

Student Quick Start Guide



To help you get acquainted with **CAPSnet**, this Quick Start Guide provides you with information about frequently used functionality, including:

- Logging into **CAPSnet**
- Managing your student profile
- Uploading resumes and cover letters
- Posting your resume in the Resume Book
- Searching and applying for jobs/internships
- Selecting interview time slots

Accessing **CAPSnet** on Internet Explorer

Go to www.widener.edu/CAPS and Click on the **CAPSnet** icon

Undergraduate Students:

- **Username:** your complete Widener email address/**Password:** your student ID#

University College/Graduate Students and Alumni

- Click on "Create a New Account"
- Create a Username and Password

Return to this log-in page for **CAPSnet** each time you want to use the system

Managing Your Profile

CAPSnet enables you to enter and store information about yourself using the Profile. The Profile contains personal and academic information used by the career center in the recruitment process. Before beginning the job application process, you must enter information about yourself in the Profile. The fields in the academic info and future plans sections are used as the search fields by employers using the Resume Books.

To enter information/edit your student profile:

- Click the **Profile** button on the toolbar to display the Student Profile page. The Profile is divided into the following sections:
 - Personal
 - Academic Info
 - Future Plans
 - Administration
- You can edit each individual section by clicking on the title of that section. The page on your screen changes to the edit format.
- Click the **Save** button at the bottom of each edit section when you are finished. Your student profile automatically updates to reflect the changes you have made.

Uploading Resumes, Cover Letters and other supporting documents

As a student user, you will need to create and upload documents, such as resumes and cover letters, which are used when applying for jobs/internships posted by employers. Uploading documents is the process of selecting a document that you have created and saved in .doc (Word) or .rtf (Rich Text Format) format and saving it on the **CAPSnet** system. "Other" documents can be uploaded from .doc, .rtf, or .pdf format. When your documents are uploaded, **CAPSnet** automatically converts them into PDF documents for online display.

To upload documents for online use:

- Select Documents on your Home page
- Click **Upload Resume**
- Select document to upload
- Click **Upload**

By repeating these steps, you can upload as many different versions of your resume as you like, just be sure to give each one a different name. You will be asked to specify one resume as your "Primary" resume.

Publishing a Resume to a Resume Book

- Select Documents from the toolbar
- Locate the Publish Resumes section and click Go
- Select the resume to publish
- Select the from the following resume books to publish your resume:
 - ALUMNI**
 - FULL-TIME POSITIONS – Graduate Students**
 - FULL-TIME POSITIONS – Seniors**
 - SUMMER/INTERNSHIPS – Graduate Students**
 - SUMMER/INTERNSHIPS – Undergraduates (Freshman – Senior)**
- Click the Save Changes button

Searching and Applying for Jobs/Internships

Viewing and applying for a job/internship is the process of searching the **CAPSnet** system for available job/internship listings and submitting your uploaded documents to an employer for review. Although a job/internship is listed in the system, you may not be able to apply for it. For example, some jobs/internships have been listed by employers, but are not made active for application because certain details regarding the job have not yet been finalized. Another reason why you may not be able to apply for a particular job/internship is that the employer may have restricted applicants to those who meet certain criteria, such as specific major or student status (junior, senior, graduate, etc.). When application restrictions are in effect, **CAPSnet** indicates this in lieu of providing an “Apply” hyperlink. There are several options for ways to conduct a search

To apply for a job/internship:

- Conduct a broad search by selecting Jobs or Internships from the home page or narrow this search using a Keyword.
- Utilize one of the “one-click searches” available from the homepage
- Click on the **Jobs & Internships** tab on the navigation bar to conduct a more refined search
 - In the Specific Search section, choose to search for an **Advanced Job Search or Advanced Internship Search** (includes all career-related positions).
 - Narrow your search by selecting the search criteria, i.e. Major
 - Click **Search**
 - System returns the search results that satisfy your search criteria

After reading the information about the job/internship on the Job/Internship Profile page, if you want to apply for the position, Follow the directions as indicated under **How to Apply**. (If Position is an On-Campus Recruiting position, follow instructions found in the **On-Campus Recruiting Guidelines** available at CAPS.)

NOTE: Your search for jobs or internships will yield those opportunities posted by CAPS (your career center). You may broaden your search by selecting to search for opportunities from “all available sources”

Searching for Employers

In addition to searching for current job/internship postings, you can search for information on employers to expand your possible contacts. These organizations represent employers that we work with throughout the year.

- Locate Employer on the toolbar
- Search alphabetically by selecting the first letter of the employer name **OR**
- Search for a specific employer by typing the name of employer in the “Search by employer name” section **OR**
- Search for an employer by selecting an industry in the “Search by Industry” section
- Click **Search**

System returns the search results that satisfy your search criteria.

Creating & Using Search Agents

- Click on Jobs & Internships on the toolbar
- Locate the Specific Search section
- Select the Jobs or Internships tab
- Enter Search criteria in “Basic Search” or “See More Search Options”
- Select the check box “Save these search criteria as a ‘Saved Search”
- Name the search and click “Save”
- The search will be saved in the “Saved Search” section on the “Jobs and Internships” page

Note: Saved searches allow you to save the parameters for a frequently executed search so you can access results with one click. You can choose to have an email automatically sent to you when a new opportunity is posted that matches your search.

More detailed instructions and assistance are available by clicking on help from any **CAPSnet page.**

Additional Career Resources available through **CAPSnet**:

- **CAPSnet Connect Alumni Mentor program** – Click on **Mentors** on the Toolbar
- Career Tips, Information and Tools – Click on **experience** Navigation Bar.