

Student Instructions for NLCN Consortia

GETTING STARTED

LOGIN TO NITTANY LION CAREER NETWORK (NLCN)

<https://shibboleth.symlicity.com/sso>

ENTER/UPDATE YOUR PROFILE

Select the **Profile** option from the menu at the top of your **NLCN** web page. Select both the **Personal Information** and **Academic Information** tabs to review/update your contact and your academic information as well as your career preferences.

DOCUMENTS

Select the **Documents** option. Click on **Add New**. Find and attach a document as instructed.

You can upload as many as 10 different documents – resumes, cover letters, and transcripts only (you can obtain an electronic version of your Transcript from the Registrar's office at www.registrar.psu.edu).

If you choose to upload more than one resume, click on *Make Default* to select your default (primary) resume.

Remember to save all your changes!

NON-OCI JOB POSTINGS

Click on *Jobs & On-Campus Interview Postings* on the main menu bar.

Select *All Job Listings (Non-OCI)* in the *Show Me* drop-down list. Search and view jobs as described above.

To apply for a position for which you are qualified, select a resume in the *Application Status* box, (on right) or apply as otherwise instructed.

Click on *Submit*.

You can check your applications for Non-OCI jobs under the *Applications* tab.

CAREER FAIRS @ University Park

View the career fair instructional and logistical information at www.fairs.sa.psu.edu.

To get a list of employers, click on *Events* on the main menu bar.

Select the *UP Career Fairs* tab.

Click on the name of the event you wish to review.

Click on an employer name to review the organization profile.

To submit a resume for employers to view, click on the yellow *Go* button. Select a resume from the drop-down list (we recommend your primary resume). Check off all employers of whom you have interest and click on *Submit*.

THINGS TO KNOW

Use the *Back* button that is part of your system. Your browser's back button will not work.

If you search for jobs using the *All Jobs & On Campus Interview Postings* while on the Job Postings tab, On-Campus Interviewing jobs will be denoted by an **O** in **Type** column. All other jobs will be denoted by a **J** or an **L** in the **Type** column.

- ~ **J** jobs are current openings (active)
- ~ **L** jobs are leads/prospects – resume drops (anticipated openings that are not currently open)

Look for **Alerts** on your home page for notices of activities needing attention.



Questions? Please contact:
Career Services
CSConsortium@sa.psu.edu
Penn State Berks Career Services
Alexa Wojciechowski
610-396-6335
atw3@psu.edu