



GETTING THE MOST FROM

Laker CareerZone

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1. What is Laker CareerZone?

Laker CareerZone is your key resource for obtaining information on jobs, employers, workshops, events, programs, employer information sessions and other topics of interest. Through Laker CareerZone, you can:

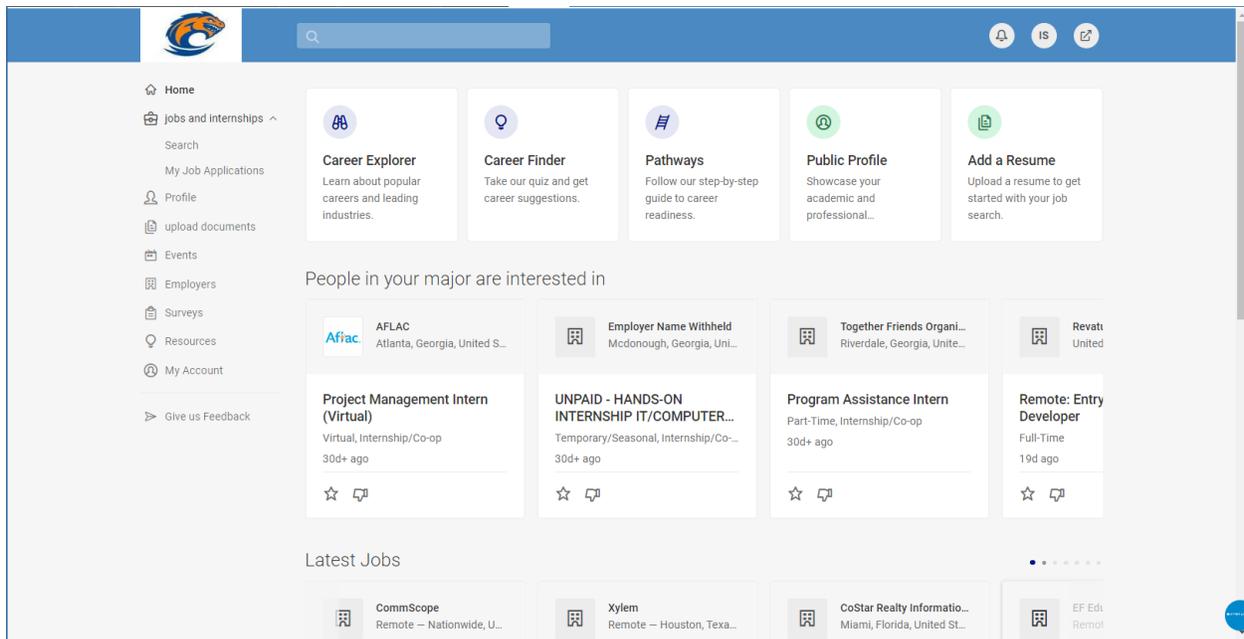
- Access job listings for Clayton State University students and alumni, including full-time, part-time, internships and on-campus.
- Set-up job search agents, which will work for you to deliver jobs of interest. In addition, Laker CareerZone allows you to store your resumes, cover letters, and other documents, and simplifying the process of applying for jobs

2. How do I Login to Laker CareerZone?

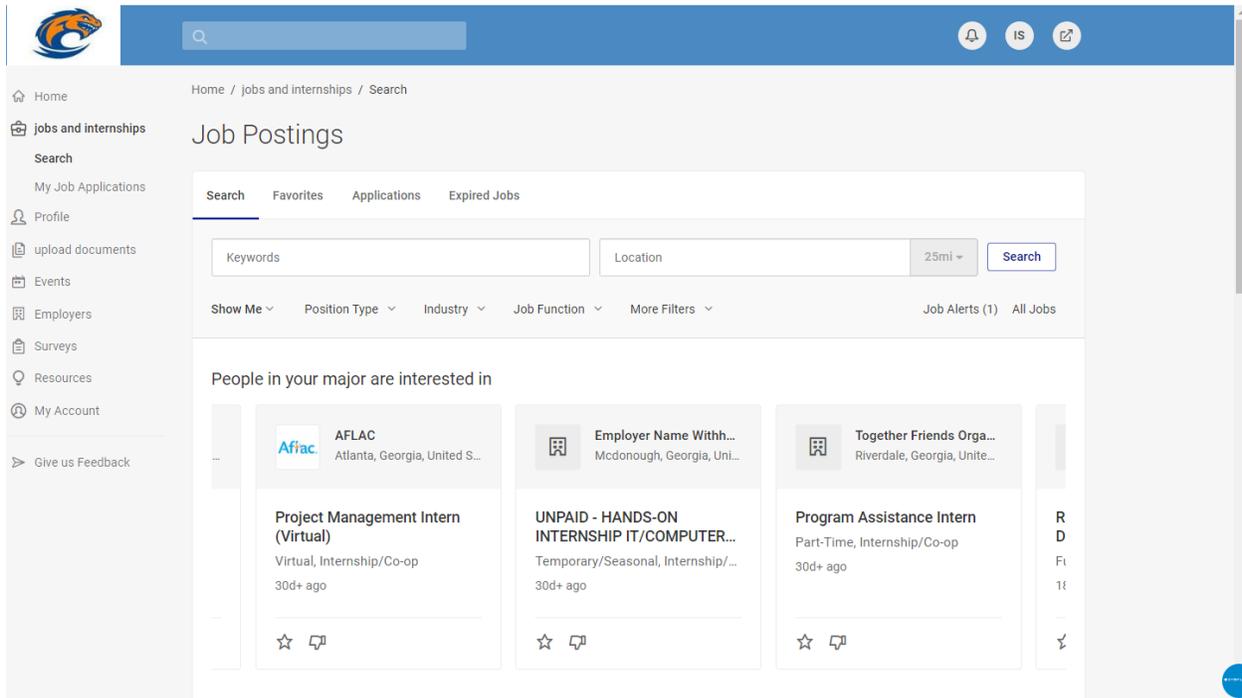
- Go to www.clayton.edu/career
- Click the Laker CareerZone tile
- Click on Student Log In
- Login with network credentials (same information used to log on to the SWAN)
- After you are in Laker CareerZone, click on the Jobs and Internships tab to begin searching

3. How do I search for a job using Laker CareerZone?

1. From the Home Page, click on Jobs and Internships. This will bring up a drop down list and Choose Search.



- This brings up the **Job Posting** page. From this page, you can search for jobs using a variety of qualifications:
 - **Keyword Search** allows you to search using job title, ID, description, and employer name.
 - **Location** allows you to search using your current location or desired location of job listings.
 - **You can also utilize the Search Feature**

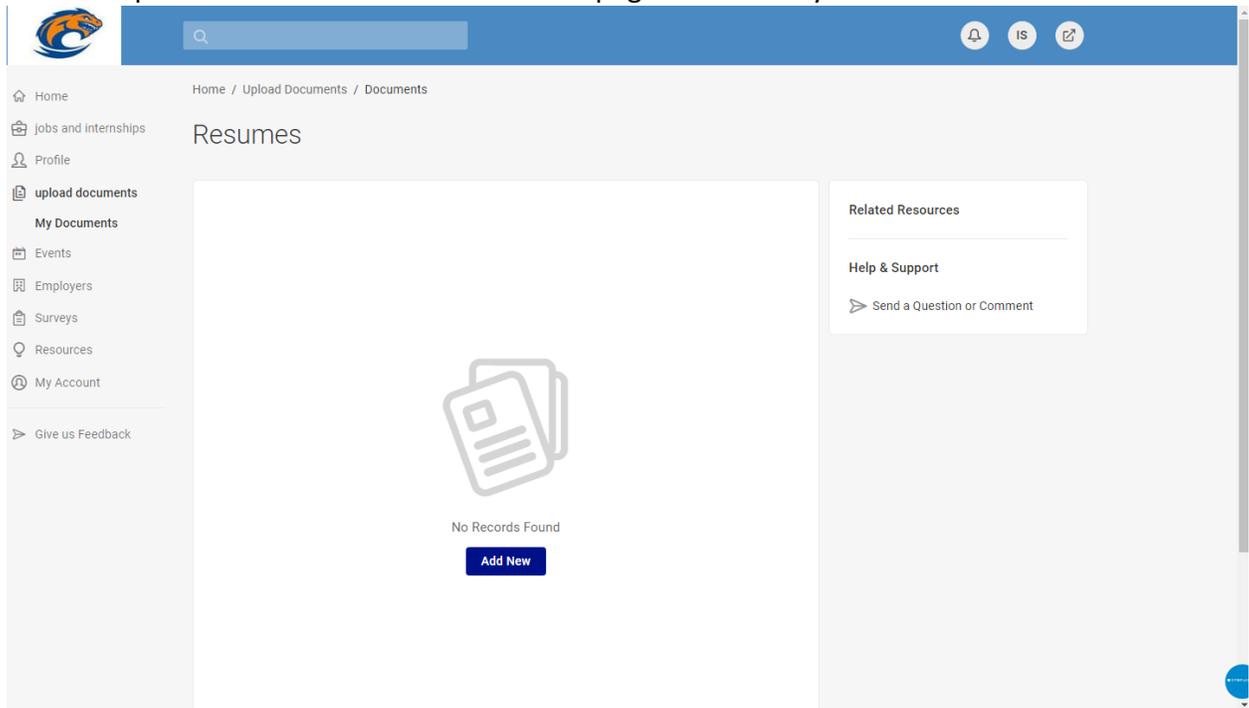


The Search feature provides you the ability to search jobs using multiple criteria such as position type, industry, and job function. From the search, you can create and save job alerts. Job alerts will send you an automatic email whenever a job is posted meeting your job alert criteria. This email will be sent to your Clayton State University email address.

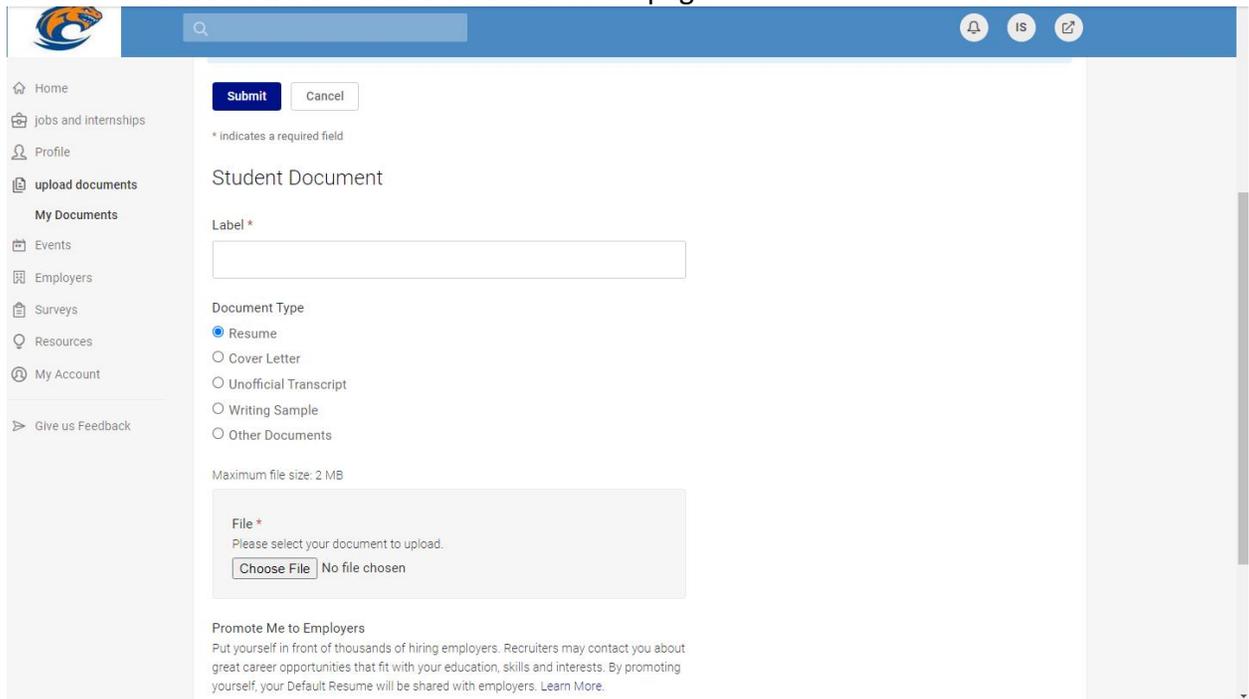
4. I've found a job that interests me. How do I apply?

After reading the job description and qualifications, you want to apply. First, you need to have a resume uploaded on Laker CareerZone to apply for jobs. To upload a resume, cover letter, or other documents on Laker CareerZone:

1. Click on Upload Documents on the left of the page and click My Documents



2. Click on the Add New button in the middle of the page



3. Choose a label for your document, i.e. Willy Needajob Resume
4. Select the document type, i.e. Resume, Cover letter, Transcript, Other document (You may add up to 10 documents)
5. Browse to find your document and hit **Submit**

Now you are ready to apply for the job!

How To Apply For a Job on Laker CareerZone

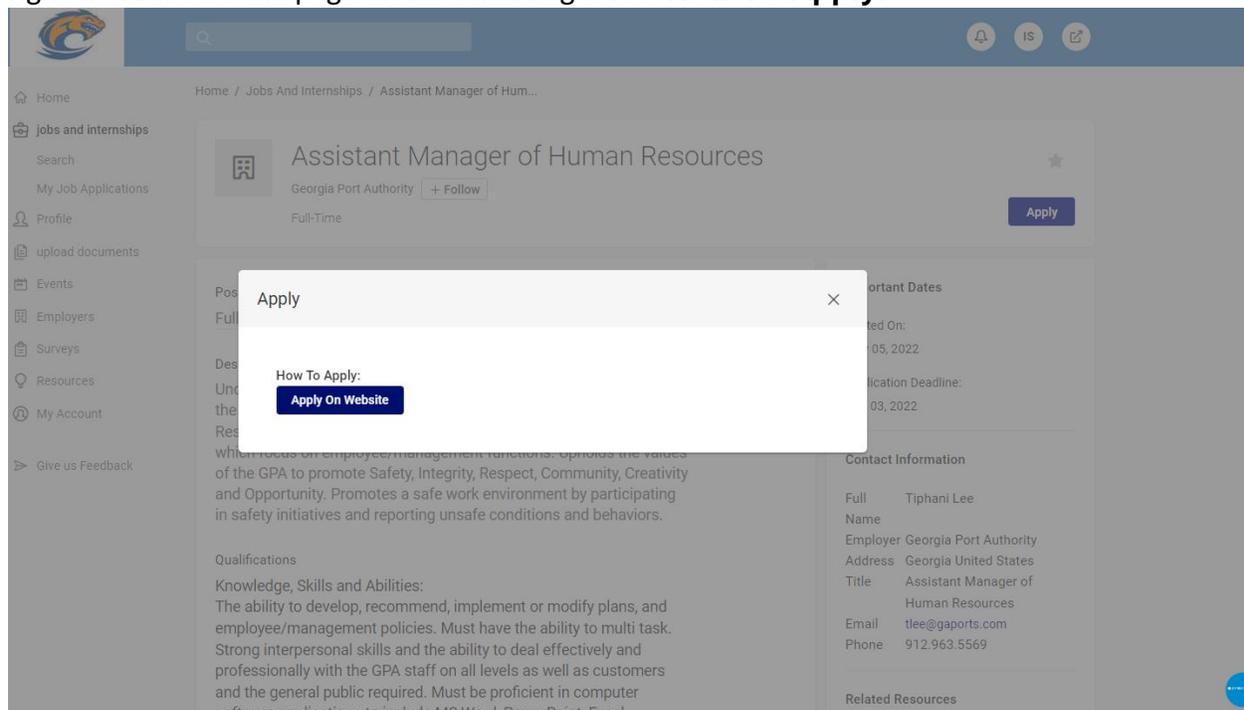
On the Job Posting Page, click on the job that is of interest to you. This will open the job description page. This page gives information about the position including location, important dates, and job qualifications. It is important to read this page to ensure that you meet the qualifications for the position and that you submit all required documents.

The screenshot shows a job posting page on the Laker CareerZone website. The page title is "Program Assistance Intern" by "Together Friends Organization Inc". The position type is "Internship/Co-op, Part-Time". The desired class level is "Senior". The desired skills listed are "Good Listener", "Communication", and "Windows, Microsoft Professional, Access, G...". The description states: "Together Friends Organization Inc. (TFO) seeks an aspiring individual to serve our Program Assistance". The important dates are: Posted On: Apr 11, 2022; Application Deadline: Jun 18, 2022. The contact information is: Full Name: Mr. Timothy O. Buchanan; Employer: Together Friends Organization Inc; Address: 1215 Millwood Drive, Riverdale, Georgia 30296, United States; Title: Executive Director; Email: timothybuchanan@togetherfriends.org; Phone: 678-519-4757. There is an "Apply" button on the right side of the page.

Next, click on the **APPLY** button on the right-hand side of the page. This will open a box that will allow you to choose the resume and other documents you are required to submit. Once these items have been selected, you can click on the **Submit** button at the bottom of the box. Your resume has now been submitted to the employer!

PLEASE NOTE: At times, the employer may require you to use other means to apply for a position such as company website or specific email. This information will be located on the

right-hand side of the page under a heading called **How To Apply**.



5. Other Ways to Use Laker CareerZone

Events

The Events tab provides you with an up-to-date list of career fairs, information sessions, and workshops. Currents students and alumni will use this tab to RSVP for all information sessions and workshops.

Home / Events

Keywords Search

Type ▾ When ▾ Attendance ▾ More Filters ▾

2 results Show 20 ▾

JUN 14 5:00 PM - 6:00 PM
Internship Job Search Strategies Workshop-Evening Session on Microsoft Teams
Workshop — General

OCT 06 5:00 PM - 6:00 PM
Career Boot Camp - Preparing for a Career Fair - Evening Session on Microsoft Teams
Workshop — General
Sign-ups start on Aug 01, 2022

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Employer Profiles

This is a valuable tool that provides an overview and contact information for all employers that recruit at Clayton State University. You also have the ability to save a favorites list to track employers you like. You can search for a company by name, industry, or keyword search.