

# E-ACCESS STUDENT USER GUIDE.

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*Update on:  
August 22, 2007*

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## Getting Started

Once you login, you will be redirected to your E-Access homepage, containing a *Navigation Toolbar*, *Quick Links*, and *Alerts*. It's best to navigate E-Access using the "back" links and "return" links in the system rather than the back button in your Browser. The navigation toolbar and quick links contain the tools and features necessary for you to view Upcoming CDO workshops/events and employer information sessions, upload your documents (resumes, cover letters, etc), view and sign-up for On-Campus recruiting (OCR) interviews (which includes resume collections), and track your applications.

SMITH COLLEGE E-ACCESS: JOB AND INTERNSHIP DATABASE  
THE CAREER DEVELOPMENT OFFICE

home | profile | my documents | jobs & internships | employers | my interviews | events & workshops | CDO calendar

home Accessibility Mode NACElink NETWORK software by symplcity

Deb Wijnhoven | Tuesday, August 21, 2007 | 11:39 pm | [Log Out](#) | [Help](#)

### announcements

- Welcome!**  
Hello and welcome to the NEW E-Access system! Please remember to update your profile (Personal Information and Academic Information). Make sure to "save" and "submit" each page.
- Career Field Resources:**  
[VAULT.com](#) - Online Career Library.  
Password: **liberty07**
- For other career exploration see our [Career Resources](#) page.
- CDO Internship resources**
  - [Summer Jobs Links](#)
  - [National Internships Links](#)
  - [International Internships Links](#)

### quick links

- [Scheduled Campus Interviews](#)
- [Pending Campus Interviews](#)
- [Campus Interviews I Qualify For](#)
- [Activity Summary](#)

### alerts

- No current alerts.

August 2007

29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

any comments or questions?  
Your feedback is welcome.

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SMITH COLLEGE CAREER DEVELOPMENT OFFICE // NORTHAMPTON, MASSACHUSETTS 01063 // (413) 585-2582 // [CDO@SMITH.EDU](mailto:CDO@SMITH.EDU)

## Updating Your Profile

The *Profile* displays personal and academic information for students to view/edit, as well as Privacy information. **NOTE:** do not skip this step; it's an important piece that will be necessary when applying to positions.

1. Click on *Profile* from the navigation bar at the top of the page.
2. Complete the forms for Personal information, Academic information, and Privacy

## My Documents

There are 3 ways to apply to jobs in E-Access, indicated in the **Application Status** box of each job:


- 1) **Resume Referral:** Your uploaded resume is sent via E-Access to employer.
- 2) **On-Campus Recruiting:** Your uploaded resume is sent via E-Access to employer.
- 3) **Apply Directly to Employer:** Follow employer instructions. Uploaded resume cannot be sent through E-Access. If you do not have your resume available on the computer you are working on, you may download it from E-Access and attach it to an e-mail when applying directly to employers.

**\*\*\*NOTE:** All resume referral and on-campus recruiting positions require that at least one resume is approved by the CDO. You can check the status of your uploaded resume in the *My Documents* tab.

See "Applying to Jobs" section for more information.

## Uploading Your Resume

1. Select *My Documents* from the navigation bar at the top of the page.
2. Click *Add New* to enter a new resume. Use a previously created and saved resume to complete this process.
3. Insert a label (i.e. "Jane Doe") for your resume. Remember to name the resumes appropriately since the company will see the name when they log into their account.
4. Click *Browse* to search for your resume from your hard drive, disk or flash drive.
5. Click *Submit*.
6. Once your first resume has been approved you will be able to preview your resume by clicking on the resume title (in the Approved Documents Tab). A status of *Ready* indicates the document can be used.

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home | profile | **my documents** | jobs & internships | employers | my interviews | events & workshops | CDO calendar

documents Accessibility Mode NACElink NETWORK software by simplicity

Deb Wijnhoven | Tuesday, August 21, 2007 | 1:54 pm | [Log Out](#)

**Approved Documents** Pending Documents ? Help



4 Items

Document Title	Document Type	View	Last Modified	Status	Options
CL	Cover Letter		08/21/2007 01:54:18 pm	ready	<input type="button" value="Delete"/>
General Cover letter-Example	Cover Letter		08/01/2007 02:33:19 pm	ready	<input type="button" value="Delete"/>
General Resume- example	Resume		08/01/2007 02:46:17 pm	ready	<input type="button" value="Delete"/>
Random House	Cover Letter		08/21/2007 01:51:44 pm	ready	<input type="button" value="Delete"/>

4 Items

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**NOTE:** Be sure the name on your documents very carefully so that you the correct documents to the intended employer .

## Resume Formatting Tips

As with any document transmitted over the Internet, minor formatting errors may occur. E-Access uses PDF technology.


- It is recommended that you use common fonts such as Times Roman or Arial to ensure that resumes print correctly for all employers. Font effects such as outlines and shadows may cause even simple fonts to convert improperly.
- One-inch margins are recommended. If your original document has small margins, the conversion might cause words to wrap and throw off the formatting.
- Use left-justification instead of full-justification which can also affect the formatting of your resume.
- Avoid the three Ts: Templates, Text boxes, or Tables in your resume since they may not display correctly. To preview a resume to ensure proper formatting click on the resume title in "Documents."
- If you see unintentional symbols in your preview, it may be that you need to try a new font. Change the font in your original document, and then re-save and re-upload the file. This is also true if you use certain bullets in your resume.
- If when you upload your resume, the first page is blank it may be a formatting issue in Microsoft Word so try these two options:

- Open up your resume in Word and Go to File > Page Setup. Click on the Layout tab. Make sure Section Start is set at New Page or Continuous. Click on the OK button.
- If that does not work then:
  - Go to Insert > Page Numbers. Click on the Format button. Make sure the Page Numbering is set at Continue from Previous Section or Start at Page 1. Click the OK button. On the Page Numbers window, uncheck the box that reads, "Show number on first page." Click on the OK button

## Cover Letters and Transcripts

Cover letters and transcripts can be uploaded to *Documents* by following the instructions for uploading your resume. As a general rule, you should always include a cover letter with your resume when applying for a position. A cover letter allows you to more thoroughly articulate to the employer why your background is an ideal fit for a particular position. It is worth repeating, however, that in almost any other circumstance, you should include a cover letter when responding to a job advertisement in a newspaper, on-line (e.g., CareerBuilder, Monster.com) or any other advertising vehicle.

Some organizations will want you to supply an unofficial transcript before scheduling an interview so they can review your academic background. If a transcript is requested, follow the same procedure that you use to submit your resume. First make a copy of your unofficial transcript. You can copy your unofficial transcript from Banner or retype your entire transcript and save it as a Word document on your computer. After you save your transcript as a file, simply upload it to the *My Documents* link in E-Access by selecting "Unofficial Transcript" under *Document Type*. **If an employer has requested your transcript, you must include it when you submit your resume.**



**SMITH COLLEGE**

E-ACCESS: JOB AND INTERNSHIP DATABASE  
THE CAREER DEVELOPMENT OFFICE

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home
profile
my documents
jobs & internships
employers
my interviews
events & workshops

---

documents

[Back](#)

**New Document** [Help](#)

\* Indicates a required field


**Student Document**

Label\*:

Document Type:  resume  Cover Letter  Unofficial Transcript  Writing Sample  Other Documents

Maximum file size: 200kb

File\*  
Please select your document to upload.

[Accessibility Mode](#) 

Deb Wijnhoven | Tuesday, August

## Job & Internships

### To do a general search for jobs or internships

1. Click *Jobs & Internships* tab, and then click *Search Job & Internships*.
2. Under Show Me; select All Opportunities
3. Select the desired *Positions Type*
4. Click *Search*.

### To only search On-Campus recruiting or resume referral

1. Click *All On-Campus Recruiting* under *Show Me*; select your desired *Position Type*. To maximize your search results, leave all search options open.
2. Click *Search*.

home | profile | my documents | **jobs & internships** | employers | my interviews | events & workshops | CDO calendar

job postings Close Window NACElink NETWORK software by symlicity

CDO Demo | Wednesday, August 22, 2007 | 11:50 am

Jobs & Internships | Favorites | Advanced Search | Search Agents | My Applications | Help

Show Me: All Opportunities

Position Type:

Ignore National Jobs:

Job Function:

Industry:

Keywords:

(searches job title, ID, description, and employer name: min. 3 characters)  
See Advanced Search for more search options.

**Campus Interviews:** P = Pre-select   O = Open   C = Resume Collect

J = Job Listing   CF = Career Fair

[\[show list with status\]](#)

Batch Options:

Items 1-20 of 203 (Results as of: Aug 22, 2007: 11:50 am) ◀ Previous | Jump 1 | Next ▶

Job Title	ID	Employer	Location	Position Type	Posted	Deadline	Type	Options
<input type="checkbox"/> dir	229	ABCarts	nton, Massachusetts	Full Time	Aug 21, 2007	Aug 22, 2007	J	<input type="button" value="ADD FAVORITE"/>
<input type="checkbox"/> Associate Consultant	228	Mercator Partners	Boston, Massachusetts	Full Time	Aug 20, 2007	Sep 30, 2007	C	<input type="button" value="ADD FAVORITE"/>

## Employers

The *Employers* tab lists all registered Employers with links that lead to information about the company and any available Contact information. Students may also download an Excel file of their Favorite Employers from the Favorites tab.

home | profile | my documents | jobs & internships | **employers** | my interviews | events | CDO calendar

employer profiles [show in a separate window] NACElink NETWORK software by symlicity

CDO Demo | Tuesday, August 21, 2007 | 8:56 am

Employers | Favorite Employers | Help

Industry:

Keywords:

0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [all]

Items 1-20 of 1824 ◀ Previous | Jump 1 | Next ▶

Organization	Website	On Campus	Options
100.7 WZLX-FM	<a href="http://www.wzlx.com">http://www.wzlx.com</a>		<input type="button" value="ADD FAVORITE"/>
10x media	<a href="http://10xmedia.com">http://10xmedia.com</a>		<input type="button" value="ADD FAVORITE"/>

## My Interviews

The *My Interviews* tab contains all Interview Requests and Scheduled Interviews.

home ... profile ... my documents ... jobs & internships ... employers ... **my interviews** ... events ... CDO calendar

interviews [\[show in a separate window\]](#) NACElink NETWORK software by symlicity

CDO Demo | Tuesday, August 21, 2007 | 9:06 am

**Scheduled Interviews** Interview Requests ? Help

No records found.

## Events

The *Events* section will list **CDO Workshops, Information Sessions, and Panel Presentations** (please disregard the *N/A* section which is currently not active). Clicking the name of an event will give the student the ability to RSVP.

### Company Information Sessions

We strongly urge you to attend all Company Presentations in which you have an interest. These sessions provide information on the company (it's a great way to network and gather detailed information on a specific organization).

If an organization you are interviewing with hosts an Information Session (often the night prior to the interview date), it is **mandatory** for you to attend.

home ... profile ... my documents ... jobs & internships ... employers ... my interviews ... **events** ... CDO calendar

events [\[show in a separate window\]](#) NACElink NETWORK software by symlicity

CDO Demo | Tuesday, August 21, 2007 | 9:10 am

(not applicable) **Information Sessions** CDO Workshops ? Help

Information Session Type

Information Session Start Date/Time    to

Information Session End Date/Time    to

Employer

Items 1-13 of 13 ◀ Previous | Jump 1 | Next ▶

Information Session Start Date/Time	Information Session End Date/Time	Information Session Type	Employer	Location	RSVP
<a href="#">Sep 17, 2007 6:00 pm</a>	Sep 17, 2007 7:30 pm	Information Session	Morgan Stanley	Campus Center 103/104	<input type="button" value="RSVP"/> <input type="button" value="Calendar"/>
<a href="#">Sep 18, 2007 6:30 pm</a>	Sep 18, 2007 8:00 pm	Information Session	Barclays Capital	Mt Holyoke College	<input type="button" value="RSVP"/> <input type="button" value="Calendar"/>

## Calendar

The *Calendar* section displays the CSM calendar and contains events and scheduled interviews in Day, Week, Month, and Year view. There is also space for personal events. This is also great way to quickly see who is coming to campus for info sessions as well as upcoming CDO workshops.

## Applying to Jobs

1. Click on the Job Title to view information on:

- Organization
- Qualifications
- Position description
- Contact information
- Interview date
- Timeline for submission and interview sign up
- Requirements for submission (resume, transcript)

2. Apply by selecting your resume (as well as any additional documents required to apply for the position) from the drop down menu and clicking “Submit” **during the resume submission period**. These dates may be found under “Schedule Details” on the right hand side.

Back CDO Demo | Wednesday, August 22, 2007 | 8:55 a

Research Analyst Help

Note: This is an On-Campus Recruiting position.

**Position Information**

Employer: LEOG [view profile]  
Division: N/A  
Title: Research Analyst

Description: The LEOG Cambridge office is recruiting Research Analysts to start in the summer of 2008. The Research Analyst position offers a unique opportunity to work on teams with research staff, senior staff, and experts who are renowned in various fields on important issues within litigation, regulation, and business consulting frameworks. This unique academic atmosphere is ideal for individuals who seek to develop their problem solving, research, and computer software skills while gaining an understanding of various techniques of economic, financial, statistical, and strategic analysis as well as knowledge of one or multiple practice areas. Responsibilities of a Research Analyst include the collection and synthesis of economic and financial data, industry research, and academic research; the creation and programming of spreadsheets, databases, charts, and graphs; and the development of regressions and other statistical analyses.

Location: Location  
City

**Application Status**

If you wish to apply, please select the document(s) to include and click Submit.

Choose a resume to submit for this position.

Resume\*: Resume [v] [Add New]

Choose a cover letter to submit for this position.

Cover Letter\*: [v] [Add New]

No transcripts found!

Transcript\*: [v] [Add New]

[Submit]

home | profile | my documents | **jobs & internships** | employers | my interviews | events & workshops | CDO calendar

job postings [show in a separate window] NACElink software by symlicity NETWORK

Back CDO Demo | Wednesday, August 22, 2007 | 10:30 am

Accountant and Bookkeeper positions Help

**Position Information**

Employer: Thomas & Associates Inc. [view profile]  
Division: N/A  
Title: Accountant and Bookkeeper positions

Description: For our world-renowned art gallery client we are seeking two fill two Accountant/Bookkeeper

**How To Apply**

Apply directly to employer

Requested Documents:

- ◆ Resume
- ◆ Cover Letter

3. Select the resume and additional **required** documents you wish to send and click *Submit*.

**NOTE:** The ability to see and sign up for on-campus interviews is tied to your qualifications and submission deadlines. *If your degree, major, cumulative GPA or work authorization does not match the requirements for an on-campus interview, you may not be able to apply for the position through the system.*

\*\*\*To check your education information and Work Authorization, click *Profile* in the navigation toolbar. Please note that even US Citizens must select a "Visa Type".

with, and experts in the field are recruited in various roles on important issues from migration, regulation, and business consulting frameworks. This unique academic atmosphere is ideal for individuals who seek to develop their problem solving, research, and computer software skills while gaining an understanding of various techniques of economic, financial, statistical, and strategic analysis as well as knowledge of one or multiple practice areas. Responsibilities of a Research Analyst include the collection and synthesis of economic and financial data, industry research, and academic research; the creation and programming of spreadsheets, databases, charts, and graphs; and the development of regressions and other statistical analyses.

**Location:**

**Location**

**City**  
Cambridge

**State**  
Massachusetts

**Country**  
United States

**Position Type:** Full Time

**Work Authorization:** US Citizen, Permanent Resident, H-1 Visa, Restricted, None

**Job Function:** Accounting/Auditing/Bookkeeping, Analyst, Business, Consulting, Financial Services/Planning

**Qualifications:** A successful Research Analyst candidate will possess the following qualifications:

- Bachelor's degree in economics, finance, statistics, accounting, computer science, information technology, information management, biological science, chemistry or a related field.
- Ability to collect, synthesize, and summarize data and information.
- Experience using spreadsheets, statistical software, databases, and/or graphic software.
- High standards for work quality and attention to detail.
- Ability to work well as part of a team, while also taking responsibility for your actions and meeting deadlines.
- Ability to solve problems while exhibiting good judgment.
- Ability to set priorities, meet goals, and be flexible in terms of the projects and analyses being pursued.
- A keen interest in applied research in areas relevant to economic and financial research

◀ Back   Add To Favorites   Print Preview   Print

➔

Cover Letter\*  + Add New

No transcripts found!

Transcript\*  + Add New

Submit

**Interview Date(s)**  
Oct 16, 2007

**Schedule Details**

**Schedule Type:** Pre-Select

**resume submission start date**  
August 16, 2007 12:00 am

**resume submission end date**  
October 7, 2007 11:59 pm

**Sign-Up Start Date**  
October 12, 2007 12:00 am

**Cancellations Start Date**  
October 6, 2007 12:00 am

**Cancellations End Date**  
October 14, 2007 11:59 pm

**Sign-Up End Date**  
October 16, 2007 11:59 pm

**Screening Criteria**

**Work Authorization**  
US Citizen, Permanent Resident, H-1 Visa, Restricted, None

## Viewing Application History

This feature lets you keep track of all jobs you have applied to and all the on-campus interview opportunities you have signed up for. It is important to check this regularly because it will let you know the status of all your applications.

1. Click on *My Interviews* in the navigation toolbar at the top of the screen.
2. Click on *Scheduled Interviews* to view positions that you have been selected to interview for or *Interview Requests* to view your interview status.
3. The status of your application will be announced under each position.

home | profile | my documents | jobs & internships | employers | **my interviews** | events & workshops | CDO calendar

interviews

Accessibility Mode NACElink software by symlicity

Deb Wijnhoven | Wednesday, August 22, 2007 | 1:48 pm | Log Out

Scheduled Interviews Interview Requests ? Help

No records found.

## Withdrawing or Changing a Resume after Submission to an Employer

You can view your resume submissions under *Interviews*. If the submission deadline has NOT passed, you may edit your resume. To do so, click the *Withdraw Application* button and reapply with a new version of your resume. If you edit the version that was submitted, the system will automatically update the document in ALL of your active applications. However, if the submission deadline HAS passed your resume cannot be updated.

## Signing Up for Interviews

If selected for an interview you will receive an email about your status as a preselect candidate or an alternate in addition to the sign up dates. A link is included in this email to direct you to the sign up page. Additionally, you will be notified under the *Home* link of the navigation toolbar under **Alerts**.

To sign up for interviews while logged in to your account.

1. Click on *Interviews* in the navigation toolbar at the top of the screen.
2. Click on the tab titled *Interview Requests* to view positions for which you have been selected to interview.
3. Click *Schedule Interview* to sign-up for an interview time on the employer's visit date.
4. Select a time slot by clicking on the radio button to the left of your desired interview time.
5. Click *Submit*.

home | profile | my documents | jobs & internships | employers | **my interviews** | events & workshops

interviews [\[show in a separate window\]](#) NACElink NETWORK

Scheduled Interviews | **Interview Requests** | ? Help

Show All ▾

Items 1-1 of 1 ◀ Previous | Jump | 1 ▾ | Next ▶

Position ▾	Employer ▾	Status	Options
Sprocket Sales	Lee Enterprises	invited !	<a href="#">schedule interview</a> <a href="#">decline interview</a>

Items 1-1 of 1 ◀ Previous | Jump | 1 ▾ | Next ▶

interviews [Close Window](#) NACElink NETWORK software by symplific

[Back](#)

Scheduled Interviews | **Interview Requests** | ? Help

[submit](#) [back to list](#) \* INDICATES A REQUIRED FIELD

Available Dates\*: Sep 26, 2010 ▾

Available Interviews:

- 9:00 am - 9:30 am
- 10:00 am - 10:30 am
- 10:45 am - 11:15 am
- 11:15 am - 11:45 am
- 11:45 am - 12:15 pm
- 1:00 pm - 1:30 pm
- 1:30 pm - 2:00 pm
- 2:00 pm - 2:30 pm
- 3:00 pm - 3:30 pm
- 3:30 pm - 4:00 pm
- 4:00 pm - 4:30 pm
- 4:30 pm - 5:00 pm

[submit](#) [back to list](#)

**Position Information**

Division: N/A

Title: Sprocket Sales

Description: Full-time position selling sprockets across the nation.

Location:

<b>Location</b>
<b>City</b> New York
<b>State</b> New York
<b>Country</b> United States

Position Type: Full Time

Desired Major(s): Accounting, Acting, Actuarial Science, African Studies, American Studies, Anthropology, Applied Linguistics, Applied Psychology, Applied Science, Archaeology, Architecture, Archives, Art History, Art Therapy, Arts & Humanities, Arts Administration, Biochemistry, Biology,

**Need Help?** Contact the E-Access Help Line at x4328 or email [e-access@smith.edu](mailto:e-access@smith.edu). We also recommend that you come to a drop-in appointment for one-on-one instructions.