SOAR Orientation 2018

Making the most of your Career Center
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/
Accessing RaiderNet

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

Once logged in you will have access to your RaiderNet Home Page (below).
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.
Once your account password is changed you can proceed to the other sections in the dropdown menu beginning with **Personal Information**.
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.
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.
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.
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.
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
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.
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/