you have questions
- If you were able to apply successfully, your resume will be sent to the employer. You will be notified by e-mail when the employer makes a decision regarding the candidates selected for an interview.
- To check the status of your applications, click the **Applications** tab from the navigation bar
- The status of your applications is displayed in the **Employer Decision** column
- Once an employer has **Accepted** you for an interview, you may sign up for an interview time slot
- Click on **Details...**
- On the **Applications Details** page, under **Employer Decision**, click on **Sign up for Interview**
- On the **Interview Sign Up** page, find the schedule you would like to sign up for and select the **Time** radio button for the time slot you desire
- Click **Save** to reserve your slot. **NOTE:** If you do not want to accept the interview invitation, click on **Decline this invitation for an interview**. If you decline the invitation, your application will be withdrawn. Select **Decline** to confirm your decision