

How to use CareerCentral

In the blue bar you can access all your co-op and internship documents and key information in the assignments folder.

In the blue side bar you can access:

1. Job postings
2. Events
3. Student employment appointments
4. Co-op/internship appointments

1

In the center section click on the links to book an appointment with a:

1. Career Advisor
2. Co-op or Internship Co-ordinator

2

This helps us find YOU opportunities you're interested in!

Click "My Account" to update your profile:

1. Preferred name
2. Personal email
3. Phone #
4. Job Target - include preferred positions & industry

3

My Account (Preview)

USER INFORMATION

Student ID:*	n0041401
First Name:*	Joseph
Last Name:*	Student
Preferred Name:	<input type="text" value="Joey"/>
Date of Birth:	<input type="text"/>
Email:*	jstudent@northislandcollege.ca
Secondary Email Address:	<input type="text" value="WIL@nic.bc.ca"/>
Home Phone Number:*	<input type="text" value="250-555-1234"/>
Cell Phone Number:*	<input type="text" value="250-555-1234"/>
Address Line 1:*	456 2nd St
City:*	Courtenay
Province:	BC
Country:	<input type="text"/>
Postal / Zip Code:*	V9N 8Z6
Program:*	UNST.NOCD.GEN
Job Target 1:	<input type="text" value="Accounting Technician"/>
Job Target 2:	<input type="text" value="Accounting"/>

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.