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Carey Compass Quick Start

This tutorial will provide you with basic information to help you quickly navigate Carey Compass. Carey Compass is your one-stop resource for on-campus employment and hundreds of local and nationwide job postings, career development events, appointments, and announcements.

What are the benefits?

- Your Student Profile helps you showcase your unique talents, skills, and experiences
- Your profile becomes available to employers via Resume Books
- E-mail and text alerts for new job postings, upcoming events, and appointments
- Workshops and information sessions to help promote your professional development
- Career assessment tools for exploring real world jobs that match your career goals
- One-on-one career coaching appointments and scheduling

To get started visit CareyCompass.com

Current Students: Select the “Current Students Click Here” link and enter your Username (JHED ID) and password.

Alumni: Sign in using the Alumni Only section of the page.

Notification Alerts

Located at the top of the web page highlight actions to take or are reminders about important deadlines.

Alert Notifications include:

- New Job Results for Saved Searches
- Expiring Favorite Jobs
- Event Registration Confirmation
- Event Waitlist Notification
- Resume Status
- Upcoming Coaching Appointment

Passport Career

PassportCareer.com provides 15,000+ pages of extensive resources, guidance, strategies, and tools for students interested in career opportunities. Students interested in working internationally will find excellent up-to-date information by country about employment options, work authorizations, lifestyle considerations, and local resources. Global jobs are also posted in Passport Career.

To access Passport Career click the link (located on the right side of the page) and type in the JHU Carey registration code: jhucarey.
Home
Displays announcements, job information and other alerts at a glance.

Job Postings
Displays job postings posted by the Carey Business School, employers, MBAjob web, MBA Exchange, Glass Door, and more.

Apply for Jobs
To view job details click on the job title such as important dates, employer search criterion, and application method will be on shown on the right side of the webpage. Some job postings will instruct you to apply directly to the employer, while others allow you to submit your application through the system.

Note: Pay special attention to the requested job application materials and submission requirements as they may vary depending on the employer.

Advanced Job Search and Search Agents
Because the list of job postings can be long, using the Advanced Search tab allows you to refine your search using filters.

Create an Advanced Search
Click the Advanced Search link on the Carey Job Posting Page and select the job criterion. View additional search selection by selecting More Filters. Click the Search button.

Job Search Agents
• After the search results are displayed, click the saved searches link to begin setting up your search agent. Enter the title for the search agent. Select Send via email frequency from drop down.
• Determine if the results you receive should be newly posted position or all positions that meet the filter criterion. Note: Selecting the “Yes option you will receive only new job listings since the last sent email; otherwise all active jobs will be sent. When you are finished completing the form, click the save button.

My Favorites
You can mark any posting as a “favorite” to review again at a later time by clicking on the “star” icon next to the job title. This job will now be shown in Notifications Alert on the Home Page or on the Favorites list under the Carey Job Posting tab.

Note: Once the job posting deadline has passed the job will no longer appear in your Favorites list.
My Job Applications

Applications Tab
By selecting either My Job Application or Applications under the Carey Job Posting option you are able to view applications submitted through Carey Compass.

My OCR Applications and On Campus Interviews
Fall and Spring On-campus Interviewing is a recruiting program where employers come to the Carey Business School to interview students for various positions. Carey Job Postings that are slated as On-Campus recruiting jobs will be identified in the job listing with important dates for resume submission showing on the right of the web page.

The On-Campus Interviews page will display interview options and confirmations if an employer has selected you for an in-person interview. Note: if you are selected for an interview, you will be selected via email when the interview options will be available for selection.

My Profile
The Student Profile is an extension of the resume and allows the student to input information such as personal statement, experience, projects, skills, and resume to better promote skills to employers. The Profile can be shared via LinkedIn, Facebook, Twitter and a URL if the option is chosen in the Profile>Public option (located on the right web page in My Profile). In the header section of the Profile, you have the ability to upload a picture or banner to showcase your personality to employers: Note: The photograph should be a professional picture

My Documents

Approved Documents
Shows all documents (ex: Resume, cover letter, etc.) approved by the Career Development Office.

Default Resume
Makes your resume available (with the appropriate permissions) to employer requests. It is important to select a default resume to ensure your resume is available for use. To display the default resume selection, click the three vertical dots (located on the left side of the web page for Approved Documents) and select the Default Document Option.

Note: Only one resume can be the default.

Documents Pending
Shows all uploaded resume and cover letters that either require career coach review or corrections by you the student. To view the status of your document, select the Document Pending Approval Tab, and document title.
Opt-In Resume Book
Enables you to submit your resume in an open resume collection opportunity.

Uploading a Resume or Other Document
Select the My Documents tab located on the left navigation bar. Select the Add New button (located at the bottom of the “Approved Documents or Document Pending Approval” tabs. A separate web page will open allowing document selection on your PC. In the “Label” field, enter a document title. Select a Document type (ex. Resume, cover letter, transcript, other). Click on the submit button.

Events
Allows students to view and RSVP to career fairs, information sessions, and workshops. Using the search features you can search for events based on type, date, location, and keywords.

How to RSVP
- View upcoming Information Sessions or workshops by clicking on the “Events” tab located on the left navigation bar.
- Click the Information Sessions or Workshops tab.
- Locate the desired event using the search box. For event details, click event title.
- Select the RSVP button.

You will receive an event confirmation upon registration and email reminder prior to the event. If the event is full you may be able to be added to a waitlist. Should space become available you will be automatically registered.

Note: If plans change and you are no longer available to attend the event, then cancel your registration by selecting the “Cancel RSVP” button next to the event.

Surveys
The Surveys section allows students to fill out surveys created by the Career Development Office. If there is a current survey requiring completion, then you will automatically be directed to the survey once you have logged into Carey Compass. To complete, click on the “Respond” button to view and answer the survey questions. Once complete, select the “Submit” button.

Note: Questions with Red Asterisks are required.
Career Assessment Tools

Career Researcher
Career Researcher is a career exploration and job analysis tool that provides detailed description of job competencies and job-related growth projections for a thousands of jobs.

Research Library
Research Library contains resources provided by the Career Development Office to assist you in your career search journey.

Coaching Appointments
Schedule an appointment with one of our career coaches to discuss one or many of the core competencies such as Self Discovery, Job Search, etc.

Scheduling a Coaching Appointment
• Select “Schedule Coaching Appointment” (located on the left navigation bar).
• Select the “New Appointment” button.
• Set the coaching criterion by selecting the desired time frame and the career coach’s name and click the “Check Availability” button.

Note: For the best results do not choose any criterion to broaden the search.

The results of the search will appear on the rights side. Under the desired date and time, select the counselors the career coach’s name. Select the appointment type and select the submit button.

My Account

Personal
Basic contact and academic information such as current and permanent address and phone number. In this section we urge up to update your Job Search Status to better help in the career search effort.

Academic
Provides information as degree, concentration, and anticipated graduation date. Here you are able to add or update practice areas and years of experience.

Privacy
Opt in or out of email and text select the appropriate options in the privacy tab. Here you can also decide to be automatically included in resume books.

Note: Before moving on to web pages, you must read the Job/Internship Posting disclaimer and check the box acknowledging your understanding.

Career Outcomes
Allows you to share with us your job search successes.
Notification Settings
Choose what you would like to be notified about in the website and the Careers by Symplicity mobile app.

Questions?
Contact the Career Development Office:
(410) 234-9270 | Carey.CareerDevelopment@jhu.edu