

Instructions for using.....

**ONU's Online Database of Information:
Employers • Recruiters • Jobs • Your
Documents • Register for Events • Access
CareerShift**



These instructions are exclusively for students and alumni of Ohio Northern University

To access Polar Careers, go to <https://onu-csm.symplicity.com/> **OR** click on the Polar Careers powered by Symplicity icon on the Polar Careers webpage, www.onu.edu/career_planning/student_services.

- Use your full ONU e-mail address (including the @onu.edu) and campus password.
- Alumni:
 - The password on your account expires annually. To continue using your ONU email, reset your password when prompted.
 - You can request Active Alumni status at any time by contacting career@onu.edu.

Find jobs in Polar Careers

- Click on the 'Jobs' tab on the left hand side.
 - Select 'Discover'. Enter information such as keywords and location as you like and click 'Search.' The list you will see contains jobs that were posted directly to ONU's website as well as those posted to NACE's national website and imported into our system.
 - *Enhance your search by clicking on 'More Filters'. Also take advantage of the new auto search agent by creating/updating your 'Career Interests'. On the left side of your Home page click on 'My Account', then 'Academic', then scroll down and complete the 'Career Interests' portion. New employment results will be automatically emailed to you from @symplicity.com!*
 - If you select 'Extended Job Search' from the 'Jobs' tab, you have an opportunity to search from a broader data base.

Let your resume work for you - Upload it and other documents

- Click on the 'Documents' tab on the menu bar on the left.
- Upload your resume, CV, cover letter, portfolio artifacts or applications by clicking 'Approved', then 'Add New' and follow the prompts. Be sure to indicate an appropriate document type for each document.
- All resumes or CVs must be reviewed and approved before we will send them to employers. **Once approved, resumes are viewable by employers which connect to ONU.**
- Choose the "**Promote Me**" service under My Account and then Privacy to opt in to and be found by over 400,000 employers who are specifically looking for entry level talent.
- Complete the **New Student Profile** feature which includes your personal statement, education, experience, projects and skills. It is more comprehensive than LinkedIn.
 - Private - URL to share with individual employers. ~or~
 - Public - can be shared on LinkedIn, Facebook and even Twitter.

Register for events

- On the right side of your Home page, click on the link "RSVP for Career Fairs And Workshops."
- Click on the Fair link that you want to attend, then click on RSVP.
- To cancel your registration, return to this page and click 'Cancel RSVP.'
- To view a list of companies attending upcoming fairs, choose the desired Fair link on the right side of your Home page.

Keep Your Profile Information current, especially your cell phone number so you can be notified of positions or recruiting opportunities. These continue to be available throughout the summer.

More...

PROMOTE ME

The Promote Me service is a game-changer for students! Students who opt in can now be found by over 400,000 employers who are specifically looking for entry level talent. Upon login, students with approved resumes already in the system will be prompted with a screen allowing them to opt in or out of the service. From this screen, they can also click a link to "Learn More" about the service. Students may also opt in or out at any time via their Privacy Profile. Students who opt in and have an approved resume and active account will be accessible to employers. Employers can filter by major, degree, graduation date, class level, location, school, program and keyword. Once **employers** find candidates they are interested in, they **can send students an email directly or invite them to apply for a job.**

PROFILE

The **Profile** feature in your Polar Careers account provides you with a place to enter your personal statement, education, experience, projects and skills. Once completed, you will be able to 'publish' it to employers and more. **When you click on 'Share it' you are provided with a personal URL link that you can send to a prospective employer along with your resume.** This will be helpful if there are extra items in your profile that are not included in your resume but that you might want them to know. Your personal link is not searchable on the web or available to anyone other than the people you share it with. If you wish it to be more public, **you have the option to share it on LinkedIn, Facebook and even Twitter.** This option can be turned on or off as many times as you need to. The action is in 'real time' and will immediately make your information available to those with your link, or hide it if you are turning it off. Sharing this information can be beneficial so that you don't have to fill out your profile more than once.

CAREER EXPLORER & CAREER FINDER

- An estimated 20-50% of college students enter college classified as "undecided."
- About 80% of college students change their major at least once.

How do you know if you picked the wrong major? Here are six signs you may be in the wrong major:

1. You're always bored in class
2. Your grades are suffering
3. You picked your major without much thought
4. You chose your major for the money
5. You dislike (read: can't stand) your professors
6. Other majors sound more appealing

If you think you might have picked the wrong major, Career Explorer and/or Career Finder can help! Both use data from the U.S. Department of Labor's O'Net Online:

- Career Explorer allows you to choose a job by job title and "explore" more information about that job.
- Career Finder allows you explore your interests and relate them to various careers. It can help you decide what careers you want to explore.

You'll find Career Explorer and Career Finder in Polar Careers powered by Symplicity under the Resources tab.

HOW TO/HELP DOCUMENTS

Search the Document Library in Polar Careers powered by Symplicity for instructions.

FREE MOBILE APP



Now you can **review job postings on the go with *Careers by Symplicity!*** Be the first to apply for the position by staying up to date with the mobile app! You can also **register for our career fairs** and take notes on your favorite employers! The ***Careers by Symplicity*** app can get you one step closer to your dream job!!

Installing and using the app is easy! Simply load your device's app store and search for ***Careers by Symplicity.*** Once the app has downloaded, open it and select Ohio Northern University from the drop down menu. Then sign in using your school username and password!! It's that easy!

Polar Careers, Student Success Center | Division of Academic Affairs

OHIO NORTHERN UNIVERSITY

PHONE: 419-772-2145 | EMAIL: career@onu.edu | WEB: www.onu.edu/career_planning

