



## JobZone Student/Alumnus Registration Guide [ncrc-csm.symplicity.com/students](http://ncrc-csm.symplicity.com/students)

Welcome to the JobZone, hosted by the Nebraska College Recruiting Consortium (NCRC). Registration with the JobZone permits you to participate in all services offered by your career services office, including access to job and internship postings, participation in on-campus interviews, and having your resume available to employers. Your career services office and the NCRC Coordinator will also have access to your registration information and may use it to e-mail you about prospective jobs and upcoming events (including career fairs and employers who may come to campus to conduct interviews), and may download your resume and send it out to interested employers (resume referral).

### Benefits of registering with the JobZone:

**-Access to a job board shared by eight schools.** Full-time, part-time, and seasonal jobs; internships; and volunteer opportunities are posted on this site, which is updated daily with new postings.

**-On-campus interviewing.** Some employers wish to visit college campuses to interview students and alumni for full-time and/or internship opportunities. Through the JobZone, you can submit your resume to an employer, and if selected to interview, sign up for an interview time online. Interviews typically occur at locations in Lincoln or Omaha.

**-Resume books/resume referral.** When you upload your resume to the JobZone, it is automatically displayed in an online resume book, which can be accessed by some employers. These employers may reach out to you because they have seen your resume and feel like you are a good match for their organization. In addition, some organizations ask us to provide them with resumes of students or alumni who are currently job searching. If your resume is posted in the JobZone, we can send your resume to an employer who may be a potential match for you, based on information you provide in your profile.

### Registration Instructions

1. Go to: [ncrc-csm.symplicity.com/students](http://ncrc-csm.symplicity.com/students) and click on "Register" to register for a new account.
2. Fill out the registration form. You will then receive an e-mail asking you to verify your e-mail address. You must verify your e-mail address for security purposes.
3. Upon verification, you will receive a confirmation e-mail containing a link to set a password. You must set your password within 24 hours, or the link becomes invalid and you must request a new link. NOTE: If you don't receive these e-mails within a few minutes, please check your junk mail folder.

**If you are a first-year/sophomore**, or are not currently searching for a full-time job or internship, you can stop here on the registration.

**If you are a junior/senior/alumnus**, and are actively searching for a job/internship, it is very important that you fill the Profile section. The academic section specifically is used to match you with potential employers for resume referral. It also provides screening criteria for employers with whom you might be interested in submitting your resume, either for job postings or on-campus interviews. *Example:* If an employer requires a GPA of 3.0, but you do not have the GPA field filled in, you will not be able to apply.

***See the "Now What?" page for more information and tips on using the JobZone to its fullest!***

Disclaimer: The Nebraska College Recruiting Consortium acts solely as a service to inform students of available job openings. The listing of these jobs does not constitute any representation or endorsement by the Consortium or its member schools. The student/applicant should take all care and use common sense and caution when applying for or accepting any position.