

Career Toolbox User Guide

Welcome to the Career Toolbox! An easy to use, interactive platform created by the Laurus College Career Services Department. It is easily accessible through your MLP and devised to provide you with relevant information and updated resources to assist you throughout your academic journey at Laurus College.

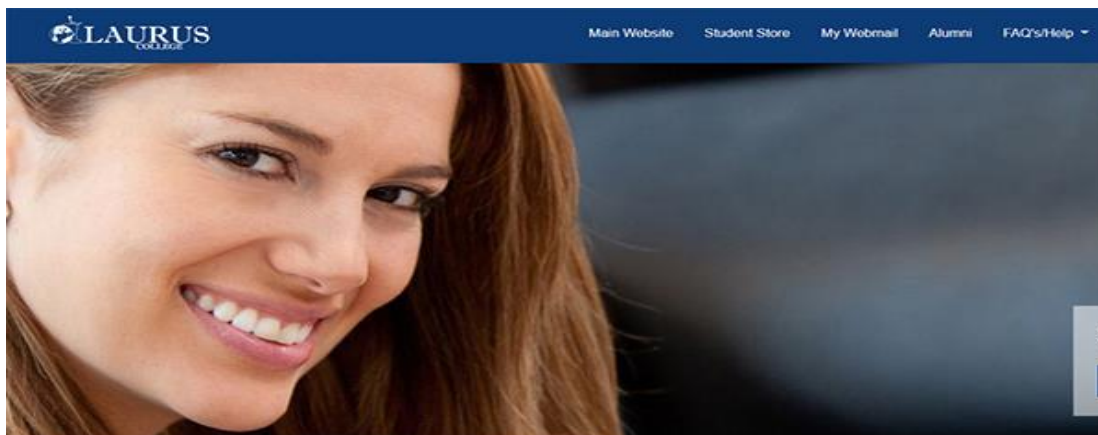
The Career Toolbox is designed to assist all our students, from those just starting their program to the seasoned professionals who are looking to advance in their careers. You can actively navigate each section to maximize all of its resources. Interacting with the program will help you become more knowledgeable of the job search process. The point system will monitor your progress as you prepare for your future career. Activity yields results!

Let's get started and activate your account!

Accessing the Career Toolbox

You can access the career toolbox from the MLP.

From the MLP, click on "Get Started."



CAREER TOOLBOX

The Laurus College Career Toolbox is the **ULTIMATE** resource available to Laurus College students and graduates looking for work. The Toolbox provides links to the latest Hot Jobs, upcoming Career Services Workshops, Industry events, and the Purple Briefcase Job Search platform. **Get Started**



LIBRARY RESOURCES

Laurus College encourages students to use the many learning resources available to them, including their textbooks, classroom & campus reference materials, the ProQuest Research Library and the many **FREE** learning tools available online. **Learn More**



TUTORING & SUPPORT

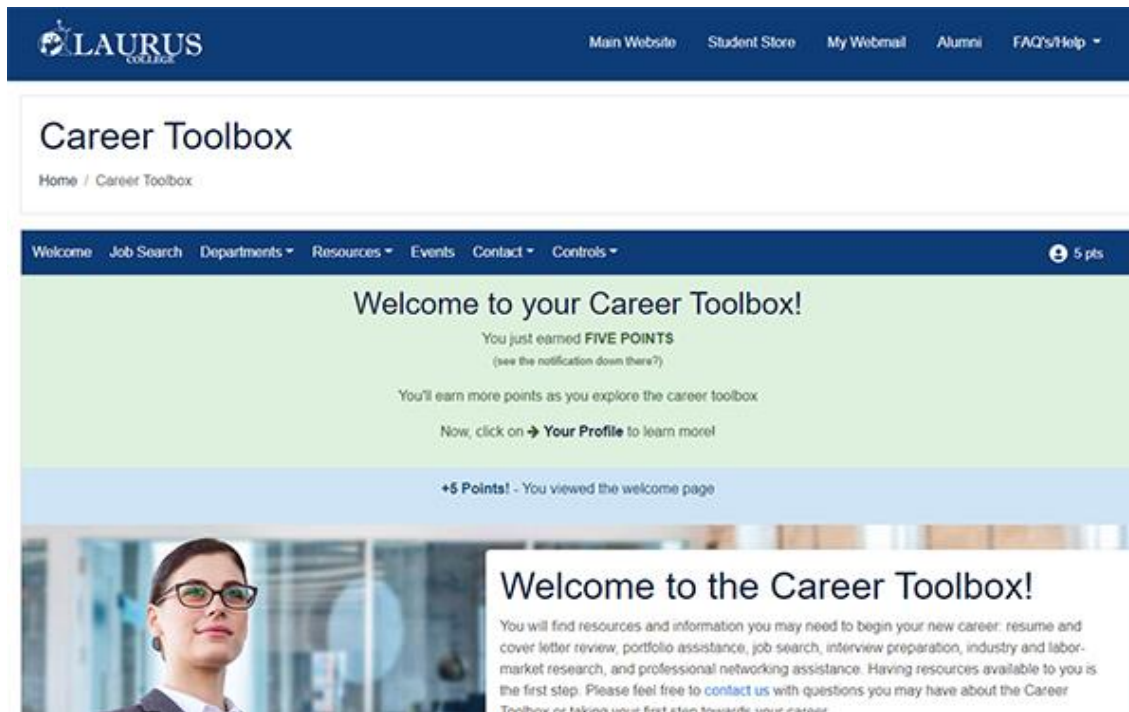
Did you know that you have an entire student services team dedicated to helping you succeed? Whether you need assistance with your classwork or support with a personal challenge, your student advocate is here to help! **Contact Us**



CLUBS & ACTIVITIES

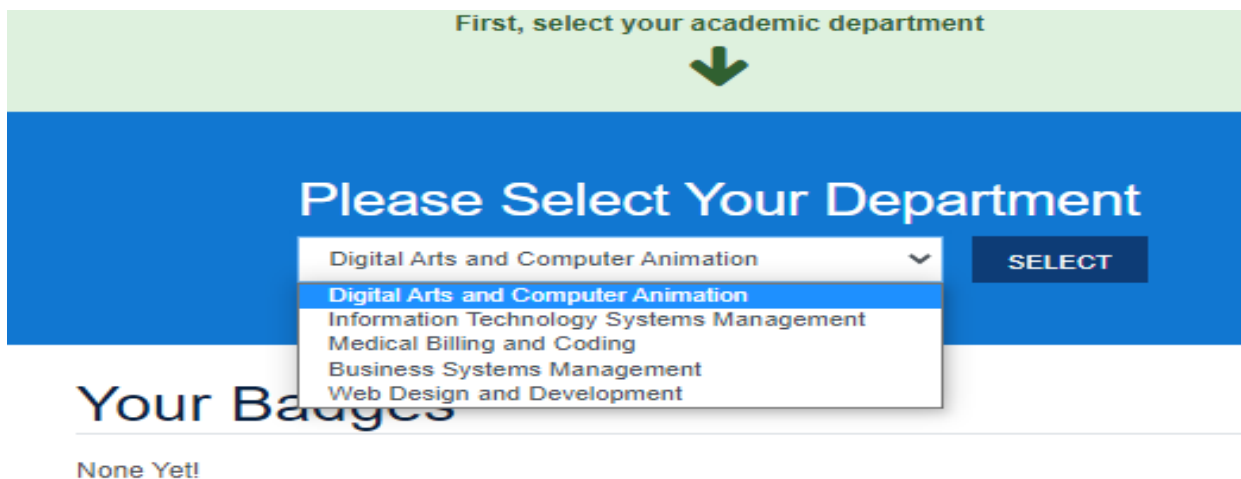
In an effort to enhance both personal and professional growth outside of the classroom, Laurus College offers students a variety of clubs and fun activities. Keep an eye out on the **Site News** and **Upcoming Events** sections of your MLP home page for more information. **List of Student Clubs**

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Click on “**Your Profile**” to access your personal page. You’ve just earned 5 points! Your picture is automatically pulled from your MLP. If you notice that you do not have a picture, please email Registrar (registrar@lauruscollege.edu) and let them know. Follow along the green tutorial popups to become more familiar with this page.

“**Select Your Department.**” Use the dropdown to choose your department.



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Your Profile Page

Your Profile Page tracks your Points and Badges.

Welcome Job Search Departments Resources Events Contact 12 pts

You can find your profile link on the navigation ↑

Welcome to the profile page!

This page shows you your accumulated points and badges

Your Badges

None Yet!

Student Name

Total Points:
12

DAILY CHECK-LIST - activities you need to accomplish to gain points each day.







DAILY CHECKLIST

<input checked="" type="checkbox"/> (2pts) View Profile Page
<input checked="" type="checkbox"/> (2pts) Jobs Page
<input checked="" type="checkbox"/> (2pts) Click a Hot Job
<input checked="" type="checkbox"/> (2pts) Visit Indeed from Jobs Page
<input checked="" type="checkbox"/> (2pts) Click a Job Link
<input checked="" type="checkbox"/> (2pts) Read a Career Services Article

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TOOLBOX CHECK LIST aka BADGES – your points earned will go toward earning a badge.

TOOLBOX CHECKLIST

 <p>Getting Started</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Reach out to Career Services <input checked="" type="checkbox"/> Select your Department <input checked="" type="checkbox"/> View Graduate Spotlight Page <input checked="" type="checkbox"/> View Notification Page <input checked="" type="checkbox"/> View Welcome Page <p>20%</p>	 <p>Social Media</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Clean Up Your Social Media <input checked="" type="checkbox"/> Create a LinkedIn Account <input checked="" type="checkbox"/> Follow Laurus College on Social Media <p>0%</p>
 <p>Getting Ready</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Complete O*NET Interest Profile <input checked="" type="checkbox"/> Create a SoCal Innovation Station Account <input checked="" type="checkbox"/> Send a Resume and Cover Letter <input checked="" type="checkbox"/> View the Document Checker Page <input checked="" type="checkbox"/> View Your Department Page <input checked="" type="checkbox"/> Visit SoCal Innovation Station from Department Page <p>0%</p>	 <p>Apply to Hot Job</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Click a Hot Job <input checked="" type="checkbox"/> Click a Job Link <input checked="" type="checkbox"/> View Career Events <input checked="" type="checkbox"/> Visit Indeed from Jobs Page <p>0%</p>
 <p>Research</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Attend a Club Meeting <input checked="" type="checkbox"/> Click Department Roadmap <input checked="" type="checkbox"/> Look into Certifications / Professional Organizations <input checked="" type="checkbox"/> Read a Career Services Article <input checked="" type="checkbox"/> View Career Services Articles <p>0%</p>	 <p>Going Above and Beyond</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Attend a Workshop <input checked="" type="checkbox"/> Got a Job <input checked="" type="checkbox"/> Have a Mock Interview <input checked="" type="checkbox"/> Job Interview Callback <input checked="" type="checkbox"/> Meet With Department Director <input checked="" type="checkbox"/> Schedule a Job Interview <p>0%</p>

POINTS LOG – This gives you an up to date accounting of the Points you have earned, in the order of when you have earned them.

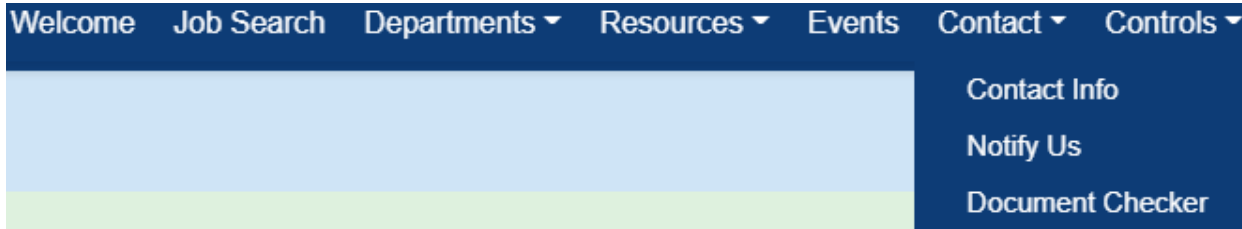
POINTS LOG

Date	Points	Text
02/01/21	2	Viewed the profile page today
01/31/21	5	You viewed the Career Events Page
01/31/21	2	You viewed the Jobs Page today
01/31/21	2	Viewed the profile page today
01/31/21	5	You viewed the welcome page

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NOTIFY US

Many **badges** will require you to notify Career Services. To do that, use the navbar to click on the **Contact** dropdown, then click on **Notify Us**. If you are still unsure, [send us an email](#) and we'll be happy to contact to get your question answered.



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Exploring the Toolbox

You are now ready to explore some of the other great areas of the Toolbox!

Research Skills – You will find helpful articles covering a wide range of topics to help prepare you to take the next step in your career.

Find a Job – Here you will find the latest Jobs chosen by the Career Services Team, along with a direct link to the Indeed job search engine. The Hot Jobs are also split up by Departments to make it easy to find one in your field. You will also find other job search platforms.

O*NET Website - A great website for discovering what certain jobs are paying, in locations throughout the country. There is also a short Interest Profiler, a short list of questions designed to give you an idea of what jobs may be the best fit for your talents.

Document Checker – Allows you to send your resume or cover letter directly to the Career Services team for review and revisions.

Let Us Know – Got an Interview scheduled? Just get hired? We want to know when important job search events happen in your life!

Recent Hires – Showcases students who have taken that first step in their careers.

Graduate Spotlights – We want you to share in the success of our graduates and their stories.

Department Roadmaps – Explore important milestones as you move through your program.

Career Events – Check to see if there are any major events happening for your field.

Department Pages – Every department has tools and resources that are unique to them. Check out what your department has to share for you.

Resources – Articles and videos packed with great advice, this page has something for everyone.

Contact – Let us know how the Career Services team can assist you! We are here to help you in any way we can with job searching advice specially tailored to your needs.