



VANGUARD
UNIVERSITY

Career Services

LionsLink

Student and Alumni Guide

How to register, login, update your profile, upload your resume or other documents and apply for on and off campus jobs

Best browsers to use: Firefox, Google Chrome

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Please reach out to us with any questions:

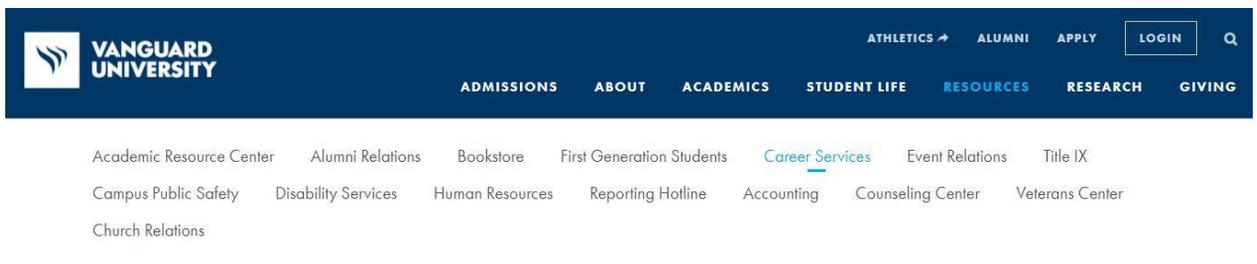
careerservices@vanguard.edu

714-619-6474

Registration and Profile

Step 1:

Go to vanguard.edu/career and click on the  button.



HOME > RESOURCES > CAREER SERVICES > FOR STUDENTS

For Students

Our Services

Career Services provides complimentary services to current Vanguard University students and alumni. Here's an overview of our services:

+ CAREER ADVISING

+ ASSESSMENTS

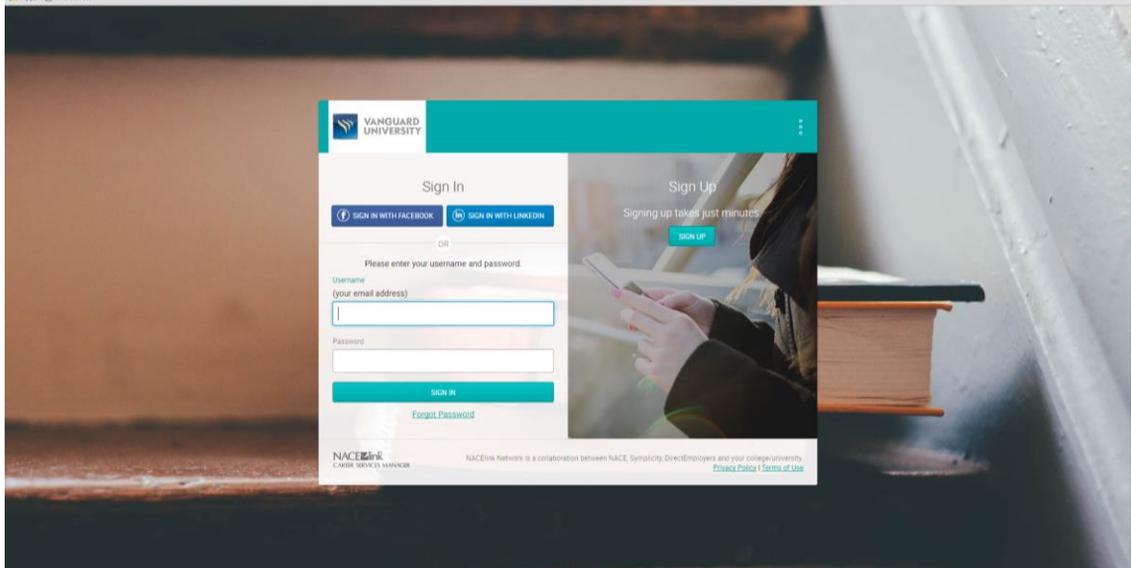


For Students
For Employers
Events



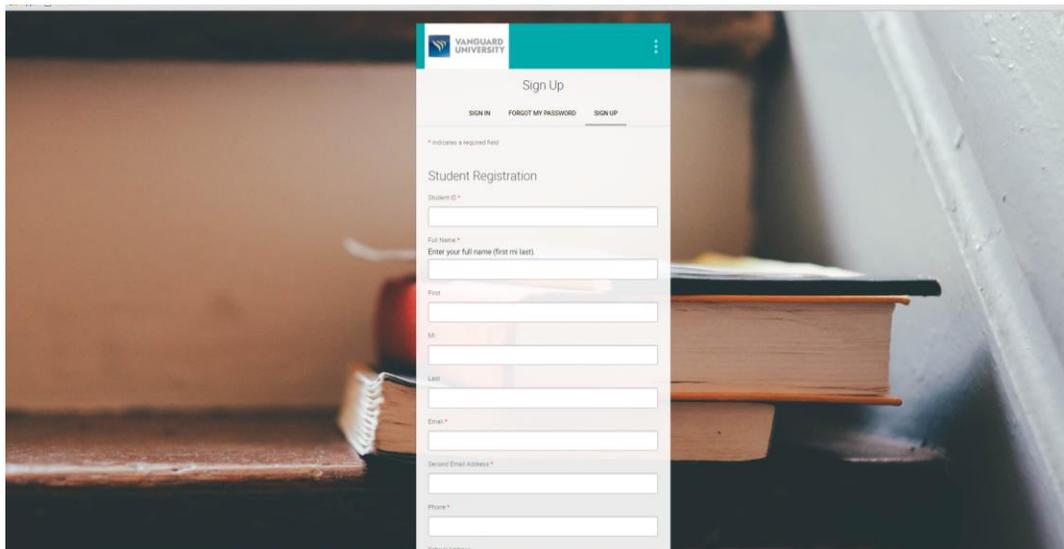
Step 2:

Click 'SIGN UP' to begin the process of creating your account. If you already have an account, you may proceed by entering your username and password.



Step 3:

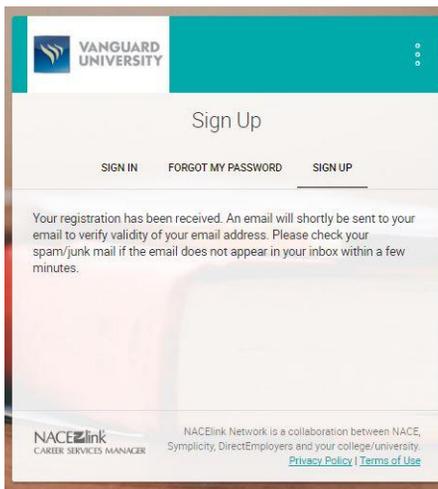
Please continue to enter all pertinent and required information to complete the sign up process.



Step 4:

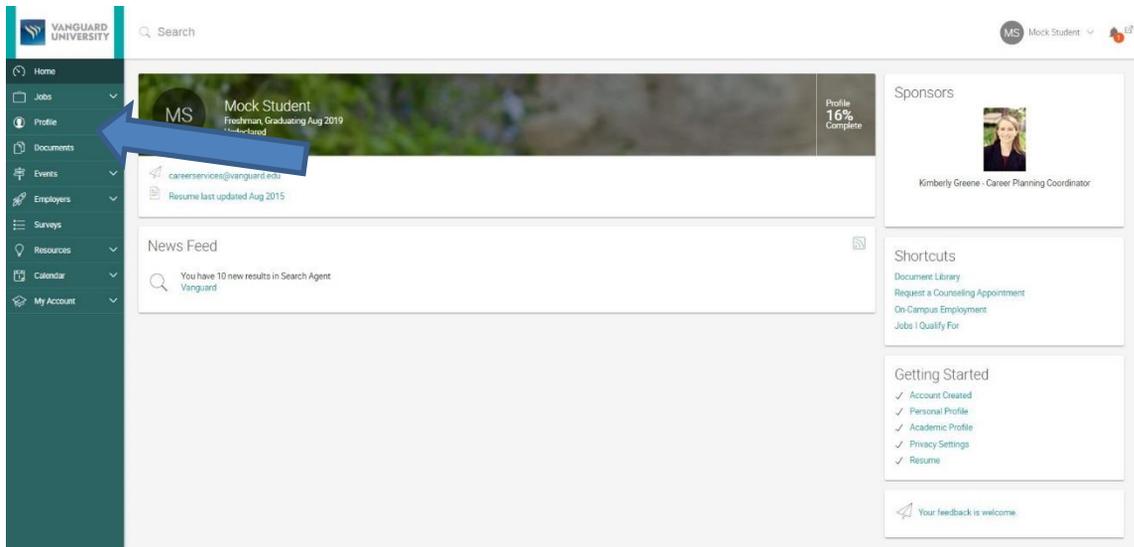
PLEASE NOTE that once you have signed up, you will be required to verify your email address.

NOTE: Please allow 24 hours for your submission to be approved. If it is a weekend or holiday it may take longer. Also, if there is a Career Services event taking place your approval may be delayed. PLEASE DO NOT CREATE MULTIPLE ACCOUNTS TO EXPEDITE THE PROCESS!



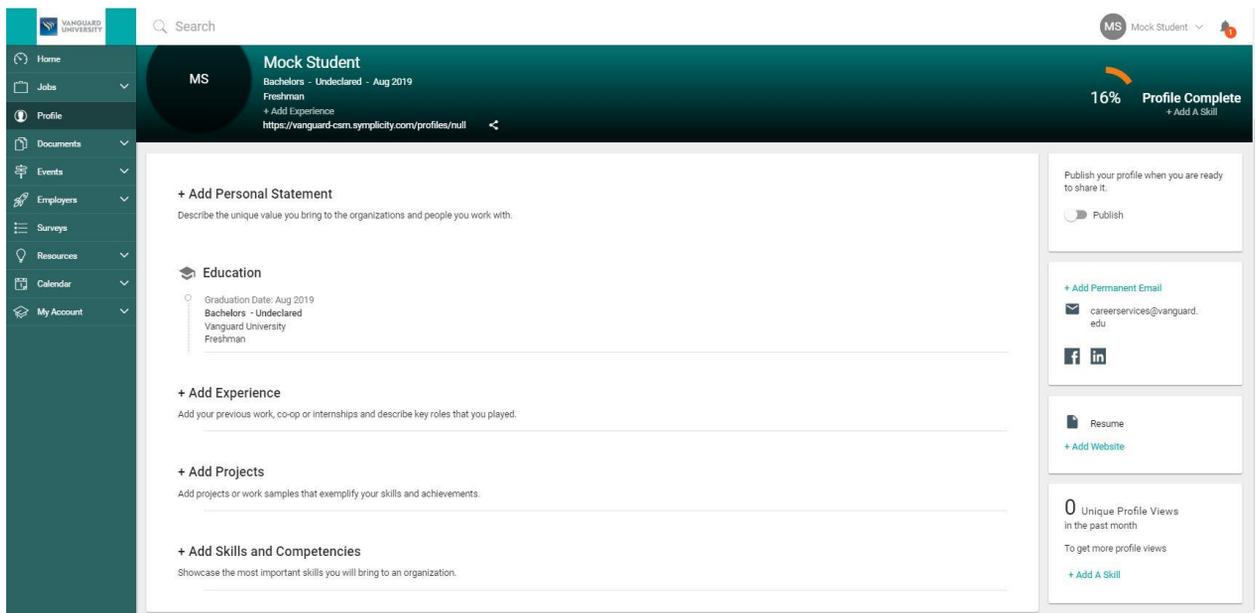
Step 5:

Once approved, you are ready to begin creating your profile by clicking on 'Profile' in the side bar.



Step 6:

Please proceed to fill in all of your relevant education and experience.



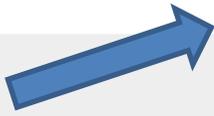
Step 7:

ADD EDUCATION: Scroll over the highlighted area shown below and click the 'ADD EDUCATION' button on the right.

Education

Graduation Date: May 2017
English
Vanguard University
Graduate Student

[+ ADD EDUCATION](#)



+ Add Experience

Add your previous work, co-op or internships and describe key roles that you played.

+ Add Projects

Add projects or work samples that exemplify your skills and achievements.

+ Add Skills and Competencies

Showcase the most important skills you will bring to an organization.

Step 8:

Proceed to enter your information in the provided fields and click 'SAVE.'

Education

Graduation Date: May 2017
English
Vanguard University
Graduate Student

Education

School Name *

Location

Start Date * Graduated *

Month ▼ 2016 ▼ Month ▼ 2016 ▼

Degree Level

Major, Concentration, Program or Practice Area

Step 9:

ADD EXPERIENCE, PROJECTS, OR SKILLS: Simply click on Experience, Projects, or Skills. Proceed to fill in your information and click 'SAVE.'

☰ Experience

☰ Experience

Employer *

Position Title

Location

I currently work here

Start Date * End Date *

Month 2016 Month Year

Description 0/500

DELETE CANCEL **SAVE**

To provide additional Experience, Projects, or Skills, scroll over these respective headers and an 'ADD' button will appear on the right.



☰ Experience **+ ADD EXPERIENCE**

☰ Experience

Employer *

Position Title

Location

I currently work here

Start Date * End Date *

Month 2016 Month Year

Description 0/500

DELETE CANCEL **SAVE**

NOTE:

Once your profile is complete, you may publish it for public viewing. To do so, click on the 'Publish' button in the upper right corner. Your profile is viewable by others if the button appears as the one shown below.

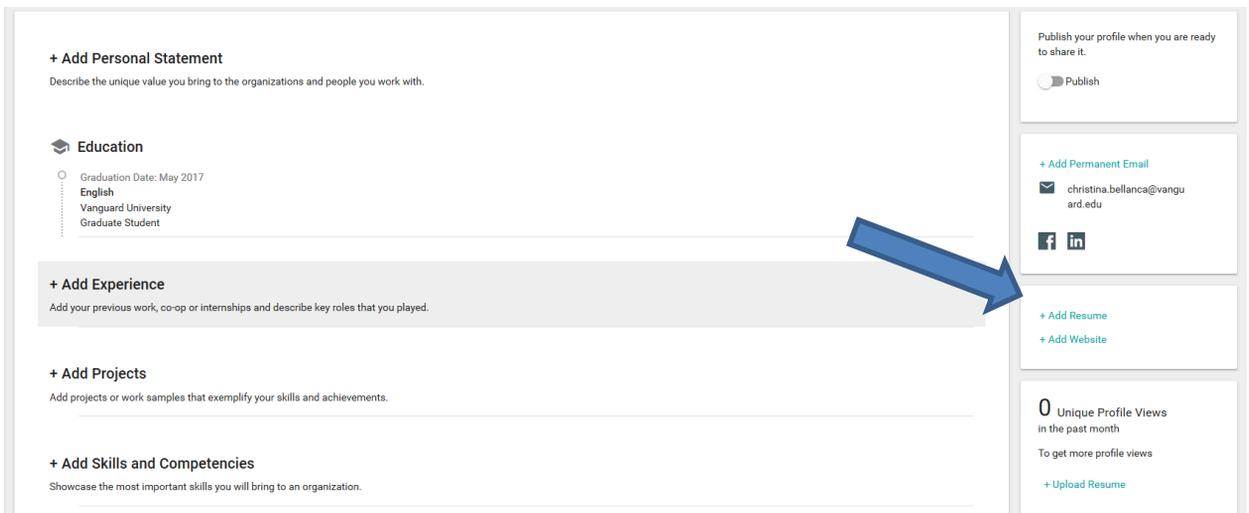
The screenshot displays the Vanguard University career portal interface. At the top left is the Vanguard University logo and a search bar. The user profile header shows 'MS Mock Student' with a dropdown arrow, a graduation date of 'Aug 2019', and a '16% Profile Complete' indicator with a '+ Add A Skill' link. A navigation menu on the left includes Home, Jobs, Profile, Documents, Events, Employers, Surveys, Resources, Calendar, and My Account. The main content area features sections for adding a personal statement, education (listing Vanguard University as a Freshman), experience, and projects. On the right, a 'Publish' button is highlighted with a blue arrow, and a 'Profile Complete' status is shown with a 'Share It!' link. Below this are options to 'Add Permanent Email' (careerservices@vanguard.edu) and 'Resume' with an 'Add Website' link.

Uploading Documents

ADD RESUME

Step 1:

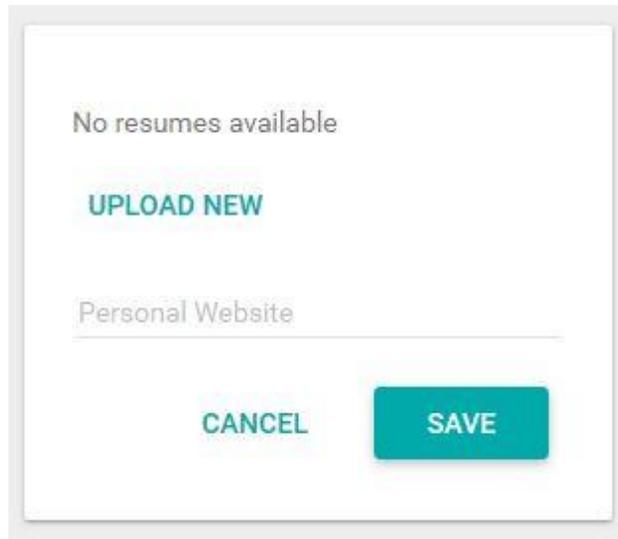
Click on the 'Add Resume' link in the right sidebar.



The screenshot shows a profile editing interface. On the left, there are sections for '+ Add Personal Statement', 'Education' (with a sample entry for Vanguard University), '+ Add Experience', '+ Add Projects', and '+ Add Skills and Competencies'. On the right sidebar, there is a 'Publish' toggle, '+ Add Permanent Email' (with a sample email), social media icons for Facebook and LinkedIn, '+ Add Resume', '+ Add Website', and a '0 Unique Profile Views' section with an '+ Upload Resume' link. A blue arrow points from the 'Add Resume' link in the sidebar to the 'Add Experience' section in the main content area.

Step 2:

Next, click on 'UPLOAD NEW'. After which you will be prompted to label and choose your file. If applicable, you may enter a personal website as well. Click 'SAVE.'



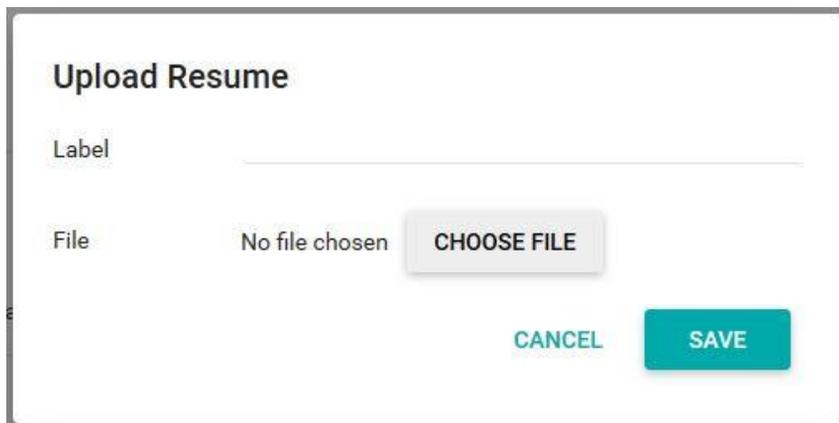
No resumes available

UPLOAD NEW

Personal Website

CANCEL SAVE

This screenshot shows a modal dialog box with a light gray border. At the top, it says "No resumes available". Below that is a teal button labeled "UPLOAD NEW". Underneath the button is a text input field with the placeholder text "Personal Website". At the bottom of the dialog are two buttons: a teal "CANCEL" button and a teal "SAVE" button.



Upload Resume

Label

File No file chosen CHOOSE FILE

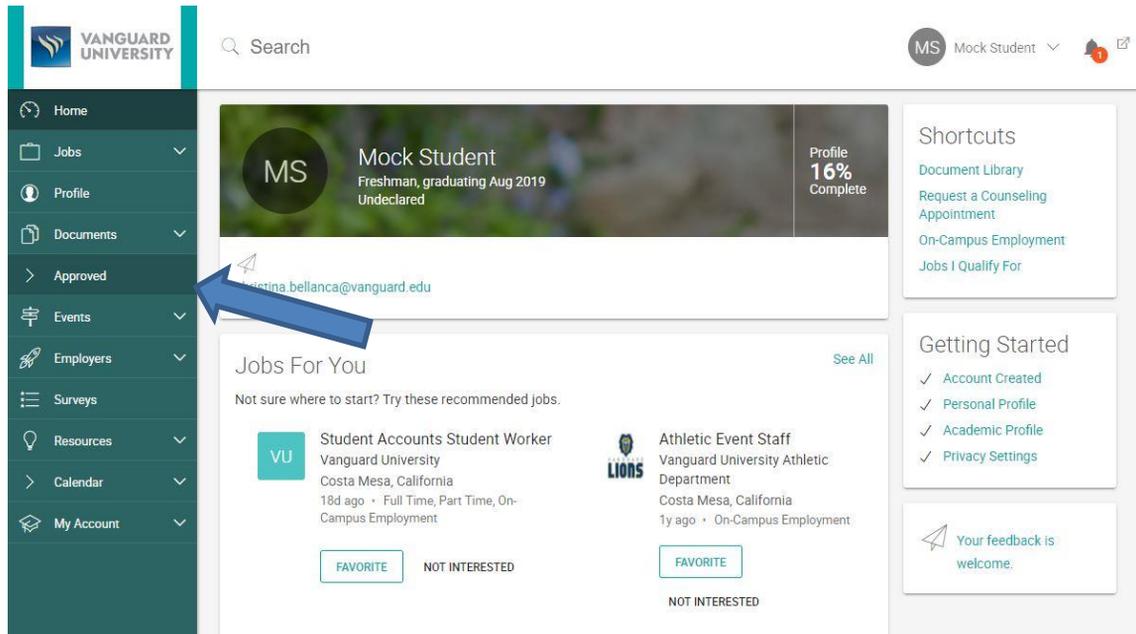
CANCEL SAVE

This screenshot shows a modal dialog box titled "Upload Resume". It has a dark gray border. The first section is labeled "Label" and has a text input field. The second section is labeled "File" and shows "No file chosen" next to a gray button labeled "CHOOSE FILE". At the bottom right are two teal buttons: "CANCEL" and "SAVE".

UPLOAD ADDITIONAL DOCUMENTS

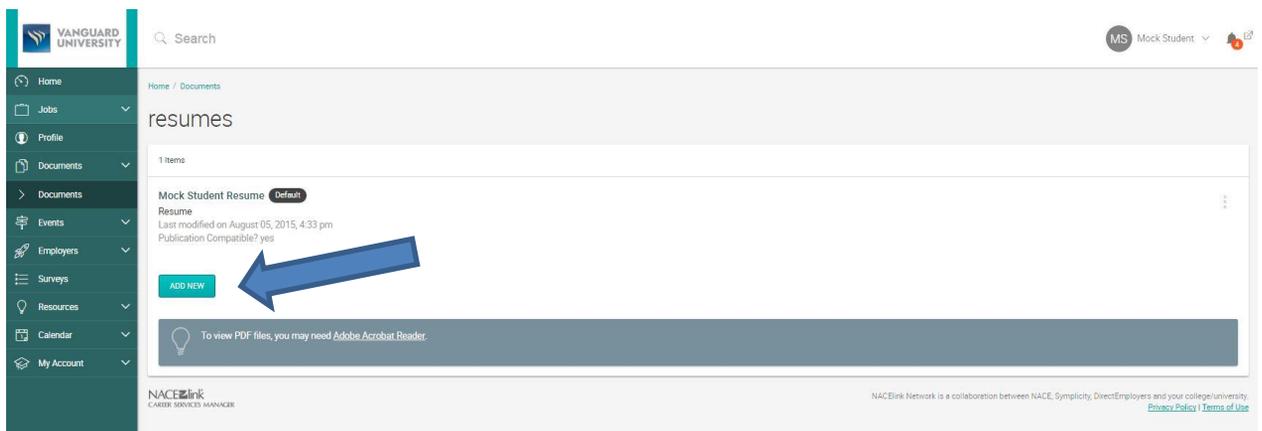
Step 1:

Click 'Documents' on the sidebar and select 'Approved' from the drop down menu.



Step 2:

Here you will view all uploaded documents. Click the 'ADD NEW' button.



Step 3:

Name the file. Select the type of document it is. Click 'Choose File' to select the document you would like to upload. Click 'SUBMIT' when complete.

The screenshot shows the Vanguard University user interface. On the left is a dark green sidebar with navigation links: Home, Jobs, Profile, Documents, Events, Employers, Surveys, Resources, Calendar, and My Account. The main content area has a search bar at the top right and a breadcrumb trail 'Home / Documents / resumes'. Below the breadcrumb is a dark grey notification box with the text: 'Did you know? Having trouble uploading MS Word files? For immediate access to your documents, save them first in PDF format, then upload. For instructions to save a file as a PDF in Windows click [here](#). For Macs click [here](#).' Below the notification are 'SUBMIT' and 'CANCEL' buttons. A note below the buttons states '* indicates a required field'. The main form is titled 'Student Document' and contains a 'Label*' text input field. Below this is a 'Document Type' section with radio button options: Resume (selected), Cover Letter, Unofficial Transcript, Writing Sample, Student Employment Application, and Other Documents. Below the radio buttons is the text 'Maximum file size: 500kb'. At the bottom is a 'File*' section with the text 'Please select your document to upload.' and a 'Choose File' button next to the text 'No file chosen'.

Searching for Employment

On-Campus:

If you are seeking an on-campus position click on 'Jobs' in the sidebar. 'On-Campus Employment' will be in the drop down menu. Click on 'On-Campus Employment' to view job postings.

The screenshot displays a web application interface for job searching. On the left is a dark green sidebar with navigation options: Home, Jobs (expanded), CSM Jobs, My Job Applications, NACElink Network, On-Campus Employment (highlighted with a blue arrow), Recommended Jobs, Profile, Documents, Events, Employers, Surveys, Resources, Calendar, and My Account. The main content area is titled 'job postings' and includes a search bar with the text 'Find jobs by job title, company, location and more'. Below the search bar, there are filters for 'Show Me: All Job Listings' and 'Position Type: On-Campus Employment'. The search results show three items, all dated 'Aug 3' and sorted by 'Date Posted':

Job Title	Employer	Date
Athletic Event Staff	On-Campus Employment Vanguard University Athletic Department - Costa Mesa, California	Aug 3
Telecounselor - Student Worker	Part Time, On-Campus Employment Vanguard University Undergraduate Admissions - Costa Mesa, California	Aug 3
Tour Guide - Student Worker	Part Time, On-Campus Employment Vanguard University Undergraduate Admissions - Costa Mesa, California	Aug 3

Off Campus Employment

Step 1:

Click 'Jobs' in the sidebar and select 'CSM Jobs' from the drop down menu.

The screenshot shows the Vanguard University career portal. On the left is a dark green sidebar with navigation options: Home, Jobs (highlighted with a blue arrow), CSM Jobs, My Job Applications, NACLink Network, On-Campus Employment, Recommended Jobs, Profile, Documents, Events, Employers, Surveys, Resources, Calendar, and My Account. The main content area features a search bar, a user profile for 'Mock Student' (graduating Aug 2019, 16% profile complete), a list of employers followed (including Vanguard), a news feed with job alerts, and a 'Sponsors' section for Kimberly Greene. A 'Getting Started' checklist is visible on the right.

Step 2:

Type your criteria and click 'SEARCH.'

The screenshot shows the search results for 'Vanguard'. The search bar contains the text 'Find jobs by job title, company, location and more' with a search button. Below the search bar, there are tabs for 'JOBS', 'RECOMMENDED JOBS', 'MY FAVORITES', and 'APPLICATIONS'. The results show three job listings:

Job Title	Company	Location	Date
Part-time nanny position	The Bair Family	Tustin, California	Aug 10
Advocate	The Borgen Project		Aug 9
Childcare Worker	Grace Fellowship Church	Costa Mesa, California	Aug 9

HELPFUL TIP:

Conduct an Advanced Search by clicking the 'Advanced Search' link shown below and proceed to enter your criteria in the pop-up window.

The screenshot shows the Vanguard University Jobs page. The page title is "job postings". A search bar is visible with the text "Find jobs by job title, company, location and more". To the right of the search bar is a "SEARCH" button and a dropdown menu labeled "Advanced Search". A blue arrow points from the "SEARCH" button towards the "Advanced Search" dropdown menu. The page also displays a list of job postings, including "Part-time nanny position", "Advocate", and "Childcare Worker".

The screenshot shows the Advanced Search pop-up window. It contains several sections for filtering job results:

- Show Me:** A dropdown menu set to "Jobs I Qualify For (all)".
- Jobs located within:** A section with a checkbox for "U.S. jobs only (maximum 150 miles)" and a text input for "miles of zip code".
- Industry:** A dropdown menu with options like "Accounting", "Advertising", "Aerospace", "Agriculture", "Architecture/Urban Planning", "Arts", "Automotive", and "Banking".
- Position Type:** A dropdown menu with options like "Full Time", "Part Time", "Career/Degree Required", "Internship", "On-Campus Employment", and "Temporary/Seasonal".
- Posting Date (last # days):** A text input field.
- Exclude Jobs I've Applied For:** Radio buttons for "yes" and "no".
- Job Function:** A dropdown menu with options like "Agriculture/Natural Resources/Environment", "Arts/Design/Planning", "Communication", "Computer Science/Statistics", "Consulting", and "Education/Teaching".
- Exclude Nationwide Jobs:** Radio buttons for "yes" and "no".

At the bottom of the window are buttons for "SEARCH", "RESET", and "More Filters".

HELPFUL TIP:

You can save your search criteria by clicking the 'Saved Searches' link shown below. Give your search a title, select if you would like periodic emails sent to you with this criteria, and click 'SAVE.'

The screenshot shows the Vanguard University job search portal. On the left is a navigation menu with options like Home, Jobs, CSM Jobs, My Job Applications, NACELink Network, On-Campus Employment, Recommended Jobs, Profile, Documents, Events, Employers, Surveys, Resources, Calendar, and My Account. The main content area is titled 'job postings' and includes a search bar with a 'SEARCH' button, 'Advanced Search', and 'Saved Searches' dropdown. A blue arrow points to the 'Saved Searches' dropdown. Below the search bar, there are job listings with details like 'Part-time nanny position', 'Advocate', and 'Childcare Worker'.

Title	Send via email	New results only	
<input type="text" value="Save search as..."/>	Never	<input type="radio"/> yes <input checked="" type="radio"/> no	<input type="button" value="SAVE"/>
Communications	Weekly	<input type="radio"/> yes <input checked="" type="radio"/> no	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>
Vanguard	Weekly	<input type="radio"/> yes <input checked="" type="radio"/> no	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>

Applying for a Job

Step 1:

Simply click on the job your are interested in applying to; then click the 'APPLY' button on the right.

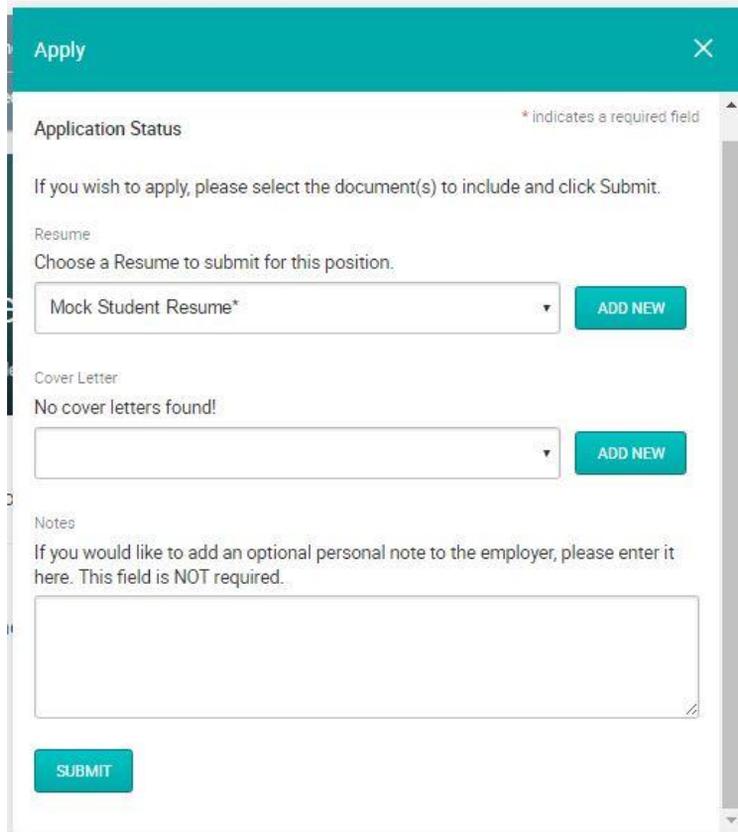
NOTE

You must have documents uploaded to your profile for the 'APPLY' option. Please refer to page 10.

The screenshot displays a web interface for job postings. On the left is a navigation menu with options like Home, Jobs, Profile, and My Account. The main content area is titled 'job postings' and features a search bar with a tip: 'To find On Campus job postings, use a keyword search of "Vanguard".' Below this is a job listing for 'Student Worker - Development' at Vanguard University. The job details include: Position Type: On-Campus Employment; Desired Class Level(s): Freshman, Sophomore, Junior; Work Authorization: US Citizen. A blue arrow points to the 'APPLY' button in the top right corner of the job card. To the right of the job card, there is a 'Job Match: 73.68%' indicator, 'Important Dates' (Posted On: August 02, 2016; Applications Accepted Until: October 01, 2016), and 'Related Resources' such as 'NACE Salary Calculator' and 'Grad School: Letters of Reference'.

Step 2:

Next, you will be prompted to select a resume and cover letter you would like to submit, as well as add a personal note. Once completed, click 'SUBMIT.'



The screenshot shows a web application window titled "Apply" with a close button (X) in the top right corner. The main heading is "Application Status" with a small asterisk and the text "* indicates a required field" to its right. Below this, a message reads: "If you wish to apply, please select the document(s) to include and click Submit." The form is divided into three sections: "Resume", "Cover Letter", and "Notes".

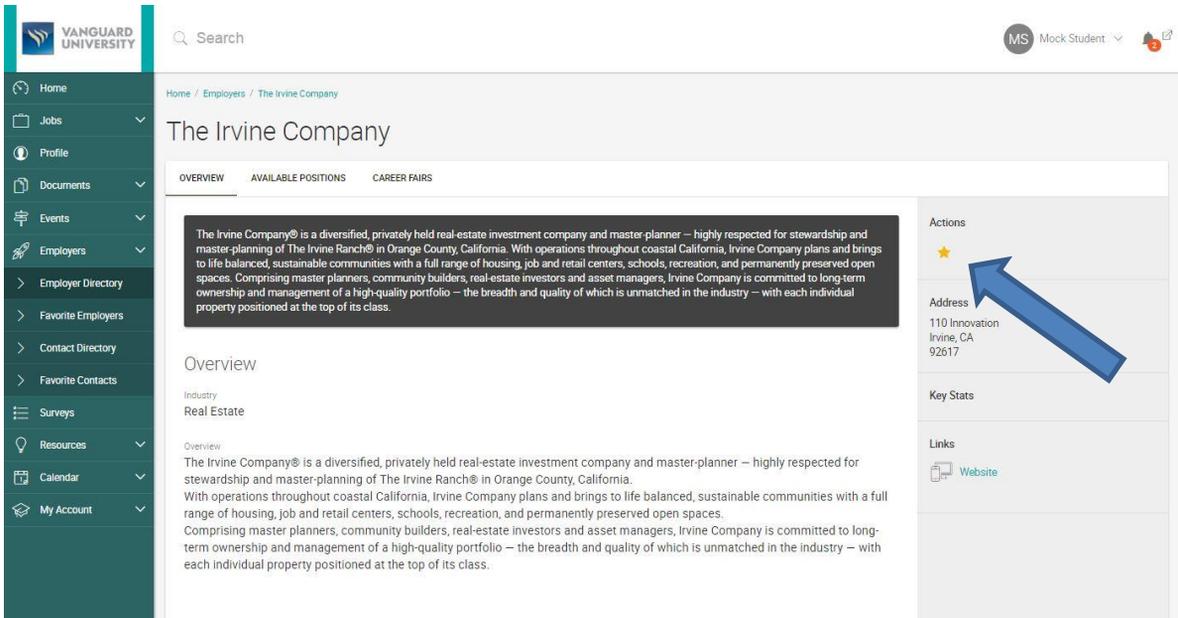
- Resume:** Labeled "Resume" with the instruction "Choose a Resume to submit for this position." It features a dropdown menu currently showing "Mock Student Resume*" and a teal "ADD NEW" button to its right.
- Cover Letter:** Labeled "Cover Letter" with the text "No cover letters found!". It has an empty dropdown menu and a teal "ADD NEW" button to its right.
- Notes:** Labeled "Notes" with the instruction "If you would like to add an optional personal note to the employer, please enter it here. This field is NOT required." It contains a large, empty text area with a small cursor icon in the bottom right corner.

At the bottom left of the form is a teal "SUBMIT" button. A vertical scrollbar is visible on the right side of the form area.

HELPFUL TIP:

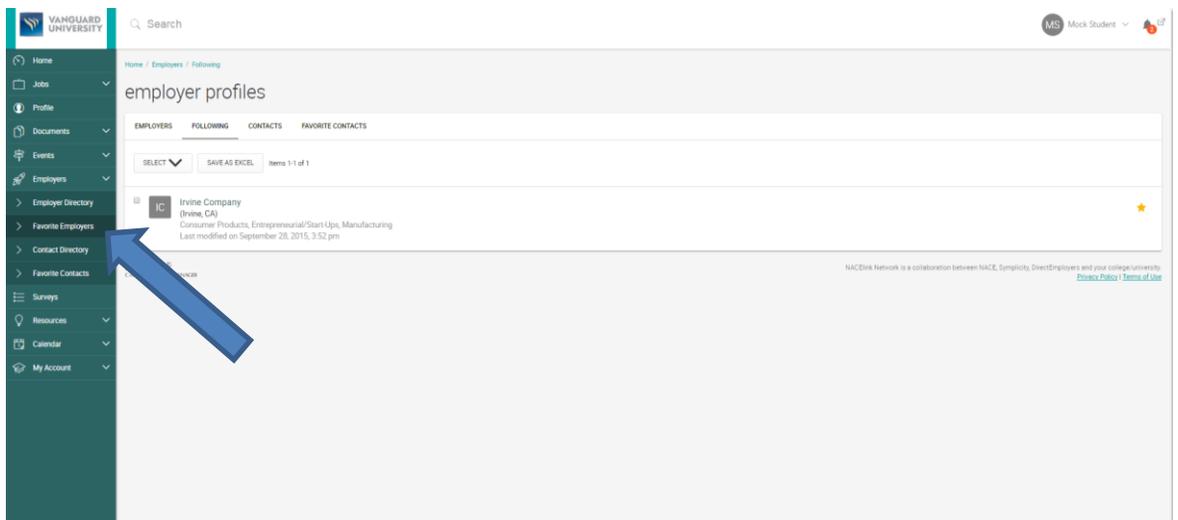
Follow your favorite employers to be notified when positions with those employers become available.

To do so, go to the employers profile and click on the star in the right, under 'Actions.'



The screenshot shows the Vanguard University website interface. On the left is a dark green sidebar with navigation options: Home, Jobs, Profile, Documents, Events, Employers, Employer Directory, Favorite Employers, Contact Directory, Favorite Contacts, Surveys, Resources, Calendar, and My Account. The main content area displays the profile for 'The Irvine Company'. At the top right, there is a search bar and user information for 'IMS Mock Student'. Below the company name, there are tabs for 'OVERVIEW', 'AVAILABLE POSITIONS', and 'CAREER FAIRS'. A large text box contains a description of the company. To the right of the main content is a sidebar with sections: 'Actions' (containing a star icon), 'Address' (110 Innovation Irvine, CA 92617), 'Key Stats', and 'Links' (containing a 'Website' link). A blue arrow points from the 'Actions' section towards the star icon.

You can view a list of the employers you are following by clicking on 'Favorite Employers' on the sidebar.



The screenshot shows the Vanguard University website interface. The sidebar on the left is the same as in the previous image. The main content area is titled 'employer profiles' and has tabs for 'EMPLOYERS', 'FOLLOWING', 'CONTACTS', and 'FAVORITE CONTACTS'. The 'FOLLOWING' tab is active, showing a list of employers. The first entry is 'Irvine Company (Irvine, CA)' with a star icon to its right. Below the list, there is a footer with the text 'NAC/Dink Network is a collaboration between NAC, Synchro, DirectEmployers and your college/university. Privacy Policy | Terms of Use'. A blue arrow points from the 'Favorite Employers' link in the sidebar towards the 'Following' tab area.

Making an Appointment

Step 1:

Click on 'Calendar' in the sidebar and select 'Counseling Appt' from the drop down menu or click the 'Request a Counseling Appointment' link in your Shortcuts menu as shown below.

The screenshot shows the Vanguard University career portal interface. On the left is a dark green sidebar with a menu. The 'Calendar' option is highlighted, and a blue arrow points from it to the 'Counseling Appt' option. Another blue arrow points from the 'Request a Counseling Appointment' link in the 'Shortcuts' section to the right. The main content area displays a user profile for 'Mock Student' (Freshman, Graduating Aug 2019, Undeclared) with a 'Profile 16% Complete' indicator. Below the profile is a 'News Feed' section with job listings from Irvine Company. On the right side, there are sections for 'Sponsors' (Kimberly Greene - Career Planning Coordinator) and 'Getting Started' (Account Created, Personal Profile, Academic Profile, Privacy Settings, Resume).

Step 2:

Click the 'REQUEST AN APPOINTMENT' button.

Home / Calendar / Counseling Appt

calendar

Students and Alumni out of area may register for Skype or Phone appointments. Please indicated this preference in the Notes section of the Career Counseling request form.

AGENDA DAY VIEW WEEK VIEW MONTH VIEW YEAR VIEW PERSONAL EVENTS COUNSELING APPT

Requested Appointments

Approved Appointments

No records found.

No records found.

REQUEST NEW APPOINTMENT

NACElink
CAREER SERVICES MANAGER

NACElink Network is a collaboration between NACE, Symplcity, DirectEmployers and your college/university. [Privacy Policy](#) | [Terms of Use](#)

Step 3:

Enter your preferences and click 'CHECK AVAILABILITY.'

Home / Calendar / Counseling Appt

calendar

Students and Alumni out of area may register for Skype or Phone appointments. Please indicated this preference in the Notes section of the Career Counseling request form.

AGENDA DAY VIEW WEEK VIEW MONTH VIEW YEAR VIEW PERSONAL EVENTS COUNSELING APPT

Type

Date Range

2016-08-10 SELECT to 2016-08-31 SELECT

Time Range

09 00 am CLEAR to 06 00 pm CLEAR

Counselor(s)

Kimberly Greene

Days of the Week

Mon Tue Wed Thu Fri Sat Sun

CHECK AVAILABILITY BACK

Start by choosing an initial filter from the choices at left

Step 4:

Select the appointment you would prefer from the results.

The screenshot shows a web application interface for booking appointments. On the left is a dark teal sidebar with navigation options: Home, Jobs, Profile, Documents, Events, Employers, Surveys, Resources, Calendar, Agenda, Counseling Appt, and My Account. The main content area has a search bar at the top and a navigation bar with tabs: AGENDA, DAY VIEW, WEEK VIEW, MONTH VIEW, YEAR VIEW, PERSONAL EVENTS, and COUNSELING APPT. Below the navigation bar, there are filters for 'Type' (Resume Review), 'Date Range' (2016-08-10 to 2016-08-31), 'Time Range' (09:00 am to 06:00 pm), and 'Counselor(s)' (Kimberly Greene). The results are displayed in a list view for two dates: Thursday, Aug 11, 2016 and Thursday, Aug 18, 2016. Each date has three appointment slots for Kimberly Greene, each lasting 45 minutes, at 3:00 pm, 4:00 pm, and 5:00 pm. At the bottom of the filter section are 'REFINE RESULTS' and 'BACK' buttons.

Step 5:

CONFIRM YOUR APPOINTMENT by double checking the information in the pop-up window, adding any helpful notes, and clicking 'SUBMIT REQUEST.' You will receive a confirmation email.

The screenshot shows a pop-up window titled 'Confirm Appointment' with a close button (X) in the top right corner. It contains a 'Type' dropdown menu set to 'Resume Review'. Below this is a text area labeled 'Additional Notes' containing the text: 'I would like to make my resume geared toward administrative work.' At the bottom of the window are two buttons: a teal 'SUBMIT REQUEST' button and a white 'CANCEL' button.