



CareerBeam: Account Guide

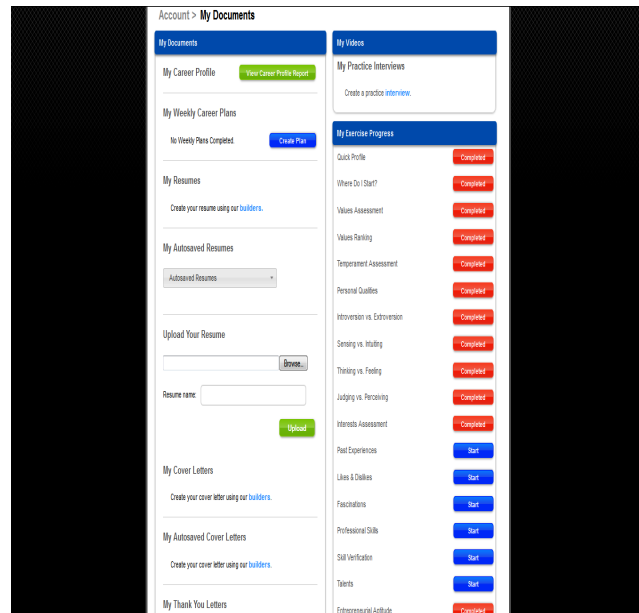
CareerBeam's 'Account' menu is along the top at the far right. This section is rich with information, features and settings. The user can set up their system profile or review documents uploaded or completed in the system including resumes, cover letters, assessments or exercises. The Account section also allows the user to customize the system to display jobs that meet their targets; it helps them to track jobs, companies, and contacts to implement an effective search and allows them to set up job and networking campaigns that will walk them through to effective outcomes. Users also have the ability to set up Job Alerts and News Alerts to keep them informed about their target companies and jobs, track their activity on their Calendar and see their saved searches and exports to track their progress.

My User Profile

The User Profile allows you to maintain and update many customized settings for your career search within the system. You may set your education level (Undergraduate, Graduate or Professional), your major, and your employment interest (Permanent Positions or Internships), and where you want your Alerts to be sent (Application Messages, Facebook Messages or Personal Email Address). You can also set up Job Alerts for receiving appropriate job posting information through the system. Once your settings are saved, the system will automatically update with appropriate information in real time.

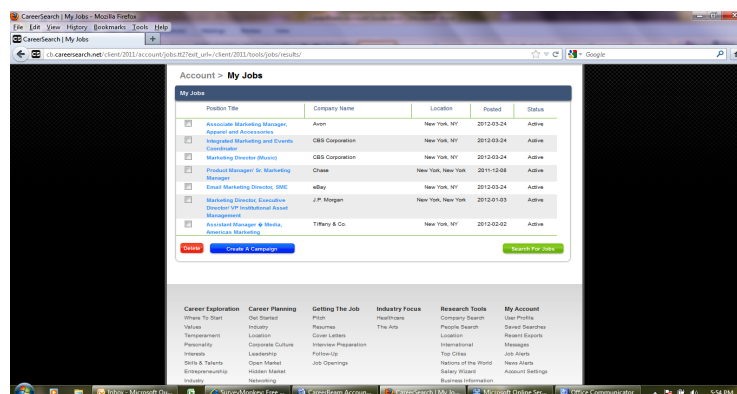
My Documents

The My Documents section will display your progress in the system. Each portion of the system will show as 'start', 'in progress', or 'completed' and you can access to see your completed assessments, exercises or documents. This includes documents that you may have uploaded or created in builders such as resumes, cover letters, and reference sheets as well as videos created in the record a practice interview section.



My Jobs – My Companies – My Contacts

Throughout the CareerBeam system, when you search for job postings, companies or contacts (or when these are automatically generated from alerts that you set up), you will see '+My Jobs', '+My Companies', and '+My Contacts' icons that you can simply click to add the job, company or contact to your personal database of information within your 'Account' section of the system. Each of these will be populated to the appropriate section of 'Account' under 'My Jobs', 'My Companies' or 'My Contacts' lists. From these lists you can then track your activity, network or initiate campaigns within the system.



My Campaigns

The My Campaigns section allows you to select from a Targeted Job, Networking or Resume Introduction campaign to help in the implementation of your career search. Each campaign will lead you through a complete process, allowing you to create customized resumes and/or cover



letters for the campaign and then walk you through a step-by-step process. The campaign will let you to set target dates for the necessary activities to accomplish the campaign and the system will take you through each activity from making application for a job to following up an interview to negotiating the job offer.

#	Campaign Task	Status	Target Date	Complete Date
1	Thank you (Overdue)	In Progress	2012-03-29	
2	Prepare references	In Progress	2012-04-20	
3	Review negotiation	Not Started	2012-05-15	
Completed Tasks				
4	Resume	Completed	2012-03-22	2012-03-22
5	Application guidelines	Completed	2012-03-23	2012-03-23
6	Target Recipient	Completed	2012-03-24	2012-03-24
7	Cover Letter	Completed	2012-03-25	2012-03-25
8	Apply	Completed	2012-03-25	2012-03-25
9	Use Network	Completed	2012-03-26	2012-03-26
10	Company Research	Completed	2012-03-26	2012-03-26
11	Follow-Up	Completed	2012-03-27	2012-03-27
12	Interview Prep	Completed	2012-03-28	2012-03-28
13	Interview	Completed	2012-03-29	2012-03-29

My Calendar

This section allows you to schedule your events and tasks so that you can track your activity and know when important due dates are approaching in your job search activity. You can also schedule reminders so that you don't miss important deadlines.

My Job Alerts – My News Alerts

You can set up as many job and news alerts as you wish. The selections that you make in your 'User Profile' will determine whether your alerts will be sent to you as application messages in the CareerBeam system, to your Facebook account or to your email address. You simply name your alert, choose a location and keywords for your search, and then determine the timeframe for the jobs or news items that you wish to receive and let the system do the rest. You will receive job and news alerts daily.

Saved Searches – Recent Exports

Each time that you create searches using the U.S. Company or People Search, you can save your searches for future use. Any searches saved in the system are accessible in the 'Saved Searches' tab. You also have the ability to export the results of your searches from the U.S. Company or People Search Databases and any exports will be shown in the 'Recent Exports' tab.

Account Settings

All your important account information can be found under account settings. You can also go here to ask a question about your account.