



PlacePro Student Module Quick Guide

INITIAL REGISTRATION & GETTING STARTED

Initial Registration

1. Type the address: <http://www.placepro.com> into your web browser.
2. Enter the Student Access Code provided by your college/university and click the **Login** button.
3. The initial login is generally your first initial, last name and last 5 digits of your I.D. # (i.e. JSmith23456) (See *Diagram A*)
4. Leave the password field blank and click the login button. (See *Diagram A*)

NOTE: If your login is more that 16 characters, you will not be able to login. Please contact your school administrator if you experience any problems.

Once your login is successful you will be presented with a Student Agreement. Click **I ACCEPT...** to continue. (See *Diagram B*).

Diagram A shows the login interface. At the top, there is a navigation bar with links: Home, Profile, Portfolio, Job Search, Interviews, Placements, Log Off. To the right is the PlacePro logo and 'STUDENT MODULE'. Below the navigation bar, a message states: 'The site is restricted to authorized users only.' The login form has the following fields: 'Login' (containing 'EWade99907'), 'Password' (empty), and 'Access Code' (containing 'Bengals'). There is a checkbox for 'Save Access Code' and a 'Login' button.

Diagram B shows the Cooperative Education Student Eligibility Agreement. The text reads: 'Please read this Cooperative Education Agreement. By clicking ACCEPT, you are indicating that you agree to follow, and be bound by, the terms and conditions set forth in this Agreement.' Below this, a section titled 'CO-OP STUDENTS MUST:' lists several requirements: being a full-time CBA student with a minimum GPA of 2.75, completing Mgmt 301, meeting employer standards, observing company holidays, contacting the employer in case of illness, understanding unemployment compensation, advising the Co-op Director, and not accepting permanent employment. At the bottom, there are two buttons: 'I ACCEPT the terms of the above agreement.' and 'I DECLINE the terms of the above agreement.'

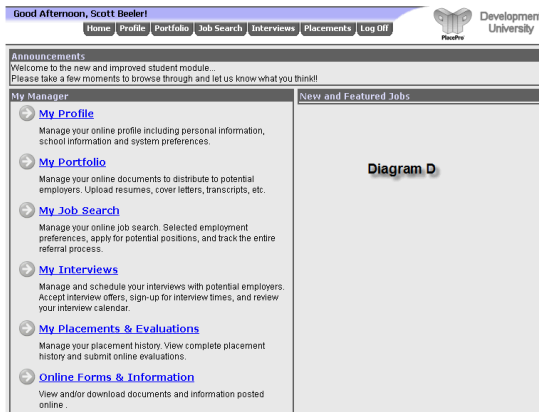
The Personal and Academic Information (See *Diagram C*)

5. **Personal Information** – Choose a new Login, and Password.
6. It is important to verify all information stored in PlacePro.
7. Click on **Academic Information**, enter your information or verify that the information is correct.
8. Click on **Save Profile**.

NOTE: If you make any changes to your information you must click **Save Profile**.

Diagram C shows the 'Personal Information' and 'Academic Information' form. The user is logged in as 'Good Afternoon, Bobby Wade'. The form has tabs for 'Personal Information' and 'Academic Information'. The 'Personal Information' section includes fields for: First Name (Bobby), Middle Name, Last Name (Wade), Login (at least 8 characters long), Date of birth, Email, Fax Number, Mobile Phone, Pager, and Residence (US Citizen - Ohio Resident). Below these fields is a privacy notice: 'The following information is requested so that we may demonstrate this institution's compliance with Title VI of the 1964 Civil Rights Act. The information requested is both confidential and optional, and is protected under the Federal Privacy Act.' At the bottom, there are radio buttons for 'Race: American Ind. or AK Nat.', 'Gender: Female Male Not Disclosed', and sections for 'Permanent Address' and 'School Address' with Street Address 1 and 2 fields.

You have now completed your initial login and the home page will now be displayed. (See *Diagram D*)

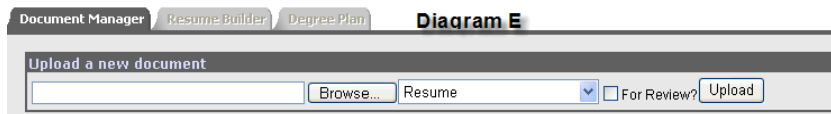


UPLOADING YOUR RESUME AND DOCUMENTS AND CREATING A PORTFOLIO

Once you have completed the initial login process you are now ready to upload your resume and other documents.

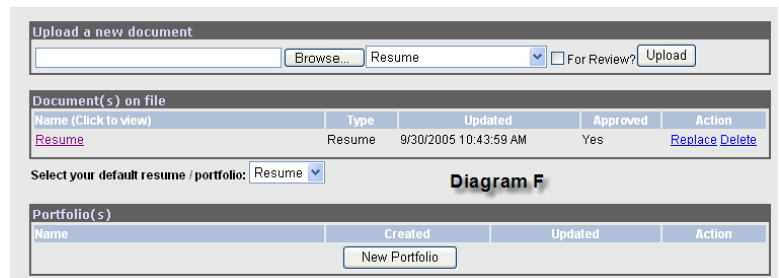
NOTE: You must upload at least one “resume” to view the job postings available.

1. Click on **My Documents/Portfolio** to upload your resume and documents into PlacePro.
2. The **Document Manager** will be displayed. (See *Diagram E*)



Uploading your documents to PlacePro:

1. Click **Browse** and select the document you saved on your local computer.
2. Select the **type of document** from the drop down list (i.e. resume, cover letter). Click **Upload**, and wait until the file is converted to PDF. (You will see **(Converting...)** next to the document you are uploading during the conversion process)
3. Your documents will appear under **Documents on File** (See *Diagram F*)
4. Click on the name of the document to view and check for content and/or formatting errors. If there are any, you will have to go back to your original document, correct the errors, save your document and upload again by clicking on **Replace**.



NOTE: You will not be able to delete the incorrect document until you upload the new resume or select another resume to be your default.

Creating a Portfolio:

A portfolio is only needed when you want the potential employer to receive more than one document. For example a resume and cover letter. If you have any questions about portfolios or if they are required please contact your college/university.

1. Select **New Portfolio**
2. Select the documents that you wish to include.
3. Order the documents (this is the order the Potential employer will see them).
4. Name your Portfolio. When naming your portfolio it is always easiest to label it using the Company name or Job title. This will make it easier to locate when applying for the position.

Once you have completed the previous steps you are now ready to View Jobs.

Resume Builder

1. Click on **Resume Builder** tab

Name (Click to view)	Type	Updated	Approved	Action
WizardResume	Resume	2/11/2002 12:05:09 AM	Yes	Replace Delete

NOTE: You will see that an outline has been generated to help you in the resume writing process. In the Resume Builder you may *Edit Titles*, *Edit Entries*, *Add New Entries*, and *Add New Section*

Address
Select Address to use: Permanent Address

Resume

Job Objective [\(Edit Title\)](#) Change Order Options
[Primary Job Objective] [Edit Entry](#) [Hide](#)

Employment History [\(Edit Title\)](#) ↑ ↓ [Hide](#)
[College/University Name] [Location]
[Degree] in [Major]
[Class Of or Expected Graduation or Dates Attended]
[Relevant Courses, GPA, Activities] [Edit Entry](#)
[Add New Entry](#)

Education [\(Edit Title\)](#) ↑ ↓ [Hide](#)
[Date Range] [Company Name] [Company Location]
[Title]
[Job Duties / Description] [Edit Entry](#)
[Add New Entry](#)

References [\(Edit Title\)](#) Start on a new page ↑ ↓ [Hide](#)
Available upon request. [Edit Entry](#)

test [\(Edit Title\)](#) ↑ ↓ [Delete](#)
[test] [Edit Entry](#)

[Add new section](#)

Editing Section Titles

1. Click on **Edit Title** next to the title you want to change.
2. Change the section title and click the **Save** button.

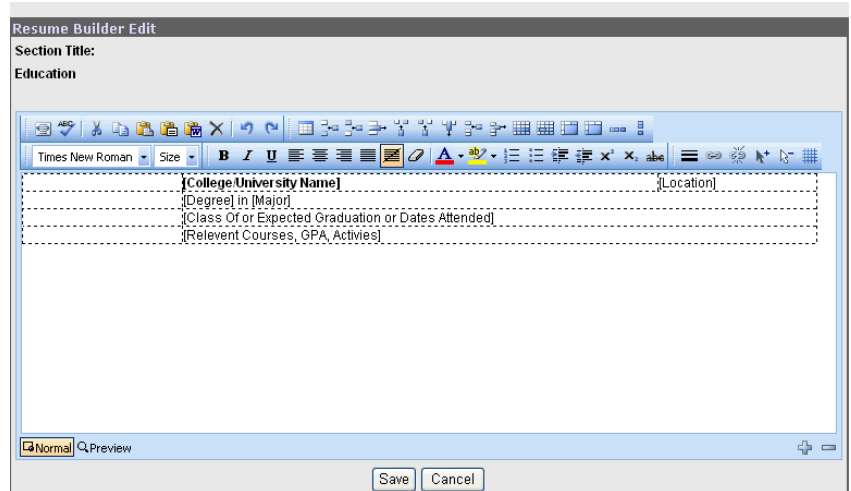


Editing Entries

1. Click on **Edit Entry** below the entry you want to change.
2. Make your changes and click the **Save** button.

IMPORTANT

A suggested layout is presented in the edit screen. This is intended to give you a guide to filling out the information for your resume. Be sure to replace the text (including brackets) with your information.



See example of editing the text:

Initial Layout

[College/University Name]

[Location]

Changed Layout

PlacePro University

Milford, OH

The toolbar used in the editor is similar to a word processor. Move your mouse over each button to view the tool tip.



Changing Order and Hiding Sections



Arrows indicate that you can change the order of how you want your resume to appear. If you want your Employment History to be before your Education History, select the arrow. You are able to move sections around to format the resume the way you want it to look. You can also order the entries under each section.

Under the options section you may *Hide* and *Delete* sections that you do not want to appear on your resume. You may only delete those Sections that YOU created. You may hide the options that are standard in PlacePro.

Viewing Jobs

- To access jobs, click on the **Jobs Search** Tab at the top of the page.
- You will notice two tabs; **Job Search** and **Job Preferences**. (See *Diagram G*)
- Click on **Job Preferences** tab, under the section **Job Search Preferences** - verify that you have been released for the correct semester, or fill out the semester, year and section under the appropriate employment types that you wish to seek work. (See *Diagram H*).

Job Search Job Preferences

Quick Search Options

Keyword:

(keyword includes: Company Name, Job Title, Job Description, and City)

Jobs with this Level of Interest: -- Include ALL Levels --

Jobs with this Employment Type: Cooperative Education Employment Position - Fall - 2004

Maximum Job Level to Include: -- Include ALL Levels --

Sort by: Company Name

Quick Search More options

Diagram G

- Under the section below, **Employment Options**, you can enter in desired job locations, industries, skills, and qualities (See *Diagram I*).

Job Search Job Preferences

Job Search Preferences

Employment Type	Released	Year	Section	PT/FT	Placed	
Cooperative Education Employment Position	Yes	Fall	2005	N/A	Both	No Edit Remove
Internship Position	Yes	Spring	2005	N/A	Both	No Edit Remove
	Yes	Fall	2003	N/A	Full Time	No Edit Remove

Cooperative Education Employment Position

Diagram H

- Once you have verified that you are released for the correct term, you can now view the jobs that are available.

- Click the **Job Search** tab.

- To begin searching for jobs select the employment type, year, and section that you wish to view (this will only apply if you are released for multiple semesters).

Employment Options

Related Experience:

Keywords:

Diagram I

Locations:

- Indiana - Dearborn County
- Indiana - Decatur County
- Indiana - Fayette County ccc
- Indiana - Franklin County
- Indiana - Jefferson County

Skills:

- Mainframes ...
- IBM Mainframe
- VAX Mainframe

- You may choose the intermediate search and advanced search options by clicking **More Options**.

- To search select the desired level. For example to use the Quick Search option click the button that says **Quick Search**. This will display a list of jobs available to you.

- At the **Job Search Results** page (See *Diagram J*), you will see the list of jobs with the Posting and Deadline dates listed in applicable.

Job Search Results

Page 1 of 25 (243 jobs)

Diagram J

Acme Manufacturing Applied Do not consider me

CADTech www.acmemfg.com Interest: Not Selected

Posted: Not reported deadline: Not reported Portfolio: Resume

Wage: \$14.00 (Hourly) Location:

- Click on the company name to view the entire job description. (See *Diagram K*)

Back Diagram K

CADTech

Company Name: Acme Manufacturing Job Type: Full Time

URL: www.acmemfg.com Employment Type: Cooperative Education Employment Position

Location: Section: N/A

Semester-Year: Fall Semester-2005

Number of openings: 5 Wage: \$14.00 (Hourly)

Job Requirements

Majors: Entrepreneurial Studies - ENTR

GPA: 0.00 (minimum)

Minimum Experience: 0year(s)

Job Description

Northern Digital Inc. (www.ndigital.com) is a small Waterloo firm specializing in the design, manufacture and sale of advanced spatial measurement systems. Recognized as a leader in the field, NDI provides solutions of the highest quality, accuracy and reliability. Our global customer base includes animation studios, medical installations, industrial sites, wind tunnels, and university research labs. NDI's environment is casual and friendly. You are encouraged to participate in our many social committee activities including laser quest, paint ball and go-carting, and our company sports teams (hockey, volleyball, and baseball). Position Description Duties and Responsibilities: Edit and update stored drawings: Use computer aided design (CAD) equipment and techniques to produce engineering drawings from existing designs, preliminary sketches or concepts in accordance with design specifications and drafting practices. Prepare and issue engineering change orders for new product releases and changes to existing designs. Prepare bills of material for new designs and modifications to existing designs. Qualifications: Knowledge of Basic Electricity and Drafting Standard Practices. Ability to work with little supervision. Effective verbal and written communication skills.

Company Description

New company Specialize in automotive electronics

Job Preferences

Contact Information

Contact Name: Mr. Paul Johnson

Title: Test Supervisor

Address: 141 Valley Rd.
Dundas, ON L8N 3T2

Phone: 905.566.4768



Fax: 905.566.2345

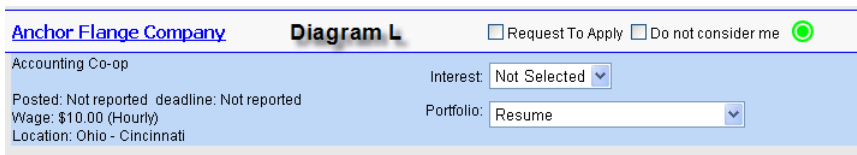
Email: johnson@acme.com


Email resume to:


- To apply for a position check the BOX that says **Apply**
- If you DO NOT wish to apply for the job you make select the BOX that says **Do not consider me**
- If you have multiple resumes or a portfolio you may indicate here which one you wish to have sent to the employer.


Applying For Jobs

1. Click on the **Job Search** tab.
2. Perform a **Quick Search** again. (See Viewing Jobs section for more information).
3. Scroll until you find the company you wish to apply to.
4. Select the resume or portfolio for that job.
5. Check off the Apply box. 
6. Repeat Steps 1-5 for all other positions you are interested in applying to.
7. Click **Save and Return to Search** (either at the top or bottom of page).
8. If you are not interested in applying, check off the **Do not consider me box**. 



Anchor Flange Company **Diagram L** Request To Apply Do not consider me 

Accounting Co-op Interest: Not Selected 

Posted: Not reported deadline: Not reported Portfolio: Resume 

Wage: \$10.00 (Hourly)

Location: Ohio - Cincinnati

WARNING: If you do not click Save and Return to Search, your selections will not be saved!

Confirming Application and Job Status

After you have applied to each job, it is important that you check to ensure that the proper document was uploaded for the correct job and that your packet was sent.

1. Click on the **Job Search** tab.
2. Perform a Quick Search again but this time on the Jobs with **Application Status** drop down menu, select **Apply**.
3. Click the **Quick Search** button.
4. You should see all of the jobs to which you have applied as well as the resume/portfolio you selected for each job(s). You will see an icon for Pending
5. Once the college/university has sent the packets to the employer, the icon will be changed to **Sent**.



Quick Search Options

Keyword:

(keyword includes: Company Name, Job Title, Job Description, and City)

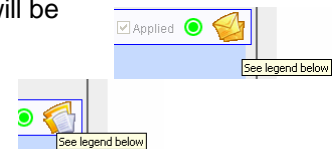
Jobs with Application Status: -- Include ALL Jobs -- 

Jobs listed for Employment Type: -- Include ALL Jobs --  Winter - 2006

Sort by: Do Not Consider Me 

-- Both -- 

 [More options](#)



Interviews

My Interviews

1. Click on the **Interview** tab.
2. To sign up for an interview check the Invitation status. If the status says **Invited** then you are able to sign up on the schedule. You will also be able to sign up on the schedule if the Interview has an Open Registration Status.
3. To sign up click **Schedule**.
4. Select an interview from the available time slots.
5. Once you have selected your time slot click **My Interviews** to return to your interview listing.

Interview (Click the Title to View Details)	Invitation	Your Response	Scheduled	Notes
Clear Channel Interview	Invited	Interested	Schedule	Edit
Acme Manufacturing Fake Job Interview	Invited	Interested	Schedule	Edit

Interview	Start Time	End Time	Interviewee	Location	Status
Izard, Martha	9:00 AM	9:20 AM	Robinson - 205	Robinson - 205	Schedule
Izard, Martha	9:20 AM	9:40 AM	Robinson - 205	Robinson - 205	Schedule
Izard, Martha	9:40 AM	10:00 AM	Robinson - 205	Robinson - 205	Schedule
Izard, Martha	10:00 AM	10:20 AM	Robinson - 205	Robinson - 205	Schedule
Izard, Martha	10:20 AM	10:40 AM	Robinson - 205	Break	Schedule
Izard, Martha	10:40 AM	11:00 AM	Robinson - 205	Robinson - 205	Schedule
Izard, Martha	11:00 AM	11:20 AM	Robinson - 205	Robinson - 205	Schedule
Izard, Martha	11:20 AM	12:20 PM	Robinson - 205	Lunch	Schedule
Izard, Martha	12:20 PM	12:40 PM	Robinson - 205	Robinson - 205	Schedule
Izard, Martha	12:40 PM	1:00 PM	Robinson - 205	Robinson - 205	Schedule
Izard, Martha	1:00 PM	1:20 PM	Robinson - 205	Robinson - 205	Schedule
Izard, Martha	1:20 PM	1:40 PM	Robinson - 205	Robinson - 205	Schedule

Interview	Start Time	End Time	Interviewee	Location	Status
Izard, Martha	9:00 AM	9:20 AM	Robinson - 205	Robinson - 205	Schedule
Izard, Martha	9:20 AM	9:40 AM	Scott Beeler	Robinson - 205	Withdraw
Izard, Martha	9:40 AM	10:00 AM	Robinson - 205	Robinson - 205	Schedule
Izard, Martha	10:00 AM	10:20 AM	Robinson - 205	Robinson - 205	Schedule
Izard, Martha	10:20 AM	10:40 AM	Robinson - 205	Break	Schedule
Izard, Martha	10:40 AM	11:00 AM	Robinson - 205	Robinson - 205	Schedule
Izard, Martha	11:00 AM	11:20 AM	Robinson - 205	Robinson - 205	Schedule
Izard, Martha	11:20 AM	12:20 PM	Robinson - 205	Lunch	Schedule
Izard, Martha	12:20 PM	12:40 PM	Robinson - 205	Robinson - 205	Schedule
Izard, Martha	12:40 PM	1:00 PM	Robinson - 205	Robinson - 205	Schedule
Izard, Martha	1:00 PM	1:20 PM	Robinson - 205	Robinson - 205	Schedule
Izard, Martha	1:20 PM	1:40 PM	Robinson - 205	Robinson - 205	Schedule

Interview Calendar

1. The interview Calendar will show you the Interviews that you have scheduled. To view a specific day select the day from the calendar and you will see your schedule for that day. The dates that are highlighted indicate an interview has been scheduled.

September 2005

<<	S	M	T	W	T	F	S	>>
>	28	29	30	31	1	2	3	
>	4	5	6	7	8	9	10	
>	11	12	13	14	15	16	17	
>	18	19	20	21	22	23	24	
>	25	26	27	28	29	30	1	
>	2	3	4	5	6	7	8	

Click on a month, week, or day on the calendar above to display your interview schedule. To view all future interviews click the button below.

Interview Rankings

1. Interview rankings may not apply to you college/university. If you have interviews to rank You will need to rank them according to your College/Universities guidelines.

Rankings Search

Employment Type:

Company Name	Job Title	Opening(s)	Employer Ranking	Your Ranking
<input type="button" value="Save Rankings"/>				

Placements and Evaluations

Placement History

This tab will show you all of your placement history on record.

Placement History		Evaluations	
Placements			
Company Name:	Associates, Inc.	Placed For:	M/2003 - (NA)
Job Title:	Editor, E-Commerce Pub	Employment Type:	Cooperative Education Employment Position
Supervisor:	Bill Radin	Placed By:	Test User
Phone:	(555) 876-1686	Faculty Advisor:	Fred Foley
Email:	1680@company.com		
Address:	1680 Employer Way Employerville, NY 12345-1680		
Working:	Part Time 0 hours/week	Earning:	\$15.00 (Hourly) estimated earnings Unknown
Start Date:	07/10/03	Finish Date:	10/08/03
Course:	Credit Hours: 0	Grades:	

Evaluations

1. Click on the **Evaluations** tab.
2. If your college/university uses this feature you will need to complete them online according their guidelines.
3. To complete and evaluation click **Begin** next to the corresponding evaluation
4. Answer the questions one at a time until you are finished.

Placement History		Evaluations	
Evaluations To-Do			
Company Name	Semester - Year	Click below to...	
Job Title	Evaluation Type		
Associates, Inc.	Summer Semester - 2003	Started on	
Editor, E-Commerce Pub	Final Test Evaluation of the Employer (type 1)	5/7/2003 4:11:11 PM	Edit/View
Associates, Inc.	Summer Semester - 2003	Completed	
Editor, E-Commerce Pub	Mid-Term Evaluation of the Employer (type 2)	5/14/2003 12:29:03 PM	View
Associates, Inc.	Summer Semester - 2003	Completed	
Editor, E-Commerce Pub	Program Evaluation (type 5)	8/25/2004 1:37:38 PM	View
Associates, Inc.	Summer Semester - 2003	Started on	
Editor, E-Commerce Pub	Student Co-op Evaluation (type 6)	9/29/2005 9:58:32 AM	To complete you must start over. Begin

NOTE: Be sure to allow enough time to complete the evaluation. Your college/university may require you to start over if you do not complete to entire evaluation.