

WABASH WORKS

Quick Start Student Guide

APPLY

- WISE Jobs
- Internships
- Full-Time Opportunities
- Professional Immersion Experience (PIE) trips
- CIBE Business programs

EVENTS

- Networking w/ Alumni
- Info Sessions w/ Employers
- Career & Business Talks

CAREER GUIDES & RESOURCES

- Vault
- GoInGlobal
- HireOwl
- Current Jobs for Grads

Welcome

This is the new home of all Wabash-affiliated career opportunities.

You will need to use your [WabashWorks](#) account year-round to apply for internships and jobs (including WISE jobs), signup for events, and more... so make sure you have filled everything out completely & accurately!

You can control the privacy settings on your account, but you may *choose* to make your profile visible to employers (including some alumni) seeking qualified Wabash students to work for their organizations.



Getting Started

- Go to: <https://wabash-csm.symplicity.com/students/index.php>
- Sign in using your Wabash email address & password

WABASH WORKS

Employer Sign In

Please enter your username and password.

Username
(your email address)

Password

SIGN IN

[Forgot Password](#)

Sign Up

Signing up takes just minutes.

SIGN UP **SIGN UP AND POST JOB**

NACElink
CAREER SERVICES MANAGER

NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university.
[Privacy Policy](#) | [Terms of Use](#)

HINT: Bookmark this login page for easy access in the future!

Sign in from a computer the *first* time – you can use a mobile device later.

Getting Started

- Once logged in, you will be directed to the page displayed on the right
- To begin completing your account, you will first need to update your personal information
- Click the small arrow next to your name in the top right corner
- Click [Personal Information](#)

The screenshot displays the WabashWorks user interface. At the top left is the 'WABASH WORKS' logo. A search bar is located to the right of the logo. In the top right corner, the user's name 'Zackery D. Carl' is shown next to a profile picture and a small arrow icon. A dropdown menu is open over the name, listing options: Tools, Help, Accessibility Mode: Off, Account, **Personal Information** (circled in red), Academic Information, Privacy Settings, Notification Settings, and Log Out. The main content area features a user profile card for Zackery D. Carl (JR) with an email address 'zdcarl18@wabash.edu' and a note 'Resume last updated Aug 2016'. Below the profile card is a 'News Feed' section with two announcements from Wabash College. On the right side, there are two sidebar sections: 'Jobs & Internships' with links for 'Search for WISE Jobs', 'Search Jobs (all jobs)', 'Positions Posted By Wabash', 'Jobs I Qualify For', 'Scheduled Campus Interviews', and 'Campus Interviews I Qualify For'; and 'Resources' with links for 'Document Library' and 'Career Finder'. A dark sidebar on the left contains navigation links: Home, Jobs, Public Profile, Documents, Events, Interviews, Employers, Resources, Calendar, and My Account.

Personal Information

- Students desiring a WISE Job, Internship, and/or Full-Time or Part-Time job should select **Seeking** as their status.
- Complete all the required fields
- Click **SAVE CHANGES AND CONTINUE**

Home / My Account / Personal

My Account

PERSONAL ACADEMIC PRIVACY NOTIFICATION SETTINGS

SAVE CHANGES SAVE CHANGES AND CONTINUE CANCEL

* indicates a required field

Student / Alumni Information

Status *

If you are currently looking for jobs, internships, or other opportunities select Seeking.

Seeking
 Not Seeking
 Currently Employed

Full Name *

Zackery D. Carl

Completion Status

Personal Information

- Status
- First/Preferred Name
- Alternate Email
- Cell or Primary Phone Number
- Living Unit
- Current Address
 - Street Address
 - City

Academic Information

- Your academic information should automatically be filled out, if this information is incorrect, please contact [Career Services](#).
- **Geographic Preference** allows you to designate up to three areas of preference for jobs and internships
- Click **SAVE CHANGES AND CONTINUE**

WABASH WORKS

Search

Zackery D. Carl

Home / My Account / Academic

My Account

PERSONAL ACADEMIC PRIVACY NOTIFICATION SETTINGS

SAVE CHANGES SAVE CHANGES AND CONTINUE CANCEL

* indicates a required field

Class Level
JR

GPA
0.00

Preferences

Geographic Preference(s)

[select] CLEAR

Completion Status

Personal Information

Academic Information

Geographic Preference(s)

Privacy

documents

0 documents uploaded.

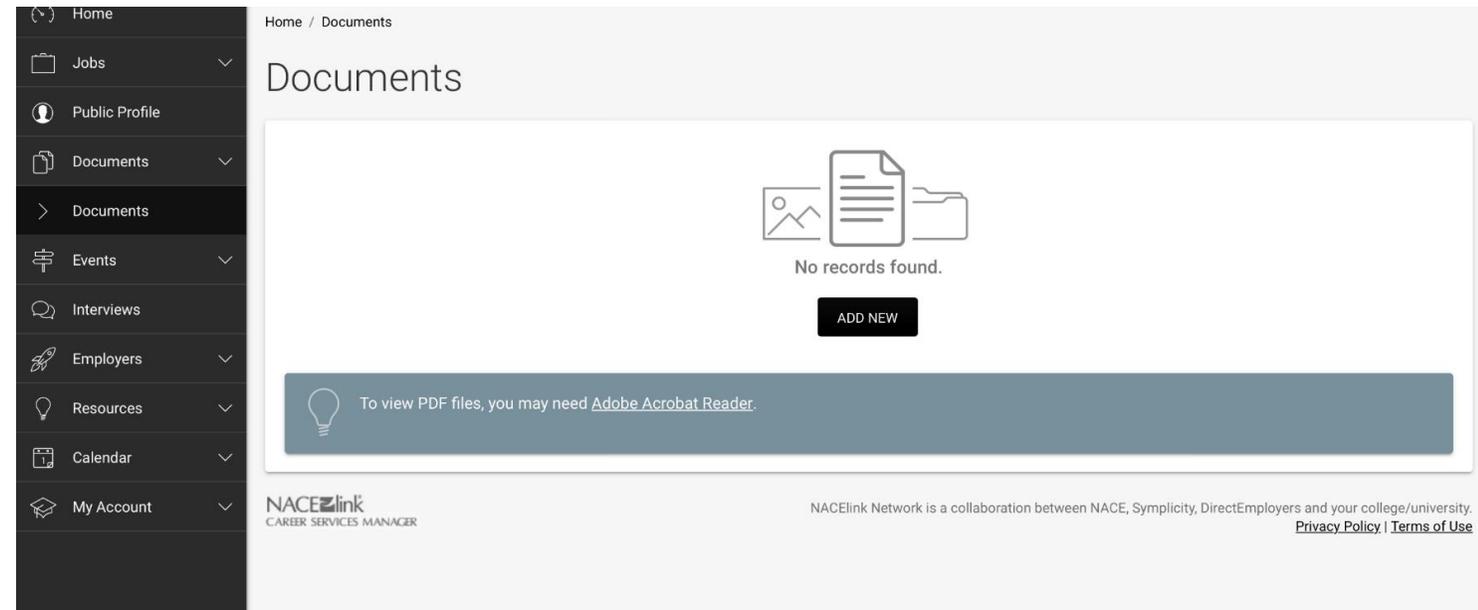
Privacy Settings

- Career Services will primarily use **Email Notifications** to let you know about new job and internship postings, & events that you may want to sign up for.
- **Text Message Alerts** are only sent for 2 reasons, and only for things you have *already* signed up for:
 - Interview Reminders
 - Event RemindersText notifications may be helpful between classes when you haven't had time to check your email.
- Click **SAVE CHANGES AND CONTINUE**

The screenshot shows the 'My Account' page for WABASH WORKS. The user is Zackery D. Carl. The page is divided into four tabs: PERSONAL, ACADEMIC, PRIVACY (which is selected), and NOTIFICATION SETTINGS. The PRIVACY tab contains several settings, each with a radio button for 'yes' or 'no'. The settings are: 'Receive Email Notifications' (checked 'yes'), 'Include in Resume Books' (checked 'yes'), 'Enable Text Message Alerts' (checked 'no'), and 'Receive Email Job Blasts' (checked 'yes'). A 'Completion Status' sidebar on the right lists various settings with checkmarks, including 'Receive Email Notifications', 'Include in Resume Books', 'Policy Affirmation', 'Synchronizing Options', 'Enable Text Message Alerts', 'Receive Email Job Blasts', and 'Sync Events from the system with your Google Calendar'. At the bottom of the sidebar, it shows 'documents' with '0 documents uploaded'. At the top of the page, there are buttons for 'SAVE CHANGES', 'SAVE CHANGES AND CONTINUE', and 'CANCEL'.

Uploading a Document

- After completing your [Privacy Settings](#) you will be directed to the [Documents](#) page where you can upload resumes, cover letters, and other documents required to apply for jobs.
- To upload a document, click [ADD NEW](#)
- **TIP:** Create your resume and other documents in Word and save the file to your computer or other storage device so you can edit it later. Then, **Save As a .PDF** file before you upload it to WabashWorks – this will protect your carefully formatted resume so it looks great on any computer when opened by an employer!



Uploading a Document

- **Label** the document with a descriptive name – this will help you easily identify the document later.
 - Example: WISE Resume 2016, Marketing Internship Resume, etc.
- Select the document type that corresponds with the document you are uploading
- Click **Choose File**, and select the document you want to upload
- Click **SUBMIT** to upload the file

The screenshot shows the WABASH WORKS website interface. On the left is a dark sidebar with navigation links: Home, Jobs, Public Profile, Documents, Events, Interviews, Employers, Resources, Calendar, and My Account. The main content area is titled 'Documents' and features a 'Did you know?' tip box about uploading MS Word files as PDFs. Below this is a 'SUBMIT' button and a 'CANCEL' button. A note states '* indicates a required field'. The 'Student Document' section has a 'Label' input field and a 'Document Type' selection with radio buttons for Resume (selected), Cover Letter, Unofficial Transcript, Writing Sample, and Other Documents. At the bottom, it specifies 'Maximum file size: 500kb'. The top right of the page shows a search bar, a user profile for Zackery D. Carl, and a notification bell.

Tip: You can (& should!) upload multiple versions of your resume, always tailored to best fit the job you're applying for. A cover letter will be different for every job you apply to. For the WISE Weekly Schedule, you will only need one version. See the Resources section for sample resumes and cover letters, and to download the Weekly Schedule form.

Updating Public Profile Information

- After completing your personal information, click **Public Profile** to begin updating your information
- Use your resume to describe yourself – the more complete, the better!
- If you have any questions about how to complete your public profile, consult [Career Services](#) for advice

The screenshot shows the Wabash Works website interface. At the top left is the WABASH WORKS logo. To its right is a search bar. In the top right corner, the user's name 'Zackery D. Carl' is displayed next to a profile icon and a notification bell. A dark navigation sidebar on the left contains the following menu items: Home, Jobs, Public Profile (highlighted), Documents, Events, Interviews, Employers, Resources, Calendar, and My Account. The main content area features a dark header with a profile picture placeholder labeled 'Edit Profile Photo', the name 'Zackery D. Carl', a 'JR' lock icon, '+ Add Experience', and a URL. A progress indicator shows '0% Profile Complete' with a '+ Upload Resume' link. Below the header, there is a section for '+ Add Personal Statement' with a description prompt and a 'Publish' toggle switch. The 'Education' section lists 'Wabash College' with a 'JR' lock icon. On the right side, there are two additional panels: one for publishing the profile and another for adding a permanent email address, which is listed as 'zdcarl18@wabash.edu'. Social media icons for Facebook and LinkedIn are also visible.

Updating Public Profile Information

- **Note:** For the system to register your profile as 100% complete, you must have content in every part of your profile.
- You can **Publish** your profile once your public information is updated. Toggle the Publish switch to on (far right under your banner photo). This will allow employers and alumni to view your profile.
- You can publish your profile without it being 100% complete, but it's to your advantage to fill it out as completely as possible. You can update some fields later if needed.

The screenshot displays the Wabash Works profile interface. At the top left is the 'WABASH WORKS' logo and a search bar. The user's name 'Zackery D. Carl' is shown next to a profile picture. A blue notification bubble in the top right corner says 'Hired!' with a thumbs-up emoji. Below the profile picture, the text reads 'JR Seeking' and 'Experience at Connecta Corporation and Wabash College Center for Innovation, Business, and Entrepreneur' with a URL. A circular badge on the right indicates '100% Profile Complete'. A red arrow points from the 'Hired!' notification to this badge. On the right side of the profile, there is a 'Publish your profile when you are ready to share it.' section with a 'Publish' toggle switch circled in red. Below this is a section for '+ Add Permanent Email' with the email 'zdcarl18@wabash.edu' and social media icons for Facebook and LinkedIn. The main content area shows a 'Personal Statement' and an 'Education' section for Wabash College.

Searching for Jobs

- You are now able to search and filter through posted jobs on WabashWorks!
- Click [Jobs](#), then [Search Jobs](#), to see all available jobs on WabashWorks
- To apply for **WISE Jobs**, you can click on the [Search for WISE Jobs](#) link in the left-hand navigation bar, or from your Home screen on the right. This will automatically bring up *only* WISE jobs. However, if you then click on any of the filters at the top of this screen you will see other jobs too.
 - All WISE jobs should say “[Position Type: WISE](#)” at the top of the job description.

The screenshot displays the WabashWorks website interface. At the top left is the 'WABASH WORKS' logo. A search bar is located at the top center. On the top right, there is a user profile for 'Zackery D. Carl' and a notification bell icon with a red '1'. A dark navigation sidebar on the left contains various menu items, with 'Search for WISE Jobs' highlighted in blue. The main content area is titled 'Job Postings' and features several tabs: 'JOBS', 'RECOMMENDED JOBS', 'MY FAVORITES', and 'MY JOB APPLICATIONS'. Below these are filters for 'ALL POSITION TYPES', 'FULL TIME', 'INTERNSHIP', and 'PART TIME'. A search input field contains the text 'Find jobs by job title, company, location and more', with a 'SEARCH' button to its right. Below the search bar, there are options to 'Show Me: All Jobs & Interviews' and a 'Clear all' button. The results section shows 'Items 1-2 of 2 (Results as of: Wednesday, August 03, 2016 | 1:07 pm)'. The first job listing is 'Office Assistant II WISE' at 'Wabash College Fine Arts Center - Crawfordsville, Indiana', posted on 'Aug 3'. The second listing is 'Crawfordsville Area SUMMER TUTORS Needed' at 'The Find a Tutor Network - Crawfordsville, Indiana', posted on 'Jul 12'. A red banner over the second listing states 'You do not qualify for this job'.

Applying for a Job

- Select a job to see the full position description as shown on the right
- Ensure that you meet all the requirements of the job posting, then click [Apply](#) if interested.
- **TIP:** If you think you are capable of performing a job, but aren't quite sure about all of the qualifications – or you meet most of the qualifications – sometimes it is still appropriate to apply. You can message the supervisor listed as the [Contact](#) on the far right with questions.

The screenshot displays the Wabash Works website interface. At the top left is the 'WABASH WORKS' logo. A search bar is located at the top center. In the top right corner, there is a user profile for 'Zackery D. Carl' and a notification bell icon with a red '1'. A dark sidebar on the left contains a navigation menu with items: Home, Jobs (selected), Search Jobs, My Job Applications, My OCR Applications, NACElink Network, Search for WISE Jobs, Positions Posted By Wabash, Recommended Jobs, Public Profile, Documents, Events, Interviews, Employers, and Resources. The main content area shows the breadcrumb 'Home / Jobs / Office Assistant II (17)' and the title 'Job Postings'. The featured job is 'Office Assistant II' by 'WISE' at 'Wabash College Fine Arts Center - Crawfordsville, Indiana'. It includes a 'Job Match: 100%' indicator, 'Important Dates' (Posted On: August 03, 2016; Applications Accepted Until: August 31, 2016), and a 'Contact Information' section for 'Ms. Minde Miller'. A red circle highlights the 'Contact Information' section, and a red line connects it to the 'Contact' link in the text on the left.

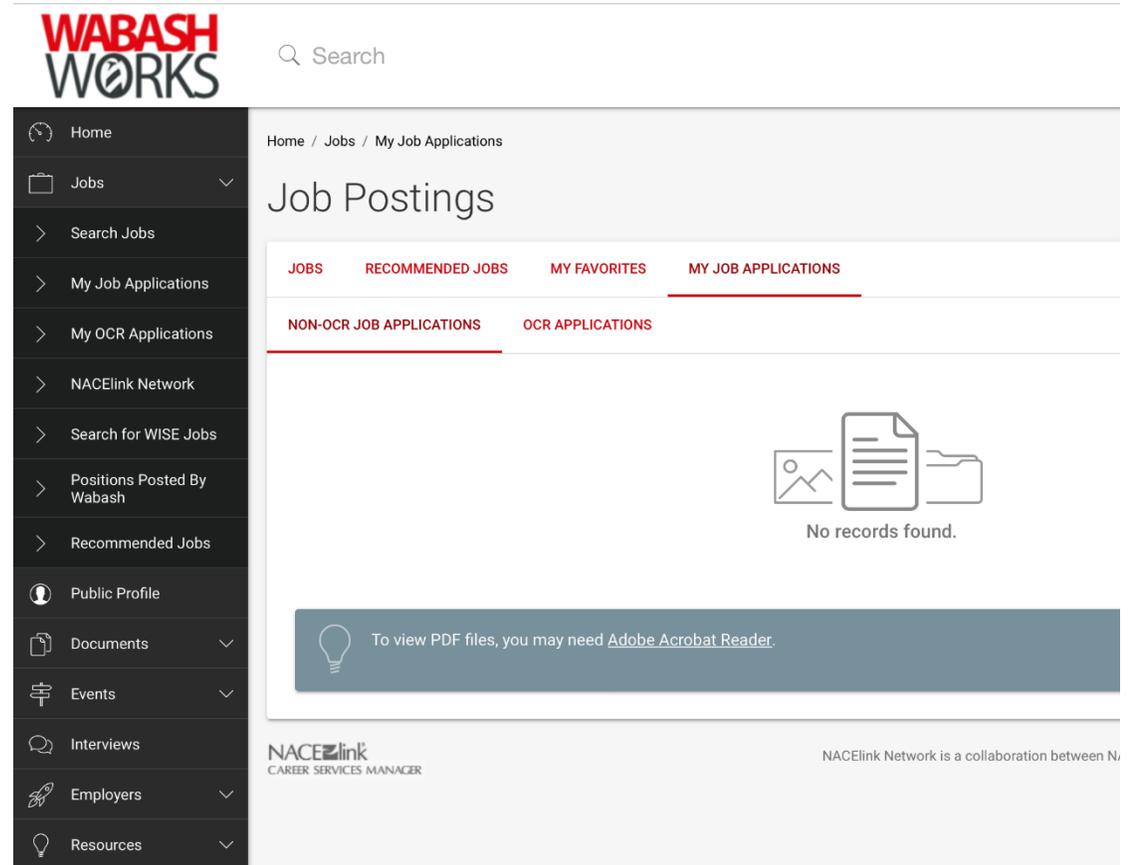
Applying for a Job

- Choose the appropriate resume for the job posting. If you do not have a resume uploaded for the job posting, click **ADD NEW** to upload a resume now.
- Repeat to upload a cover letter (if needed)
- If **OTHER DOCUMENTS** are needed to apply for the position, you can tell what you need to upload by looking here. In this case, you must upload your **Weekly Schedule** form.
- Click **SUBMIT** to complete your application.

The screenshot displays the Wabash Works website interface. At the top left is the 'WABASH WORKS' logo. A search bar is located at the top center. In the top right corner, the user's name 'Zackery D. Carl' is shown next to a profile picture and a notification bell icon with a red '1'. A dark sidebar on the left contains a navigation menu with items: Home, Jobs, Search Jobs, My Job Applications, My OCR Applications, NACElink Network, Search for WISE Jobs, Positions Posted By Wabash, Recommended Jobs, Public Profile, Documents, Events, Interviews, Employers, and Resources. The main content area shows a 'Job Posting' for 'Office Asst'. An 'Apply' modal window is open in the foreground. The modal has a title bar with 'Apply' and a close button. Below the title bar, it says 'Application Status' and 'Note on requested documents: Weekly Schedule', with 'Weekly Schedule' circled in red. A red arrow points from the text 'OTHER DOCUMENTS' in the list to this circled text. Below this, it says '* indicates a required field'. The modal then asks the user to select documents to include and click 'Submit'. There are three document selection sections: 'Resume' with a dropdown menu showing 'Resume*' and an 'ADD NEW' button; 'Cover Letter *' with a dropdown menu showing 'No cover letters found!' and an 'ADD NEW' button; and 'Other Documents *' with a dropdown menu showing 'No other documents found!' and an 'ADD NEW' button. At the bottom of the modal, there is a 'SUBMIT' button and the text 'You may apply online.'. In the background, the job posting details are visible, including 'Position Type: WISE' and a list of job duties. On the right side of the background, there is a 'Job Match: 100%' bar, 'Important Dates' (Posted On: August 03, 2016; Applications Accepted Until: August 31, 2016), and 'Contact Information' (Ms. Minde Mills).

Checking Status of Application

- Click [Jobs](#), and [My Job Applications](#)
- Your applications will appear in 1 of 2 categories: [Non-OCR Applications](#) and [OCR Applications](#)
 - OCR = On-Campus Recruiting. This means the employer will come to campus to present about the organization or conduct interviews. You will usually get to meet them on-campus.
- Select the category that applies to view the status of your applications

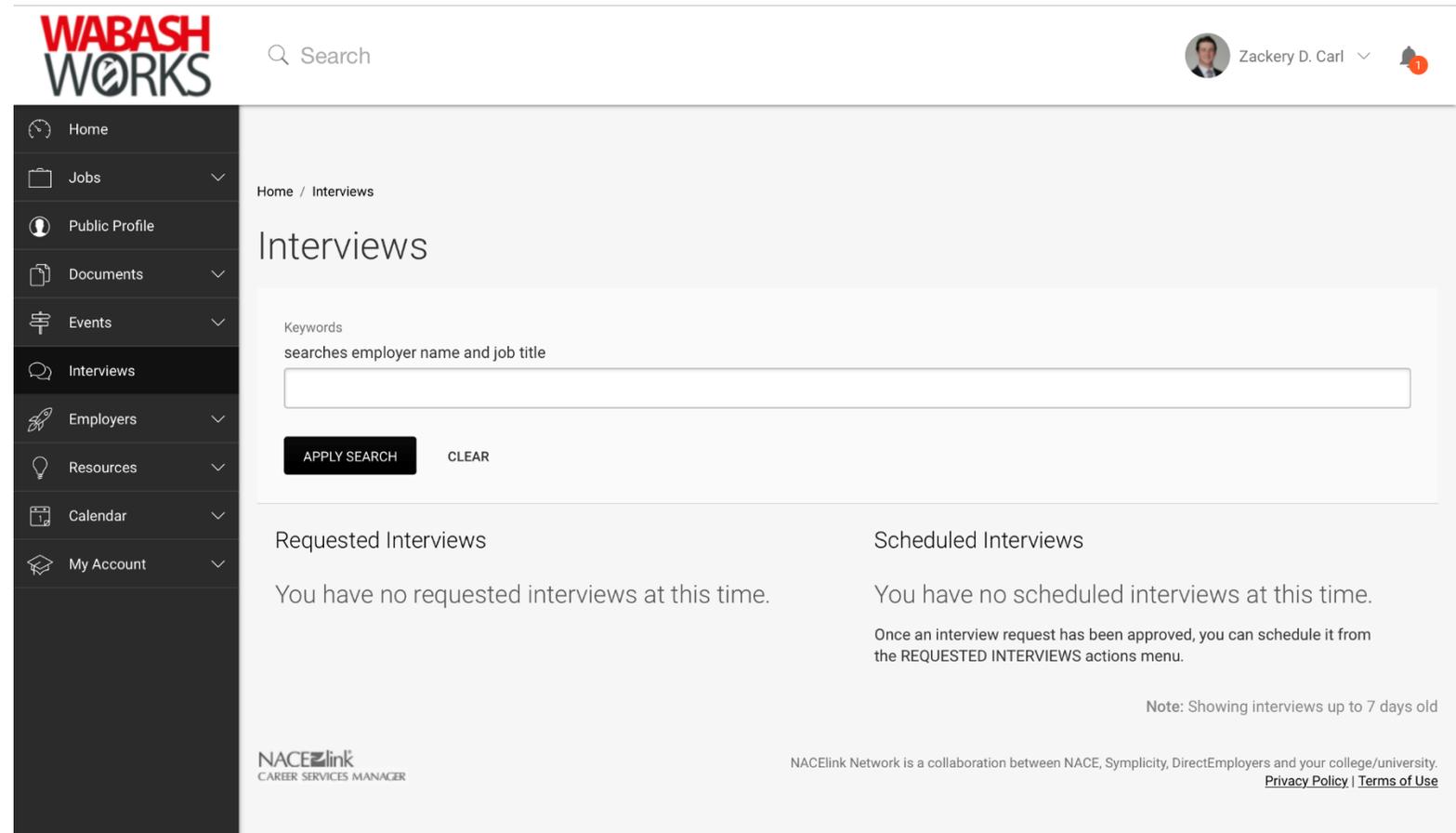


The screenshot shows the WABASH WORKS website interface. The top navigation bar includes the logo and a search bar. A left sidebar menu lists various options: Home, Jobs (with a dropdown arrow), Search Jobs, My Job Applications, My OCR Applications, NACElink Network, Search for WISE Jobs, Positions Posted By Wabash, Recommended Jobs, Public Profile, Documents (with a dropdown arrow), Events (with a dropdown arrow), Interviews, Employers (with a dropdown arrow), and Resources (with a dropdown arrow). The main content area displays the breadcrumb 'Home / Jobs / My Job Applications' and the title 'Job Postings'. Below this, there are two tabs: 'NON-OCR JOB APPLICATIONS' and 'OCR APPLICATIONS', with the latter being selected. The content area shows 'No records found.' with an icon of a document and a folder. A blue banner at the bottom of the content area contains a lightbulb icon and the text 'To view PDF files, you may need [Adobe Acrobat Reader](#)'. The footer includes the NACElink logo and the text 'NACElink Network is a collaboration between N...'.

Note: Not all employers will use this feature, including most [WISE job](#) supervisors. Be sure to check your email and phone regularly in case someone attempts to contact you about your application!

Scheduling an Interview

- Click [Interviews](#)
- Under [Requested Interviews](#), there will be a list of employers that have requested an interview with you
- To schedule an interview, click on the [Requested Interview](#); use the actions menu to select a time.
- **Note:** As with the Application Status, some employers won't use this system to schedule interviews. It's always safe to check your email and phone regularly for someone to contact you directly!



The screenshot displays the WABASH WORKS user interface. At the top, the logo is on the left, a search bar is in the center, and the user's name 'Zackery D. Carl' is on the right. A dark sidebar on the left contains navigation options: Home, Jobs, Public Profile, Documents, Events, Interviews (highlighted), Employers, Resources, Calendar, and My Account. The main content area is titled 'Interviews' and includes a search bar with the placeholder text 'Keywords searches employer name and job title'. Below the search bar are 'APPLY SEARCH' and 'CLEAR' buttons. The page is divided into two columns: 'Requested Interviews' and 'Scheduled Interviews'. Both columns state, 'You have no requested/scheduled interviews at this time.' A note at the bottom right says, 'Note: Showing interviews up to 7 days old'. At the bottom, there is a NACElink logo and a footer with the text: 'NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university. [Privacy Policy](#) | [Terms of Use](#)'.

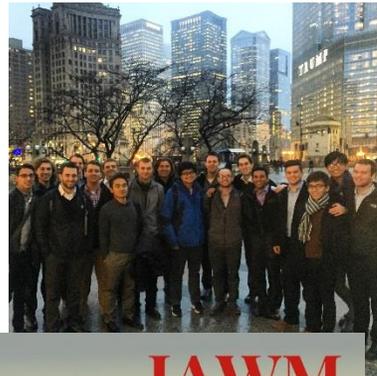


Tip: Make sure you have an appropriate voicemail message, & your email and voicemail inboxes are never too full for someone to reach you!

Explore

WabashWorks will also be your home base for events including info sessions with employers, networking events with alumni, and all other Career Services or CIBE sponsored talks and programs.

There are already many events you can sign up for, so check out the calendar, career guides, & other resources on your own.



W CAREER SERVICES

IAWM

STUDENT - ALUMNI NETWORKING EVENT
& DINNER @ THE BALLPARK

AUGUST 30
@ 5:30 PM

INDIANAPOLIS INDIANS VS TOLEDO MUDHENS

The poster features a large baseball in the center with a silhouette of a batter. At the bottom, it shows the logos for the Indianapolis Indians and the Toledo Mudhens.

Download the App

WabashWorks is available for your mobile devices on the App Store & Google play. It looks a little different, but you can access most of the same content in the **CAREERS by simplicity** app - use your Wabash email & password to sign in. Click on the logo to download & check it out. We don't recommend the app for setting up your profile or applying, but you may find it useful for browsing jobs & events.



Help & Resources

The Wabash Resume Format

Because it works – Employer Approved!

- [Freshman Sample](#)
- [Upperclassmen Sample](#)
- [The Wabash Super Resume Companion Guide](#) (for all)

All of these & more available in WabashWorks under Resources

Resume Reviews

Before you apply...

You may email your resume as a Word document to career@wabash.edu, or bring it by the office. We will send it back to you with notes to help you get it in top-notch shape. Your resume should be in the Wabash format, closely following the above guides before submitting for review.

#wabashworks



Still have Questions?

Contact us or stop by for help at...

career@wabash.edu

765.361.6414

M-F 8-noon & 1-4:30

+ Sun-Thurs 7-9pm (classes in session only)

Arnold House @ 502 W Wabash Ave