Student User's Guide for PioCareers and NIC

What are PioCareers and NIC?

Through PioCareers, you can search and apply for job and volunteer positions, internships targeted to Lewis & Clark students and create resumes and cover letters. PioCareers serves as a portal to all information in the Center for Career & Community Engagement. NIC is a nationwide database that allows you to search for internships. Lewis & Clark College is a member of NIC (a consortium of selective institutions across the country) and shares internship information through this common database.

Jump Between PioCareers and NIC

Since PioCareers and NIC are managed by the same system (NACEcareers), you can toggle back and forth between the two without having to log in a second time. Look for the NIC Internships careers under the main Jobs and Internships tab at the top of your screen in PioCareers or the *Jump Back to Your School* careers on the main page of NIC.

How to Access PioCareers and NIC

- To sign into PioCareers, enter https://lclark-csm.symplicity.com/students/ directly into your web browser. Enter your username and password into the respective form fields and click Go!

- To sign into NIC, enter https://nic-csm.symplicity.com/students/ directly into your web browser. Enter your username and password into the respective form fields and click Go!

- The username for PioCareers and NIC are different than your lclark.edu account. If you are a current student or graduated in 2009 or after, you already have accounts in both databases. Please double-check your inbox for 2 messages from careers@lclark.edu (one about PioCareers and one about NIC). This email has your login information. If you do not remember your password, simply click the "Forgot Password" button when you get to the PioCareers or NIC login page (your username is your full @lclark.edu email address). You will be sent an email to set a new password.

- If you are an alumni member from before 2009, you need to register for a new account. On the right hand side of the login screen, click the "Register" button. Fill out the Student Registration form and submit. After registering and confirming your email address, you will receive a username and password for sign-in.

- If you are having trouble logging into either system, email careers@lclark.edu or visit the 3CE in Albany 206.

Your Profile

Build a personal profile by clicking on the Profile careers on the top navigation bar. You will be prompted to fill in fields with your contact information, academic information, privacy settings and password. You'll have a chance to see the information that you've entered in your student profile. If you want to change anything in your profile, click on edit at the top of the section and then enter the correct information on the next page.

Managing Documents

You can view existing and upload new documents by clicking the Documents careers on the top navigation bar. This is a great location to save your resumes, cover letters, and unofficial transcripts. If this is your first time drafting a resume and you are unsure about how to begin, the resume builder in PioCareers is the perfect place to start. Just fill in your personal information and PioCareers will do the rest. When you're done, schedule an appointment with a Career Counselor for their feedback. The system also automatically converts your documents into PDF format.

Search Tips

Search and Apply for Jobs and Volunteer Positions in PioCareers or an Internship in NIC:

- View postings by clicking the *Jobs and Internships* careers on the top navigation bar in PioCareers or the *Internships* careers in NIC.
- Sort the job list by position type, key words, etc. by utilizing the dropdown menus and form fields.
- Mark a listing as a "favorite" by clicking on the Add to Favorites icon on the right.
- Review Position Details (posted date, job description, deadline, etc) by clicking on the careers in the Title column.
- Submit a resume, if qualified, by highlighting the proper resume name from the Resume dropdown (and other documents if applicable) and clicking the Submit button from Application Status on the right.

Conduct an Advanced Search:

- You can further refine a search by clicking the Advanced Search tab.
- Select Locations, Position Types, etc. to run a combination search.
- Run the search by clicking the Submit button.

Search Agents (Saved Searches)

- You can save the advanced searches as a search agent by clicking on the Advanced Search tab, check-marking Save As, and then inputting Search Agent name.
- You can then go back and re-run the search at any time by clicking the Search Agent tab.
- Once you've saved a search you can schedule the results to be emailed to you at an interval of your choosing.

Research Organizations and Employers

- View information about employers by clicking on the Employers tab from the top navigation bar.
- Find a specific employer, input details into the Keyword Search box on the top right, and then click Apply Search.
- If an employer has a profile or available positions, then the employer name will be underlined.
- Place an employer under the Favorite Employers tab by clicking on the Add to Favorite button in the Options column.
- View an employer overview, corporate culture information, key statistics and/or positions available by clicking on an underlined employer name in the Title column.