Student and Alumni Instructions for JobWorks

Registering
• Go to: https://www.pnca.edu/jobworks
• Since you are a new user, go to “Click Here to Register.”
• You will see a page with “Personal Information.” Fill out the required fields marked with a red asterisk. Once you fill this portion out and click, “Register,” then you will be guided to other fields to fill-out (eg. major, skills, etc.).
• Once you have finished, you can navigate the site for jobs, events, and career building skills.
• Upon completion, your information will be pending (not visible to employers) until Admin has approved your profile. You will receive a confirmation email when your profile has been approved.

Submitting Your Profile
• Once you have logged-in and submitted your profile, you will be able to connect to various social networks such as LinkedIn and Facebook. These features are optional, but may have benefits to connect you with career opportunities.

Applying to Jobs
• Let’s move on to applying to jobs. Look at the menu and scroll over “Job Search.”
• You can search by “Key Word” or “Position Type.” Ex. Work Study.
• Along with these searches, you will notice Internships.com and Indeed Jobs.
• These are typically shown to you with pertinence to your area of expertise and/or geographic location.
• Also note the requirements for applying to a job. Most jobs require a resume and cover letter. NOTE: Make sure you have these documents uploaded in order to see the ‘apply’ button appear when you are looking at a work study job!
• You can also upload multiple resumes/CVs to your profile, and the most recently used document will be the default option when applying to a job.

You can also explore other resources such as Campus Career Coach, Employer Directory, and Career Events.

If you have any questions on how to navigate PNCA JobWorks, please email: bridgelab@pnca.edu

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