CareerBeam: Job/Internship Board

The resource can be found under the Getting The Job tab in the center of the main menu. Select Job Postings.

Purpose:
The Job/Internship Board allows you to search local, national, and international postings from a search as broad as a keyword and a relative location, to as narrow as a company name and position level. Saving a position of interest to My Jobs allows you to easily refer back to it as you narrow your top choices.
Search Results:
The search results will generate the position title, company name, company logo, location (city/state), the date the position was posted, and a brief description. You will also see the option to save the result to “My Jobs”, as well as to search for connections to the company via LinkedIn and Facebook.

Clicking on “See more” will show the full position post, including a link to all positions posted by the company, and similar job postings from other companies. It will also include a link for applying with the company.

To view and manage “My Jobs”, use the Account drop-down menu.
Setting Job Alerts:
You have the ability to create job alerts to let you know when a job within a particular field, or with a specified keyword, has been posted for your chosen city and state. Navigate to the Account menu and choose “Job Alerts”.

One option is to create a “Trigger Alert”. Select the “Trigger Alert” tab, choose your preferred field from the drop-down menu, and enter your city and state. Name your Trigger Alert and check the box to receive a message when a new job is added that meets your criteria (if you would like the notification). Select “Create Trigger”.

![Image of Job Search and Job Alerts]

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An alternative option is to create a “Custom Alert”. This allows you to select a keyword instead of a broader field. Select the “Custom Alert” tab, enter your keyword(s), choose a city and state, name your Custom Alert, and check the box to receive a message when a new job is added that meets your criteria (if you would like the notification). Select “Create Trigger”.

As you begin creating alerts, you will see them listed on the Job Alert page under “Your Current Job Alerts”. You will see the current number of postings that match your alert criteria, as well as options to Edit, Delete, or Update your alert (Update refreshes the results of your alert). Clicking on the alert name will bring up all matching results.
If you checked the box to receive messages when a new job is posted that matches your alert criteria, the messages will be found by navigating to the “Messages” page found at the very top of your home page.

You can manage your messages from the Messages page.