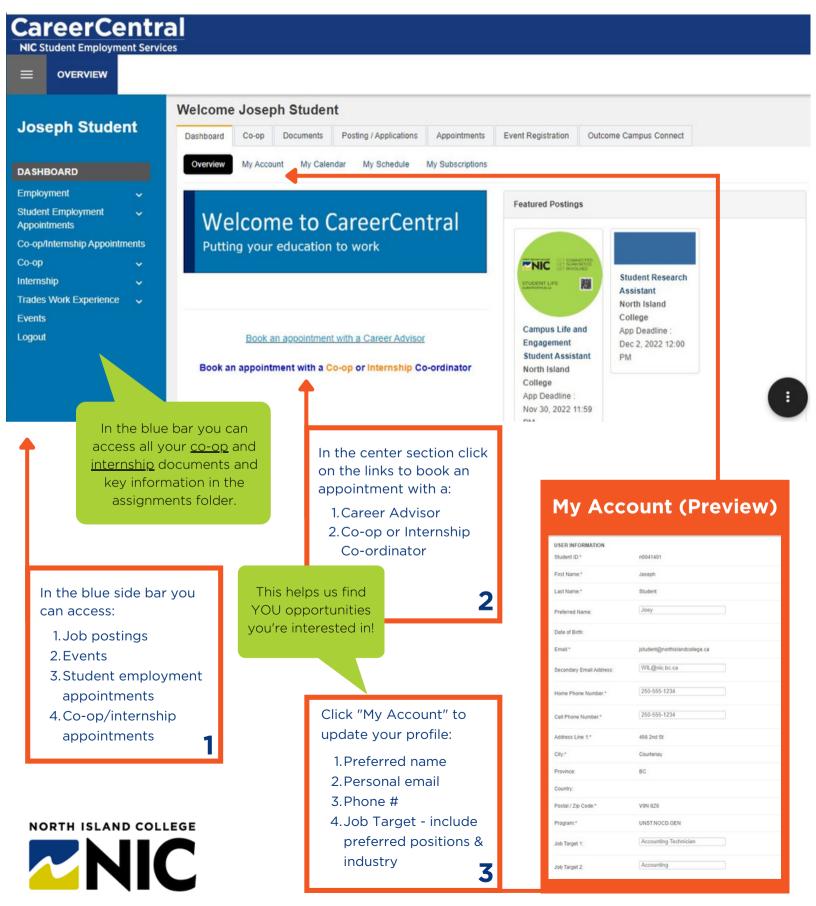
## How to use CareerCentral



## How to use CareerCentral

Welcome to CareerCentral, a platform for students to view events, book appointments with career coaches and check out job opportunities exclusively for NIC students.

- 1. In the blue side bar you can search for job postings, events, employment service and co-op/internship appointments:
  - Employment -> Job Postings Access the job board and current job postings.
  - Events Upcoming events and event registration (employer hiring events, networking opportunities, employer information sessions).

## 2. Book an appointment with a Career Advisor, or Co-op/Internship Coordinator:

- Login to CareerCentral with your usual NIC email and password.
- Select either Student Employment or Co-op/Internship appointments depending on your needs.
- Select a convenient time in the calendar and complete the online booking steps.
  Be sure to add any details about what you want to discuss, or if you'd like to meet in person, on the phone or virtually via bluejeans.
- If anything should change in your schedule and you are no longer available, please login to cancel the appointment and re-book for another time.

## 3. Under "My Account" section you can update your student profile to include:

- Your phone number, what number can we reach you at?
- A personal email address.
- A preferred name, what do your friends call you?
- Your job targets, including job type, position and industry you would like to work in.
  - You can update this throughout your studies as your goals change.
  - Job Type refers to casual, part-time or full-time.