

RUTGERS

Career Development Center
Newark

SOAR Orientation 2018

Making the most of your Career Center

Our Goals Today

Welcome to Rutgers University Newark

Today we hope to accomplish three things with you:

1. To be able to access RaiderNet and utilize the site to search for job and internship opportunities
2. To be able to upload a resume in RaiderNet and understand the process for review and approval
3. To be able to utilize RaiderNet to schedule an appointment to meet with a counselor

What is RaiderNet and How do I Utilize it?

- RaiderNet is your primary job and internship search tool where employers post opportunities specifically seeking Rutgers-Newark students.
- RaiderNet is a lifetime resource available to you even beyond graduation.

Accessing RaiderNet

Visit our CDC Departmental website: <http://cdc.newark.rutgers.edu/>

Camden | New Brunswick | RBHS | Universitywide | Search Rutgers

RUTGERS
UNIVERSITY | NEWARK

Career Development Center

RaiderNet
Jobs & Internships

Students Alumni Employers Faculty/Staff Parents Events About Us

Your Future Starts Here!!!

We Serve...

- Newark College of Arts & Sciences - 21
- University College - 62
- Rutgers Business School - 29
- School of Nursing - 25
- Graduate School Newark - 26
- School of Criminal Justice - 27, 47
- School of Public Affairs and Administration - 20, 40
- School of Social Work - 19

Search Our Site

Get Involved With Your Career Center!

Follow CDC

ALL SERVICES / RESOURCES

- Faculty / Staff
- RU Road to Wall Street 2016
- Start Your Career Planning
- BEWARE: Fraudulent Jobs**
- Services for Alumni
- Upcoming Events
- Meet Our Staff
- Mission Statement
- Outcomes

RELATED DEPARTMENTS

- Academic Foundations Center
- Walk-Ins
- Video Assistance

Happy Holidays and a Prosperous New Year!

The University will be closed for Winter Break from Monday 12/25/17 through Monday 1/1/18 - our offices will re-open on Tuesday 1/2/18 at 8:30 am

Primary Career Services and Resources

RaiderNet
R-N Career Center Job/Internship postings platform
Read This Before Using RaiderNet!!!
Questions please contact us at: askcdc@newark.rutgers.edu

Employers

- FREE Online Posting Opportunities
- On-Campus Recruiting
- Career Fairs

H111 112:
Main Office/Interviewing Suite/Computer Lab
P: 973-353-5311

H111 313:
Counseling Suite
P: 973-353-1852

OFFICE HOURS:
Wednesday & Thursday (8:30 am - 6:00 pm)
Monday, Tuesday, Friday

Accessing RaiderNet

Look for the RaiderNet banners on the right side and select one of them

The screenshot shows the Rutgers Career Development Center website. At the top, there is a navigation bar with the Rutgers University Newark logo, the text "Camden | New Brunswick | RBHS | Universitywide | Search Rutgers", and the "RaiderNet" logo with the tagline "Jobs & Internships". Below this is a menu with buttons for "Students", "Alumni", "Employers", "Faculty/Staff", "Parents", "Events", and "About Us".

The main content area features a banner that says "Your Future Starts Here!!!". Below this is a section titled "We Serve..." with a list of departments and their counts: Newark College of Arts & Sciences - 21, University College - 62, Rutgers Business School - 29, School of Nursing - 25, Graduate School Newark - 26, School of Criminal Justice - 27, 47, School of Public Affairs and Administration - 20, 40, and School of Social Work - 19. To the right of this list is an image of a city skyline.

Below the "We Serve..." section is a search bar and a section titled "Get Involved With Your Career Center!". This section contains a quote: "A year from now you will wish you had started today. ~ Karen Lamb" and a green sign that says "Change Just Ahead". Below the quote is a holiday message: "Happy Holidays and a Prosperous New Year!" and a notice: "The University will be closed for Winter Break from Monday 12/25/17 through Monday 1/1/18 - our offices will re-open on Tuesday 1/2/18 at 8:30 am".

At the bottom of the page, there is a section titled "Primary Career Services and Resources" with links for "Walk-Ins" and "Video Assistance".

On the right side of the page, there are two "RaiderNet" banners. The top one is for the "B-N Career Center Job/Internship postings platform" with a link to "Read This Before Using RaiderNet!!!!" and contact information: "Questions please contact us at: askcdc@newark.rutgers.edu". The bottom one is for "Employers" with links for "FREE Online Posting Opportunities", "On-Campus Recruiting", and "Career Fairs". Below these are office hours for "IH11 112: Main Office/Interviewing Suite/Computer Lab" (P: 973-353-5311) and "IH11 313: Counseling Suite" (P: 973-353-1852). The "OFFICE HOURS:" are listed as "Wednesday & Thursday (8:30 am - 4:00 pm)" and "Monday, Tuesday, Friday".



Accessing RaiderNet

On the subsequent page select the **Student/Alumni** box and then you will need to enter your **RUID** (9 digit number) and your password (which for today is **SOAR**).

The screenshot shows the RaiderNet interface. At the top left is the Rutgers Career Development Center Newark logo. A blue information box contains the following text:

- Rutgers-Newark Alumni may request a RaiderNet account below-right, using their 9 digit RU-ID number. Once the email is verified and all information is confirmed, Alumni will be sent a "Welcome message" that will provide you with the link to create your own account password.
- Alumni who do not remember their RU-ID number may call 973-353-5311 to obtain instructions.
- Rutgers-Newark Students: Please make sure to enter your 9 digit RU-ID number (no hyphens, breaks or periods) in the Username location below. Your Password was created following the "Welcome to RaiderNet" e-mail you received.

The main content area is split into two sections:

- Sign In**
Rutgers-Newark Students
In the space below - enter your RU-ID number and the RaiderNet account password you created
Username (Your RU-ID Number) [input field]
Password [input field]
LOG IN button
[Forgot Password](#)
- Alumni Registration**
Select the button below to register for a new RaiderNet account.
Available only to Rutgers-Newark Alumni
ALUMNI REGISTRATION button

At the bottom, it says "Career Services Management System" and has links for "Privacy Policy" and "Terms of Use".

Using RaiderNet

Once logged in you will have access to your **RaiderNet Home Page** (below).

The screenshot displays the RaiderNet Home Page for a user named Ima Student. The page features a dark red sidebar with navigation options: Home, Jobs, Profile, Documents, Alumni Mentors Network, Events, Interviews, Employers, Surveys, Research, Calendar, and My Account. The main content area includes a search bar, a user profile section with the name 'Ima Student', and a central 'Find a career you'll love!' section with a 'GET STARTED' button. Below this is a 'Jobs For You' section with two job listings: 'Sexuality Educator Intern' and 'Fall / Winter TUTORS Needed in Newark - \$25-\$55/hour'. Each listing has 'FAVORITE' and 'NOT INTERESTED' buttons. The bottom section is titled 'What's New' and shows a notification: 'Job Finder has matches for you 11 Recommended Jobs'. The right sidebar contains sections for 'Additional Resources', 'Career Tools and Counseling', 'Off-Campus Interviews', and 'On-Campus Interviews'.

RUTGERS
Career Development Center
Newark

Search

IS Ima Student

Home

Jobs

Profile

Documents

Alumni Mentors Network

Events

Interviews

Employers

Surveys

Research

Calendar

My Account

Find a career you'll love!

Tell us your career interests and we'll show jobs, events and campus interviews personalized just for you.

This will take only 2 minutes.

GET STARTED

Jobs For You [See All](#)

Not sure where to start? Try these recommended jobs.

MT Sexuality Educator Intern
Masakhane Center, The
Newark, New Jersey
7d ago · Internship / Externship

FT Fall / Winter TUTORS Needed in Newark - \$25-\$55/hour
Find a Tutor Network, The
Newark, New Jersey
1m ago · Job (no degree required)

FAVORITE **NOT INTERESTED**

FAVORITE **NOT INTERESTED**

What's New [View All](#)

Job Finder has matches for you
11 Recommended Jobs

Additional Resources

- [CareerShift](#)
- [GoInGlobal](#)
- [NaceLink](#)
- [Rutgers Vault](#)

Career Tools and Counseling

- [Request a CDC Counseling Appointment](#)

Off-Campus Interviews

- [Jobs I Qualify For](#)

On-Campus Interviews

- [Scheduled Interviews](#)
- [Interviews Applied For](#)
- [Interviews I Qualify For](#)

Using RaiderNet

Select the top right hand side of your **Home Page** where your name is listed and select **Change Password** from the drop down menu.

The screenshot displays the RaiderNet interface. On the left is a dark red navigation sidebar with the Rutgers Career Development Center Newark logo at the top. The sidebar contains menu items: Home, Jobs, Profile, Documents, Alumni Mentors Network, Events, Interviews, Employers, Surveys, Research, Calendar, and My Account. The main content area features a search bar, a central job-finding prompt with a 'GET STARTED' button, and a 'Jobs For You' section with two job listings: 'Sexuality Educator Intern' and 'Fall / Winter TUTORS Needed in Newark'. The right sidebar contains sections for 'Additional Resources', 'Career Tools and Counseling', 'Off-Campus Interviews', and 'On-Campus Interviews'. A blue arrow points to the user profile 'Ima Student' in the top right corner.

Using RaiderNet

Once your account password is changed you can proceed to the other sections in the dropdown menu beginning with **Personal Information**.

RUTGERS
Career Development Center
Newark

Search

IS Ima Student

Home
Jobs
Profile
Documents
Alumni Mentors Network
Events
Interviews
Employers
Surveys
Research
Calendar
My Account

Find a career you'll love!

Tell us your career interests and we'll show jobs, events and campus interviews personalized just for you.

This will take only 2 minutes.

GET STARTED

Jobs For You [See All](#)

Not sure where to start? Try these recommended jobs.

MT Sexuality Educator Intern
Masakhane Center, The
Newark, New Jersey
7d ago · Internship / Externship

FT Fall / Winter TUTORS Needed in Newark - \$25-\$55/hour
Find a Tutor Network, The
Newark, New Jersey
1m ago · Job (no degree required)

FAVORITE **NOT INTERESTED**

FAVORITE **NOT INTERESTED**

What's New [View All](#)

Job Finder has matches for you
11 Recommended Jobs

Additional Resources
[CareerShift](#)
[GoInGlobal](#)
[NaceLink](#)
[Rutgers Vault](#)

Career Tools and Counseling
[Request a CDC Counseling Appointment](#)

Off-Campus Interviews
[Jobs I Qualify For](#)

On-Campus Interviews
[Scheduled Interviews](#)
[Interviews Applied For](#)
[Interviews I Qualify For](#)

Using RaiderNet

The **Personal Information** page contains some information provided to us for this **Orientation** workshop but to be able to utilize **RaiderNet**, you must complete all fields with a **Red Asterisk**. Once those fields are filled in then select **Save Changes and Continue** which will take you to the **Academic Information** screen.

Please note: RaiderNet receives weekly imports from the Registrar

The screenshot shows the 'My Account' page on the Rutgers Career Development Center Network. The page is divided into several sections: a navigation sidebar on the left, a search bar at the top, and a main content area. The main content area is titled 'My Account' and contains a navigation menu with tabs for 'PERSONAL', 'ACADEMIC', 'CODE OF CONDUCT/PRIVACY', 'REPORT OFFERS', 'PASSWORD', and 'NOTIFICATION SETTINGS'. The 'PERSONAL' tab is selected, and the 'Student Information' section is visible. This section includes fields for 'RU-ID *', 'Full name *', 'First Name *', 'Last Name *', and 'E-mail *'. The 'E-mail' field is highlighted with a blue arrow. The 'E-mail' field contains the text 'ima4391@rutgers.edu'. To the right of the 'Student Information' section is a 'Completion Status' section, which lists various fields with checkmarks indicating they are completed. The 'Personal Information' section is highlighted in red, and the 'Academic Information' section is highlighted in grey.

SAVE CHANGES **SAVE CHANGES AND CONTINUE** **CANCEL**

* indicates a required field

Student Information

RU-ID *
149335194

Full name *
Enter your full name (first mi. last)
Ima Student

First Name *
Ima

Last Name *
Student

E-mail *
List a professional E-mail address for employer use
ima4391@rutgers.edu

Completion Status

Personal Information

- ✓ E-mail
- ✓ Secondary E-mail
- ✓ Phone Number
- ✓ Current Address
 - ✓ Street Address
 - ✓ Dependent Locality
 - ✓ City
 - ✓ State
 - ✓ Zip Code/Postal Code
- ✓ Country
- ✓ Accessible Mode

Academic Information

Using RaiderNet

On the **Academic Information** screen you must continue to complete all fields with a **Red Asterisk** and then select **Save Changes and Continue** again to move to the final screen which is **Code of Conduct/Privacy**.

The screenshot shows the 'My Account' page on the Rutgers Career Development Center RaiderNet. The page is divided into several sections:

- Header:** Rutgers Career Development Center Network logo, a search bar, and a user profile icon labeled 'IS im'.
- Navigation Menu:** A dark red sidebar on the left with icons and labels for Home, Jobs, Profile, Documents, Alumni Mentors Network, Events, Interviews, Employers, Surveys, Research, Calendar, My Account, Personal, Academic, Code of Conduct/Privacy, and Report Offers.
- Breadcrumbs:** Home / My Account / Academic.
- Section Title:** My Account.
- Informational Box:** A light blue box with a blue icon and text: "When Selecting your Year in School please maintain the following criteria: Senior: One year of school or less left, Junior: Two years of school left, Sophomore: Three years of school left, Freshman: Four years of school or more left. Still not sure what to select? Visit a Career Counselor during a walk-in period."
- Navigation Tabs:** PERSONAL, ACADEMIC (selected), CODE OF CONDUCT/PRIVACY, REPORT OFFERS, PASSWORD, NOTIFICATION SETTINGS.
- Action Buttons:** SAVE CHANGES, SAVE CHANGES AND CONTINUE (highlighted in red), CANCEL.
- Form Fields:**
 - Year in school *:** A dropdown menu with "Freshman" selected. A note below says "(please see hint above for guidance)".
 - Major(s) *:** A text input field with the placeholder "Select your major(s)".
 - Unspecified Curriculum (001):** A text input field.
 - Minor(s):** A dropdown menu with a scrollable list of options: 010 ACCOUNTING, 013 AFRICAN MIDDLE EASTERN&SOUTH ASIAN LANGUAGES & LITERATURES, 013 AFRICAN MIDDLE EASTERN&SOUTH ASIAN LANGUAGES & LITERATURES, 014 AFRICANA STUDIES, 050 AMERICAN STUDIES, 060 ANCIENT AND MEDIEVAL CIVILIZATIONS.
 - Undergrad GPA:** A text input field with "0.00" entered.
 - Group Affiliation *:** A section with the instruction "Please select all that apply:" and checkboxes for "Does not apply" (checked), "Athlete", "HLIC", and "Honors College".
- Completion Status:** A vertical list on the right side of the form showing the status of various fields:
 - Personal Information
 - Academic Information
 - Year in school (checked)
 - Minor(s) (unchecked)
 - Group Affiliation (checked)
 - Previous School Attended (unchecked)
 - Degree Received (unchecked)
 - Date of Graduation (unchecked)
 - GPA Received (checked)
 - Major of Study (unchecked)
 - Geographic Preference #1 (checked)
 - Geographic Preference #2 (unchecked)
 - Geographic Preference #3 (unchecked)
 - Career Interests (checked)
 - Goals (checked)
 - Job Types (checked)

Using RaiderNet

On the **Code of Conduct/Privacy** screen, please read through the agreement and check off the box at the end. Make sure to select **Save Changes and Continue** to move to the **Documents** page.

The screenshot displays the RaiderNet interface for a user named 'Ima Student'. The left sidebar contains navigation options: Home, Jobs, Profile, Documents, Alumni Mentors Network, Events, Interviews, Employers, Surveys, Research, Calendar, My Account, Personal, Academic, Code of Conduct/Privacy, and Report Offers. The main content area is titled 'My Account' and has tabs for PERSONAL, ACADEMIC, CODE OF CONDUCT/PRIVACY (selected), REPORT OFFERS, PASSWORD, and NOTIFICATION SETTINGS. Below the tabs are three buttons: 'SAVE CHANGES' (highlighted in red), 'SAVE CHANGES AND CONTINUE', and 'CANCEL'. A red arrow points to the 'SAVE CHANGES AND CONTINUE' button. The 'CODE OF CONDUCT/PRIVACY' section contains a 'Policy Affirmation' form with the title 'CODE OF PROFESSIONAL CONDUCT AGREEMENT WITH THE CAREER DEVELOPMENT CENTER'. The form includes a 'Policy Affirmation' section with a sub-heading 'CODE OF PROFESSIONAL CONDUCT AGREEMENT WITH THE CAREER DEVELOPMENT CENTER' and a paragraph: 'To participate in services offered by the R-N Career Development Center including RaiderNet, you must read and agree to the terms outlined below.' Below this is a 'FERPA Authorization' section with a paragraph: 'By logging into RaiderNet, you give permission to R-N Career Development Center to share your resume and other uploaded documents with employers.' The main body of the agreement states: 'As a Rutgers University Newark Student or Alumni and Career Development Center (CDC) client, I agree to the following "Code of Professional Conduct":' followed by a bulleted list of terms. At the bottom of the agreement, there is a checkbox with the text: 'By checking the box below, I affirm that I have read and agree to abide by the "Code of Professional Conduct" and will honor the letter and spirit of this agreement fully.' A red arrow points to this checkbox. Below the agreement is a 'Receive Email Notifications' section with a sub-heading 'Receive Email Notifications' and a paragraph: 'Choose "yes" to receive email notifications.'

Uploading Documents

On the **Documents** page you can upload your resume and other documents for use in applying for opportunities in RaiderNet. Please read the **resume approval process** and make sure to submit your document in **Word**. Once uploaded you will need to meet with a Career Counselor to have it approved either by **scheduling an appointment** or coming in during one of our **Walk-In periods**. **Please Note: Resume templates can be found on our website under Students**

The screenshot displays the RaiderNet interface for a user named 'Ima Student'. The left sidebar contains navigation options: Home, Jobs, Profile, Documents (selected), Approved, Pending, Opt-in Books, Alumni Mentors Network, Events, Interviews, Employers, Surveys, Research, Calendar, and My Account. The main content area shows the 'Documents' page with a search bar and a breadcrumb trail: Home / Documents / Approved Documents. The page title is 'Resumes'. A notification states: 'Document Number Limit Your account has a maximum limit of 10 documents saved at any one time...for example you can have 4 resumes, 2 cover letters, 2 transcripts and 2 thank you letters'. Below this are tabs for 'APPROVED DOCUMENTS', 'PENDING DOCUMENTS', and 'OPT-IN RESUME BOOK'. The 'APPROVED DOCUMENTS' tab is active, showing a 'Resume/Document Approval Process' section with the following text: 'Undergraduate students MUST have an approved Resume in RaiderNet to apply for interviews / positions!!! To obtain resume approval you MUST visit the Career Development Center and have your resume reviewed by a Career Counselor either during one of our Walk-In Periods OR by scheduling an appointment. Please Upload your Resume to your RaiderNet account BEFORE you meet with a Career Counselor in order to have that Resume reviewed / approved. Resume Templates: Are available on our CDC website (http://cdc.newark.rutgers.edu/CDCRUN14/CDC_Resume.html). Resumes must be submitted in Microsoft Word format either .doc or .docx not as an Adobe Acrobat .pdf file. Any resumes submitted as .pdf files will be automatically declined. Graduate student and Alumni resumes are automatically approved by the system without critique. Subsequent resumes uploaded to RaiderNet will be automatically approved. BE FOREWARNED, it is YOUR RESPONSIBILITY to make sure that these subsequent resumes are free of typographical, grammatical, structural, or other errors that may prevent you from being "selected" for interviews by employer(s). Cover Letters are approved automatically by the system without review. If you wish to have your Cover Letter critiqued, you need to visit the Career Center during a Walk-In Period or request an appointment to meet with a Career Counselor.' Below the text is an icon representing a document upload, with the text 'No records found.' and an 'ADD NEW' button. A large blue arrow points to the right.

Scheduling an Appointment

On the **Home** screen (right side), you will see **Career Tools and Counseling** where you can request an appointment to meet with a Career Counselor to review any career documents or discuss career-related matters.

Please Note: Our Walk-In Period schedule can be found on our website under **Students**

RUTGERS
Career Development Center
Network

Search

IS Ima Student

Home

Jobs

Profile

Documents

Alumni Mentors Network

Events

Interviews

Employers

Surveys

Research

Calendar

My Account

Find a career you'll love!
Tell us your career interests and we'll show jobs, events and campus interviews personalized just for you.
This will take only 2 minutes.
GET STARTED

Check Back for Jobs For You.
More jobs for you will be shown here as they are added, so check back soon!
[Search all Jobs](#) | [Go to favorites](#) | [Go to applications](#)

Events For You
Attend these recommended events.

2018 Internship and Summer Job Fair
Jan 24, 2018 - 1 day(s)
Career fair
9 going
VIEW NOT INTERESTED

Additional Resources
[Careershift](#)
[GoInGlobal](#)
[NaceLink](#)
[Rutgers Vault](#)

Career Tools and Counseling
[Request a CDC Counseling Appointment](#)

Off-Campus Interviews
[Jobs I Qualify For](#)

On-Campus Interviews
[Scheduled Interviews](#)
[Interviews Applied For](#)
[Interviews I Qualify For](#)

More

Searching for Opportunities

On your **Home** screen (right side), you can select **Jobs I Qualify For** or **Interviews I Qualify For** to look for Jobs and Internships. We would also recommend completing the **Find a Career You'll Love** section so that **RaiderNet** can provide you with suggested opportunities that best fit your interests.

The screenshot shows the Rutgers Career Development Center Network Home screen. On the left is a dark red navigation sidebar with the Rutgers logo and menu items: Home, Jobs, Profile, Documents, Alumni Mentors Network, Events, Interviews, Employers, Surveys, Research, Calendar, and My Account. The main content area is white and features a search bar at the top. Below the search bar are three main sections: 1. A 'Find a career you'll love!' section with a brief description and a 'GET STARTED' button, with a blue arrow pointing to the button. 2. A 'Check Back for Jobs For You.' section with a brief description and links for 'Search all jobs', 'Go to favorites', and 'Go to applications'. 3. An 'Events For You' section listing a '2018 Internship and Summer Job Fair' with 'VIEW' and 'NOT INTERESTED' buttons. On the right side, there is a user profile section for 'IS Ima Student' and a list of 'Additional Resources' (CareerShift, GoInGlobal, NaceLink, Rutgers Vault), 'Career Tools and Counseling' (Request a CDC Counseling Appointment), 'Off-Campus Interviews' (Jobs I Qualify For), and 'On-Campus Interviews' (Scheduled Interviews, Interviews Applied For, Interviews I Qualify For). Blue arrows point to the 'Jobs I Qualify For' and 'Interviews I Qualify For' links in the right-hand menu.

Additional

- In addition to searching for opportunities directly you can also **complete and publish your Profile section** to allow recruiters to reach out to you with potential opportunities they see you as being a good fit for.
- **RaiderNet** also has an available **App for IOS and Android** devices called **Careers by Symplicity** that will allow you to utilize all of the features of the desktop/laptop version on tablets and smartphones.
- Please review the list of Career Fairs available to you on our website and on handouts provided. Our first fair of the Spring will be the **Internship and Summer Job Fair** which will take place on Wednesday, January 24th.
- Any questions...please contact our Main Office at 973-353-5311

In Closing

The Career Development Center is open throughout the year and committed to assisting you along your career path in obtaining the goals you set for yourself. We hope that this interaction today will be the first of many that you have with us throughout your college experience.

<http://cdc.newark.rutgers.edu/>