

Georgia State University Panther Career Net Student Quick Start Sheet

To help you get acquainted with *Panther Career Net*, this Quick Start Sheet provides you with information about frequently used functionality

Managing your student profile
Uploading résumés and cover letters

Searching for jobs and internships
Applying for jobs

◆ Accessing Panther Career Net (PCN)

Please be advised that this software system is compatible with Netscape.

To access **PCN** enter our website address: www.gsu.edu/career. Click on the "Job Listing" link. Under "Job Listing", click on "Panther Career Net". On the following page, click on "**Panther Career Net: Registered Users**". Another page should appear asking you to put in your username (campus ID) and campus password (or GoSOLAR login). After getting into PCN, create a profile.

If you do not know your campus ID and password (or GoSOLAR login), please visit www.campusid.gsu.edu for assistance.

Note: You can toggle back and forth between Panther Career Net and the Robinson Career Connection (Robinson College of Business Job Board) by clicking on the "Jump To" button located on the PCN homepage.

◆ Your Student Profile

PCN enables you to enter and store information about yourself using the Student Profile. The Student Profile contains personal and academic information used by the career center in the recruitment process. Before beginning the job application process, please complete your Student Profile with personal and academic information.

◆ Updating your profile

Click on the **Profile** link on the main navigation bar. On your Student Profile page, click on the tab to view the section you wish to update. Make any changes you wish to make to the information displayed on the Profile page. Click the **Save** button. If you wish to update another section of your profile, click on the link for that section. Repeat these steps until you have made all the updates you wish to make. ***Please, update your profile regularly.***

◆ Uploading 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 posted by employers. Uploading documents is the process of selecting a document that you have created using Microsoft Word and saving it on the *PCN* system. When your documents are uploaded, *PCN* automatically converts them into PDF documents for online display.

NOTE: All documents must be approved by a member of the Career Services staff before it will be available in PCN. This can take up to 24-48 business hours.

To upload documents for online use:

(Before uploading your résumé, please have it critiqued by one of the UCS counselors)

- Select MY Documents on the main navigation bar
- Click Add new
- Label your new document according to the suggested format on the “My Documents” page
- Select Type of document being upload
- Browse for your file (Remember, the documents need to be in MS Word format)
- Submit

◆ **My Jobs & My Interviews**

Click on the My Jobs tab on the navigation bar. In the search box, you can select if you want to show all the job listings *and* on-campus interviews posted, just the job listings, or just the on-campus interviews. Additionally, you can narrow your search by major, position type, and industry. For more options to narrow your search, click Advance search.

To apply for an on-campus recruiting (OCR) interview, click on the job title for your chosen position. If you meet the qualification requirements for the interview, you will be able to submit your resume (and cover letter if requested) for review and consideration by the employer (pre-selection). If you are chosen for the interview, you will be notified through your email to sign up for an interview time slot.

Interview details can be viewed by clicking on the tab “My Interviews” from the top navigation bar.

You can view a list of interviews that have been signed up for by clicking on the “Scheduled Interviews” tab. You may also reschedule interviews here as well.

You can view a list of interviews that have been signed up for by clicking on the “Scheduled Interviews” tab.

You can view a list of the positions you’ve applied by clicking on the “Interview Requests” tab.

- If the Status column reads “Pending”- the select period has not yet begun.
- If the Status Column reads “Invited!”, sign up for the interview by clicking the Schedule Interview button, select an available timeslot, and then click the Submit button.
- If the “Status” column reads “Alternate!”, then the “Scheduled Interview” button will appear once the Alternate Signup period starts.
- If the “Status” column reads “Not Invited”- the select period has begun and interview status is still pending or the employer has declined the interview request.

To apply to a job listing (non-OCR), just click on the job title. If the employer is accepting resumes, you will be able to submit yours on this page. If you do not wish to apply now, you can add the job listing to your “Favorites” job by clicking the “Add to favorites” icon located under the job description.

You may remove a job application by clicking the Withdraw Application button.



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