

A photograph of two young women in a room. The woman in the foreground is a young Asian woman with blonde hair, wearing a dark blue sweater with white stripes on the sleeves, smiling and looking towards the right. The woman in the background is a young Black woman with her hair in a bun, wearing a grey sweater, also smiling. The wall behind them is covered with several framed photographs. A large green graphic overlay is on the right side of the image.

Thomas University Career Center Registration

The Opportunity to Succeed



The Thomas University Career Center

▶ The Center is 100% Virtual.

- All meetings with your Career Coach happen on Zoom.
- Appointments set through the TU Career Center Website (powered by GradLeaders).
- You must **register** to make appointments and to upload your resume drafts.
- Dedicated to your success!

▶ Services:

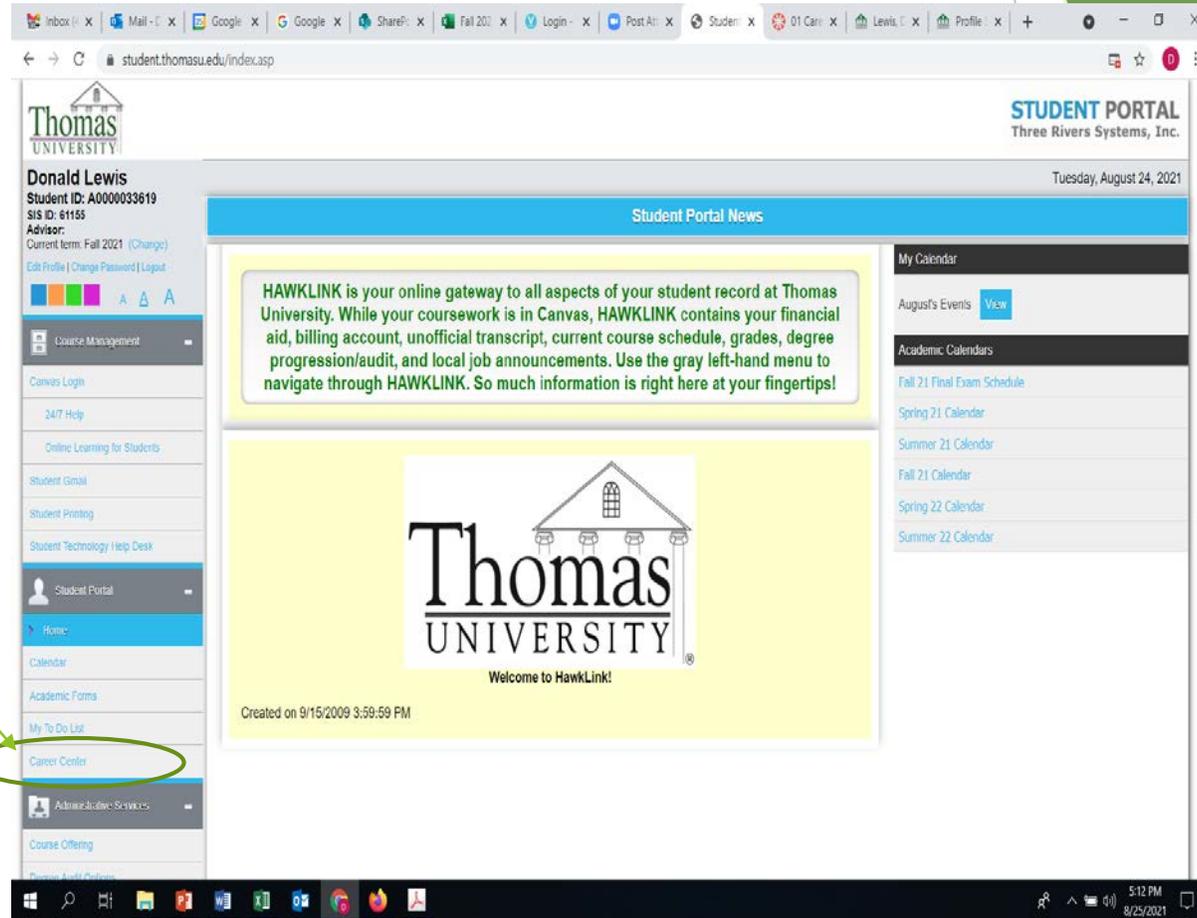
- Successful Resume Development
- Successful Cover Letters
- Develop Job Interviewing Skills
- Personality and Interest Assessments
- Job Searches
- Internship Site Searches
- Job Postings-Jobs Board
- Job Leads Notifications

Registration

- ▶ Go to your HawkLink page and select Career Center under Student Portal to the left.

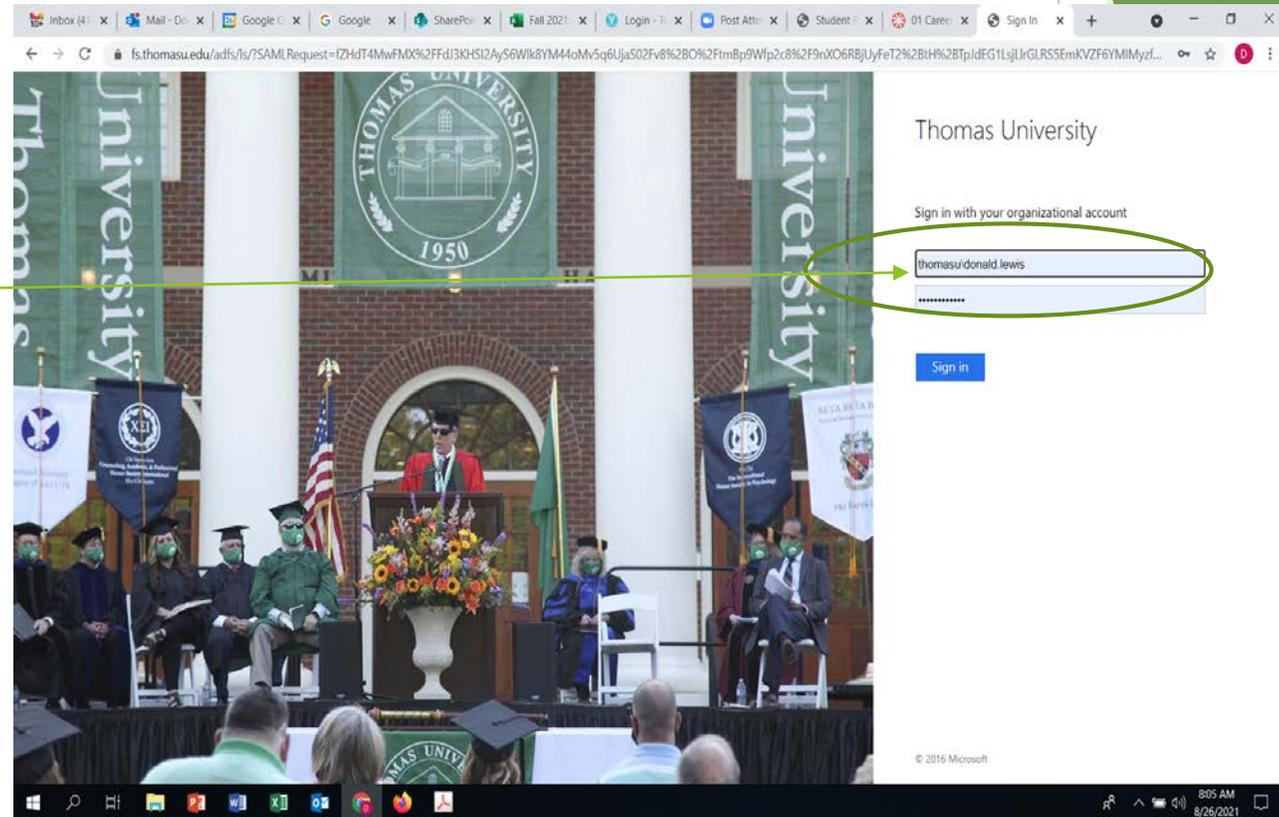
The site is powered by GradLeaders, the industry leader in college career center software. We've partnered with them to help you get the job or placement you want!

(Anywhere along the registration process, there is chat function when you have any questions.)



Registration

This takes you to the sign-in page.
Use your Thomas University User
Name and Password!



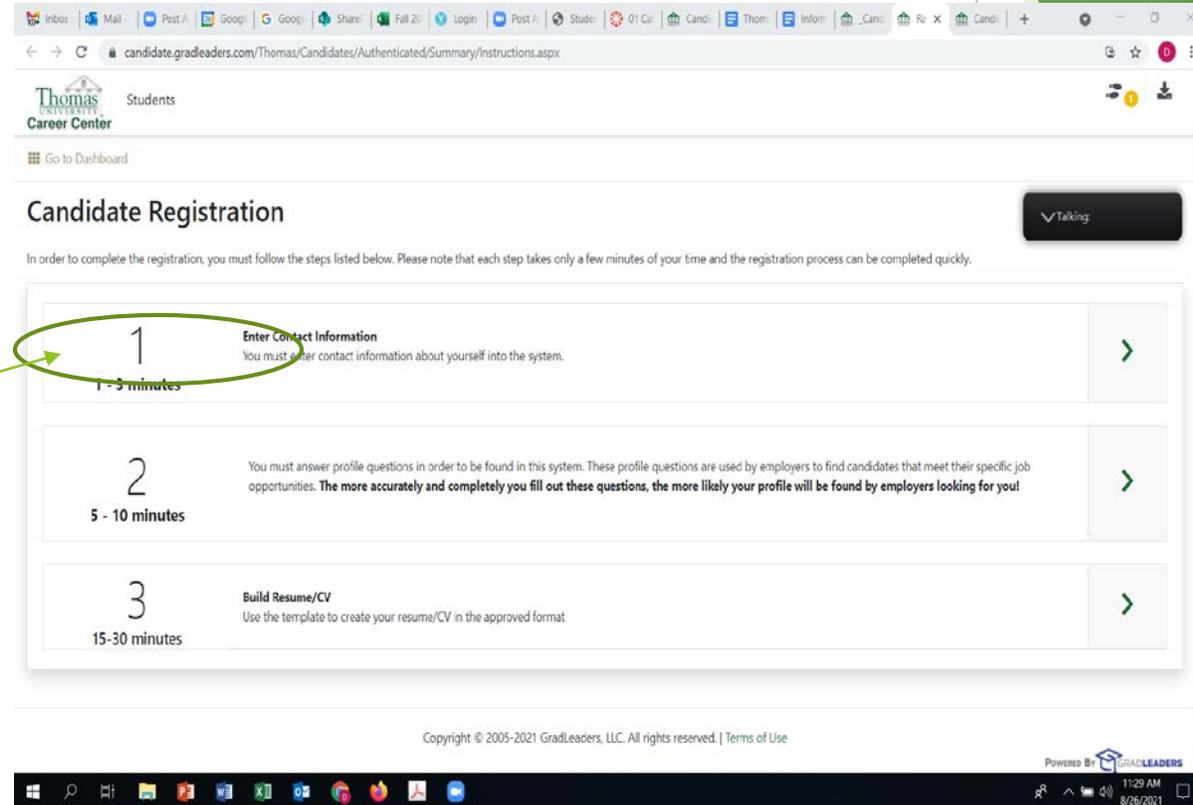
Registration

- ▶ First you check **YES** on the Terms and Conditions Page which pops-up.

That takes you to the **Three Step Registration** process page.

Click on **Step One!**

You only have to do the first two steps to fully register, upload resumes, and make appointments with your Career Center Coach.



Registration

► Step One Registration - “Contact Information”

First, this section requires you to check information for accuracy and make changes if necessary and add info where missing.

Second, be sure to fill in required fields, especially those that relate to getting text messages “receive text messages” and related requirements.

Note: We need to be able to auto-confirm your appointments via text and communicate via phone/text while working with you on your career goals!

The screenshot displays the 'Contact Information' section of a student profile. A green oval highlights the following fields:

Field	Value
FIRST NAME	Donald
MIDDLE NAME	Holmes
LAST NAME	Lewis
ADDRESS LINE 1	529 N Dawson Street
ADDRESS LINE 2	
CITY	Thomasville
STATE	GA
ZIP CODE	31792
COUNTRY	United States
EMAIL ADDRESS	donald.lewis@student.thomasu.edu
PERSONAL EMAIL	don.lewisnla@gmail.com
WEBSITE	
PHONE	6148938322
CELL PHONE	6148938322
RECEIVE TEXT MESSAGES	Yes
SMS PREFERENCES	Office Messages (from the career office staff)
CELL CARRIER NAME	AT&T

Registration

► Step Two...

Click on Step Two... this an important step to help you find the employment of your choice!

The screenshot displays the 'Candidate Registration' page on the GradLeaders website. The page is titled 'Candidate Registration' and includes a sub-header 'Students Career Center'. Below the header, there is a navigation link 'Go to Dashboard'. The main content area lists three steps for registration:

- 1** **Enter Contact Information**
You must enter contact information about yourself into the system.
1 - 3 minutes
- 2** **Answer Profile Questions**
You must answer profile questions in order to be found in this system. These profile questions are used by employers to find candidates that meet their specific job opportunities. **The more accurately and completely you fill out these questions, the more likely your profile will be found by employers looking for you!**
5 - 10 minutes
- 3** **Build Resume/CV**
Use the template to create your resume/CV in the approved format.
15-30 minutes

The number '2' and the time '5 - 10 minutes' for the second step are circled in green. A green arrow points from the text 'Click on Step Two...' to this step. The page footer includes 'Copyright © 2005-2021 GradLeaders, LLC. All rights reserved. | Terms of Use' and 'Powered By GRADLEADERS'.

Registration

► Step Two Registration - “Detailed Profile”

In this section, you add all the information you can that helps employers understand why you might be a great candidate for the job of your dreams!

- **Demographic Info** - includes Veteran status, etc.
- **Additional Info** - includes sports and achievements
- **Skills** - includes work experiences

When you finish this section, **your Dashboard will open automatically!**

The screenshot displays a web browser window with the URL `admingradleaders.com/Thomas/Admin/Authenticated/Candidates/ViewStudentProfile.aspx?bpdd=7278&smallID=5482601&prID=9191717&bud=%7b%22150%3a%22%7d`. The page is titled "Welcome, Donald" and shows the "Detailed Profile" section. The profile is organized into three main categories: Education, Demographic Information, and Other Information.

Education	
STUDENT ID (edit) A000003319	DEGREE SEEKING OR ATTAINED (edit) Master's
CLASSIFICATION (edit) Graduate	GRADUATION DATE (edit) August 2021
MAJOR(S) (edit) Clinical Mental Health & Clinical Rehab Counseling	GPA (edit) 4
CREDIT HOURS (edit) 63	ACHIEVEMENTS (edit) Outstanding Student 20-21 Clinical Mental Health and Clinical Rehabilitation Counseling
CAREER GOAL (edit) Career Counseling and Administration	OTHER INFORMATION (edit) * Have a previous Masters degree, Master of Fine Arts, Creative Writing/English, University of Iowa's Writers Workshop **Ile, History Major, American History

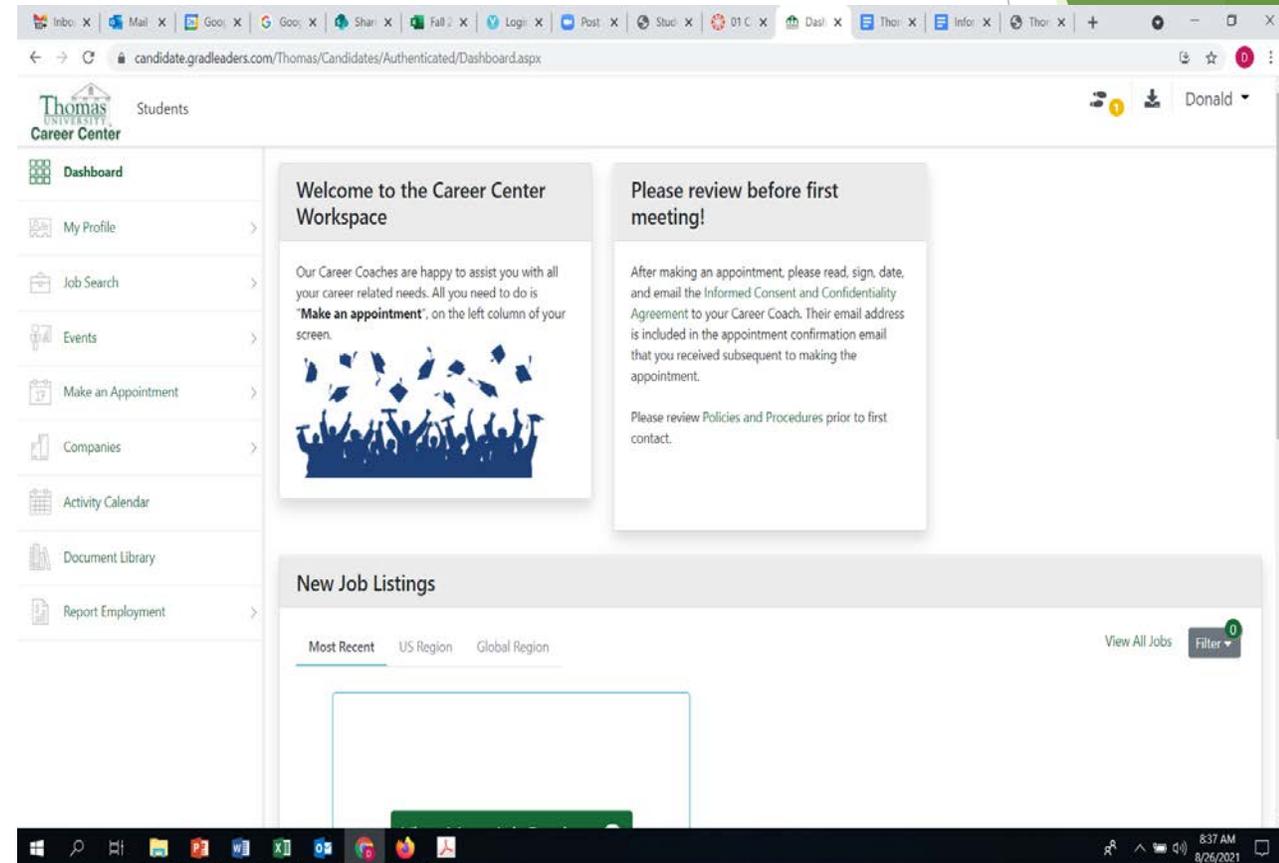
Demographic Information	
DATE OF BIRTH (edit) 9/30/2021	GENDER (edit) Male
ETHNICITY (edit) Caucasian	U.S. WORK ELIGIBILITY (edit) Eligible to work WITHOUT visa sponsorship

Your Dashboard!

- ▶ When you're finished registering, your **Dashboard** will automatically open.

Whenever you log on in the future, this page will appear.

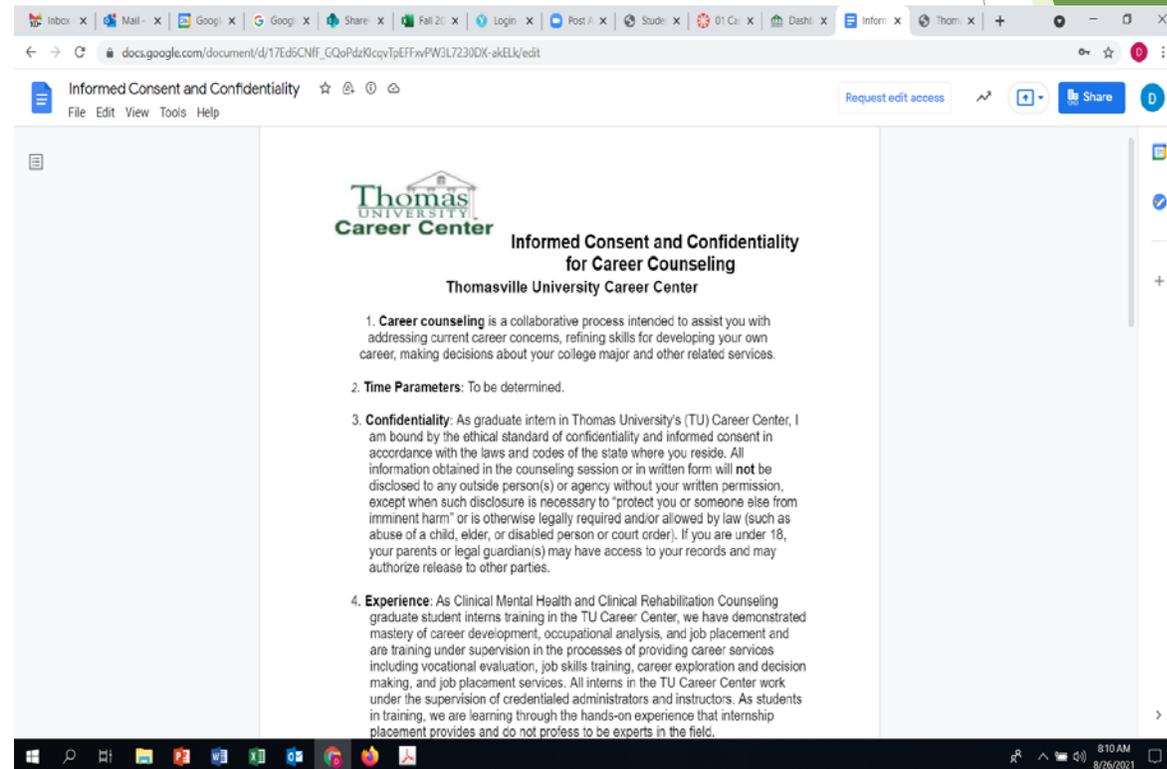
In the future, job openings relating to your major will appear under the heading "New Job Listings."



Your Dashboard!

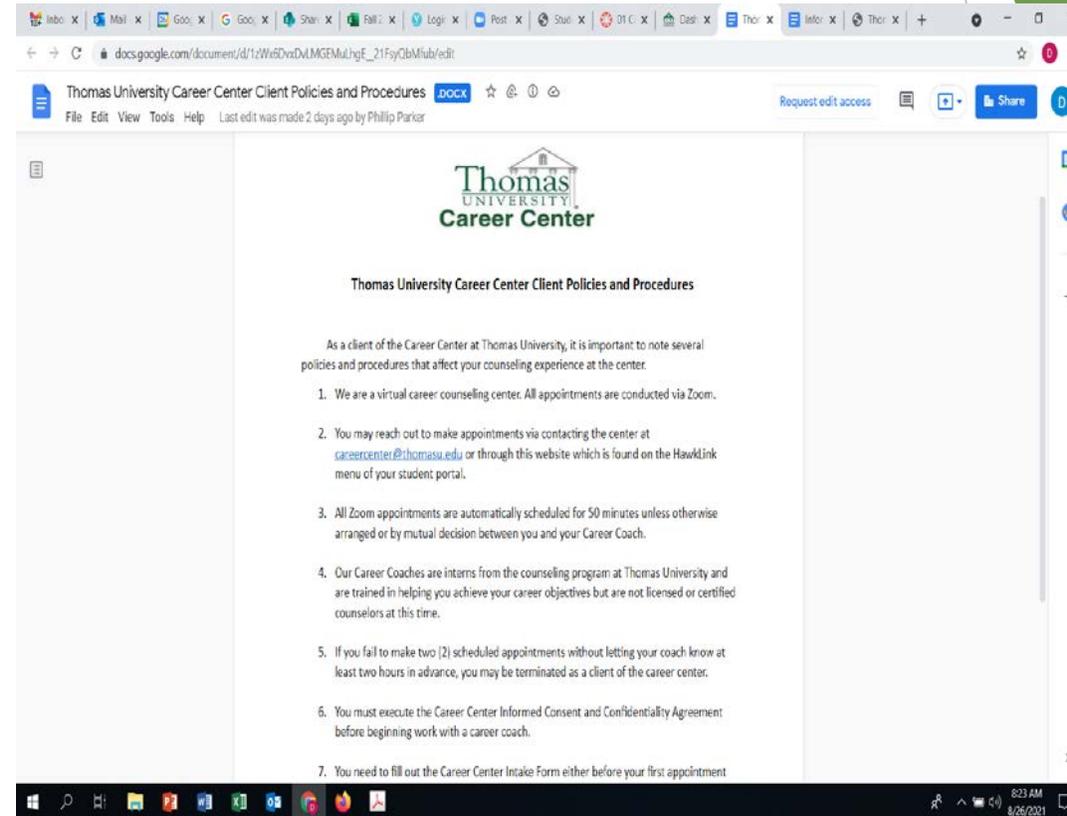
On your Dashboard, there is a information box at the top/left that says “Please Review Before Your First Meeting.”

- ▶ Open the link to the **Informed Consent and Confidentiality Agreement**. *You will need to print, sign, and email to your Career Coach before your first Zoom meeting!*



Your Dashboard!

- ▶ From the same information box, be sure to read the **Policies and Procedures** document before your first meeting with your Career Coach!



The screenshot shows a web browser window displaying a Google Docs document. The document title is "Thomas University Career Center Client Policies and Procedures". The document content includes the Thomas University Career Center logo and a list of seven policies and procedures. The browser's address bar shows the document's URL, and the Windows taskbar is visible at the bottom of the screen.

Thomas University Career Center

Thomas University Career Center Client Policies and Procedures

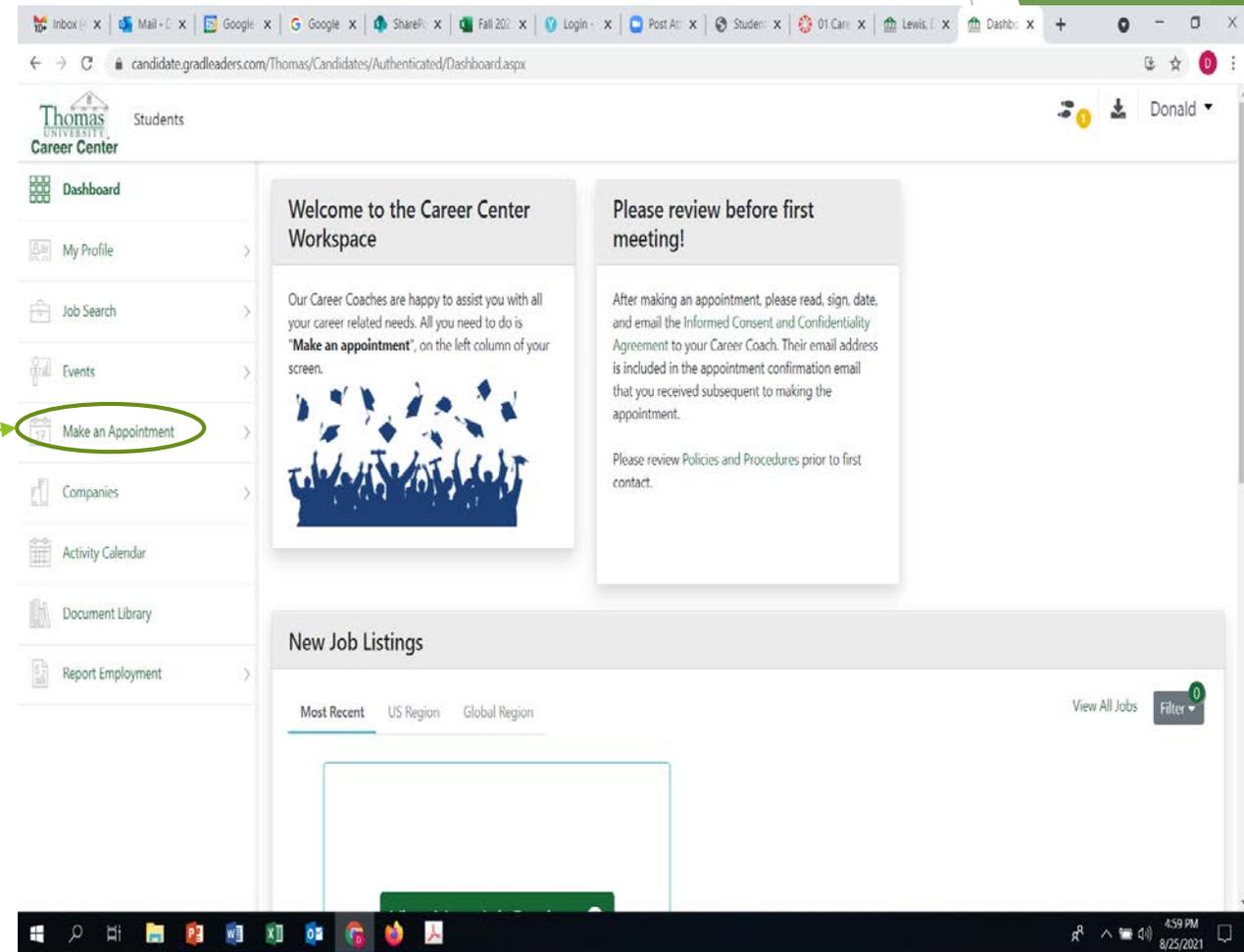
As a client of the Career Center at Thomas University, it is important to note several policies and procedures that affect your counseling experience at the center.

1. We are a virtual career counseling center. All appointments are conducted via Zoom.
2. You may reach out to make appointments via contacting the center at careercenter@thomasu.edu or through this website which is found on the HawkLink menu of your student portal.
3. All Zoom appointments are automatically scheduled for 50 minutes unless otherwise arranged or by mutual decision between you and your Career Coach.
4. Our Career Coaches are interns from the counseling program at Thomas University and are trained in helping you achieve your career objectives but are not licensed or certified counselors at this time.
5. If you fail to make two (2) scheduled appointments without letting your coach know at least two hours in advance, you may be terminated as a client of the career center.
6. You must execute the Career Center Informed Consent and Confidentiality Agreement before beginning work with a career coach.
7. You need to fill out the Career Center Intake Form either before your first appointment

Schedule an Appointment

- ▶ To begin making your appointment with your Coach at the Career Center, look to the *left navigation menu* and click on:

“Make an Appointment”

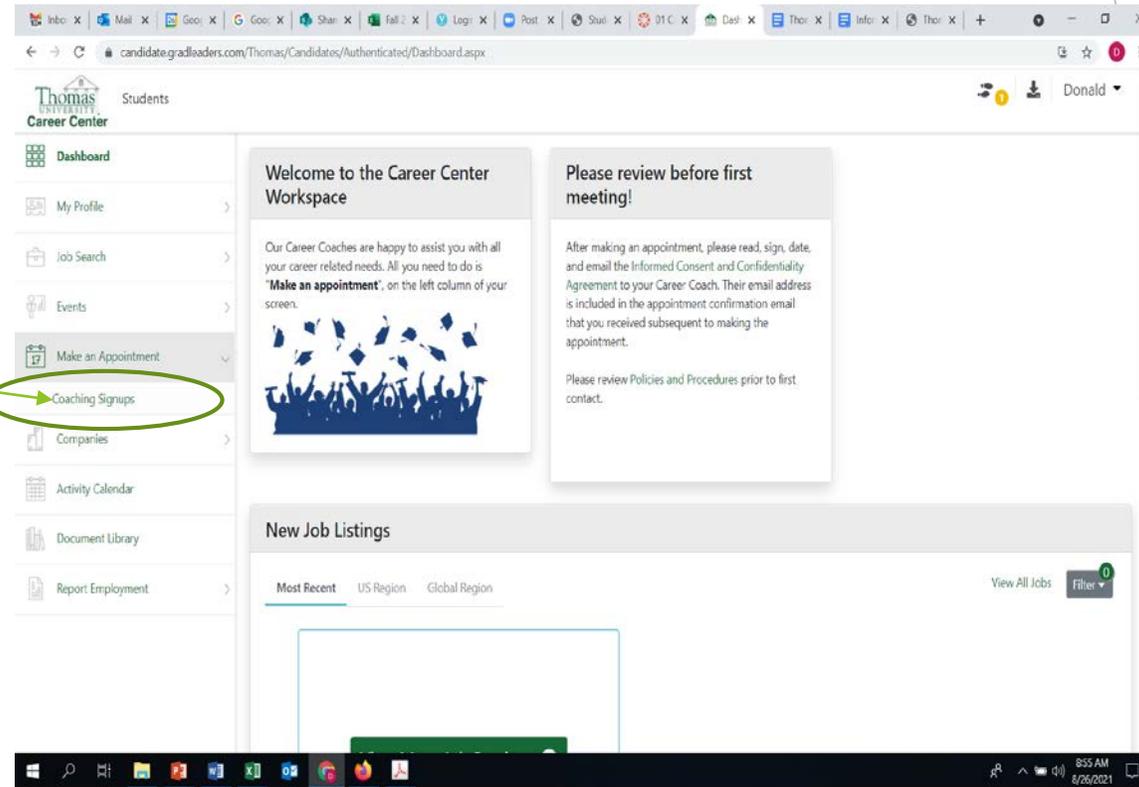


The screenshot displays the Thomas University Career Center dashboard. The left navigation menu includes options like Dashboard, My Profile, Job Search, Events, Make an Appointment (highlighted with a green circle and arrow), Companies, Activity Calendar, Document Library, and Report Employment. The main content area features a 'Welcome to the Career Center Workspace' message, a 'Please review before first meeting!' notice, and a 'New Job Listings' section.

Schedule an Appointment

► Click on the Drop-down:

“Coaching Signups”



Schedule an Appointment

- ▶ Above the headline “Coaching Appointments” click on:

“Add Appointment”

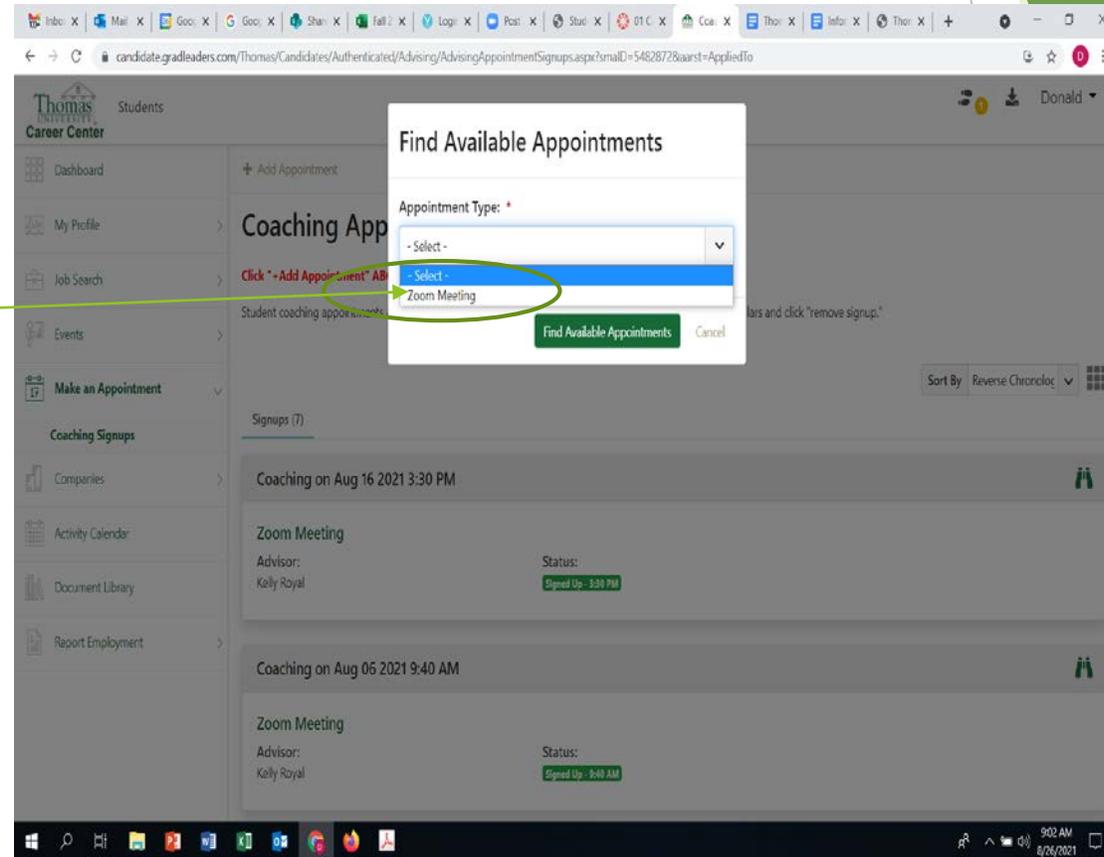
The screenshot shows a web browser window displaying the 'Coaching Appointments' page on the Thomas University Career Center website. The page title is 'Coaching Appointments' and it includes a red instruction: 'Click "+Add Appointment" ABOVE to begin!'. Below this, there is a section for 'Signups (7)' with two entries. Each entry shows the date and time of the appointment, the type of meeting (Zoom Meeting), and the advisor's name (Kelly Royal). The status for each appointment is 'Signed Up' with a green checkmark. The 'Add Appointment' button is circled in green, and a green arrow points from the text 'Add Appointment' to it.

Date and Time	Meeting Type	Advisor	Status
Coaching on Aug 16 2021 3:30 PM	Zoom Meeting	Kelly Royal	Signed Up - 3:30 PM
Coaching on Aug 06 2021 9:40 AM	Zoom Meeting	Kelly Royal	Signed Up - 9:40 AM

Schedule an Appointment

- ▶ In the pop-up, select:

“Zoom Meeting”



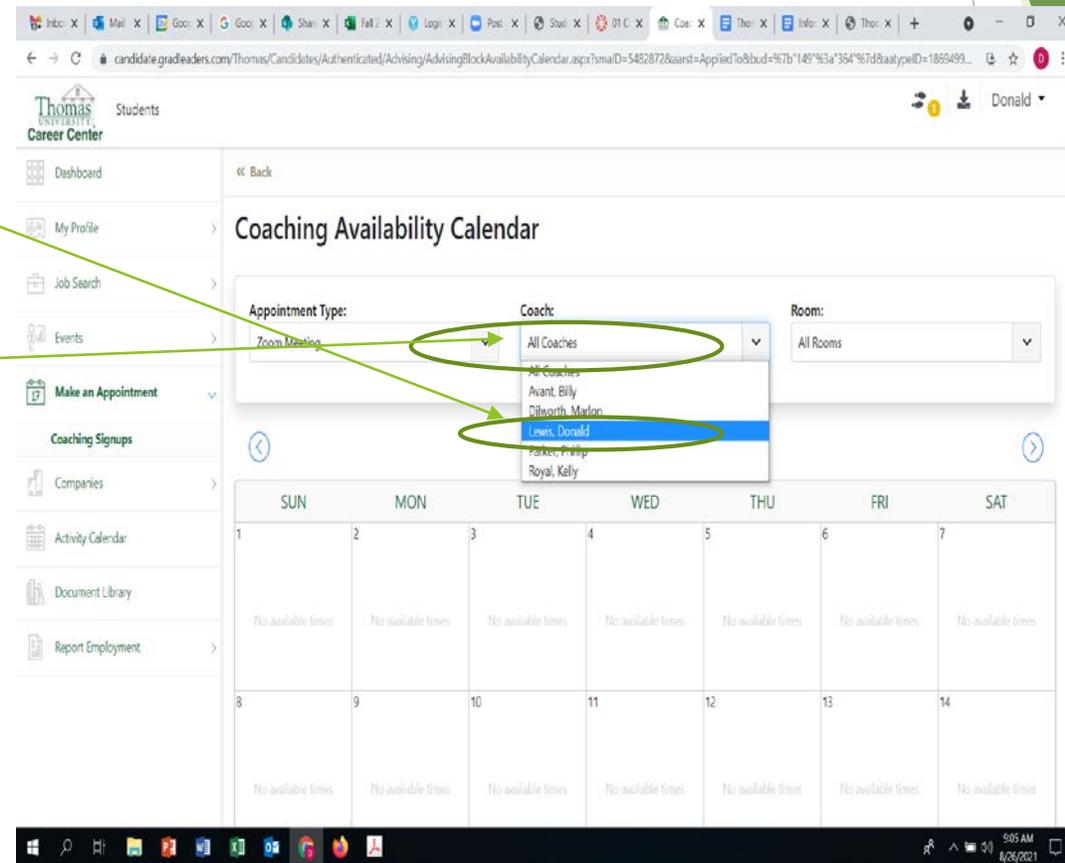
Schedule an Appointment

- ▶ If you know who your Career Coach is, click on his or her name in the drop-down menu.

If not, make an appointment with any coach with only **“All Coaches”** selected.

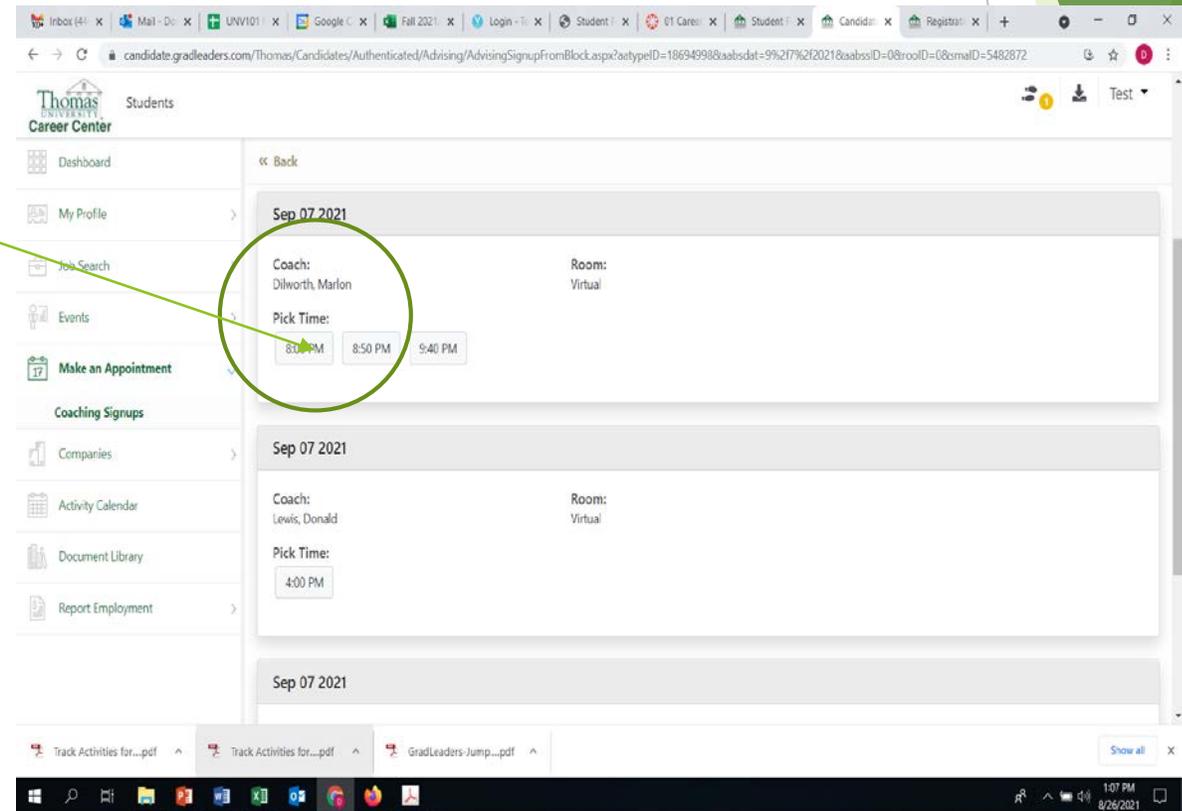
When making appointments via our website after this first meeting you will select your coach’s name only.

You and your coach may decide to simply make a next appointment for a future time during a meeting or communicate via email about appointments in the future.



Schedule an Appointment

- ▶ Select a time on that date with a coach who is available at that time!



Appointment Confirmation

- ▶ You'll receive an email and text message confirming the time and your coach for your appointment!

The email will include the Zoom link for your meeting with your coach!

The email will also include a link to the Informed Consent and Confidentiality Agreement. You must sign this and email back to your coach.

Your coach's email will be included in the confirmation email for one-on-one communications thereafter.





Let us know how we can
help you with any of your
career dreams!

Thanks!

THOMAS 
UNIVERSITY
CAREER CENTER