resource library

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careerpath user guide

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Employers
Most importantly, these employers are specifically looking to hire Macaulay students just like you. Employers connect with us through our employee relations efforts and Macaulay’s Advisory Council. Many opportunities are shared by alumni through special invitations exclusive to current Macaulay students. We also receive opportunities through CUNY-wide efforts and Symplicity’s One Stop online employment network.

Login
- Start by finding CareerPath at macaulay.cuny.edu/careerpath.
- Click on Student/Alumni to login.
- No registration is needed for current students - you are automatically registered when you enroll at Macaulay.
- You should have received a welcome message from CareerPath through the email you listed when applying to Macaulay. This welcome email contains your username and temporary password. You will be able to change your password after logging in.
- If you did not receive a CareerPath welcome email, please be sure to register by clicking Sign Up. You will then be contacted with your login info.
Home Page
Once you sign in, you'll arrive at CareerPath's home page, where you'll find announcements for upcoming events and opportunities and quick links to other resources on the portal.

If this is your first time logging in, be sure to navigate to Account Settings on the lefthand sidebar to create a new password. You can also update your primary email here.

Career Portfolio
Next, navigate to Portfolio under Documents in the sidebar. The career portfolio here allows employers to view selected information about you in addition to your resume when you apply for positions. If you uploaded a profile picture in the last step, that photo will automatically show up here in your portfolio.

Let’s fill out the rest of the portfolio. You can indicate whether or not you want to enable your portfolio for viewing outside of CareerPath, include a short personal summary, select which documents you want visible to employers such as your resume, upload a professional photo if you did not already, and indicate which aspects of your profile you want visible to employers such as your GPA or major.

When you're done, click Save Changes. If you'd like to see a preview of how your portfolio appears to employers, click Preview.
**Simple Search**

Searching for opportunities on CareerPath is simple! Start by clicking on Jobs. Then click All Jobs Postings. Here, you can scroll through all current listings, or find jobs by job title, company, location and more by using the search bar.

**Advanced Search**

A great way to filter postings is to use the Advanced Search pop-up. Here, you can limit results to only positions you qualify for based on the information you filled out in your profile, such as your class year. You can search based on major, location, industry, and position type. To select multiple industries and positions, hold down the Command key while clicking on terms. Be aware that when you filter by industry, not all relevant positions may show up because some employers don’t indicate what industry they’re in. Finally, you can indicate if you want only paid or unpaid positions.

Keep in mind that there are many job opportunities to be found on CareerPath, but some part-time, full-time, and fellowships won’t be accessible until you are a senior. That’s why it’s always important to update your year in school under Academic Information as it changes.

**Applying for a Position**

Click on a title to learn more about the company, position, and application process. On the right hand side of the screen, you’ll find important dates such as when the application process closes, and information about what majors and class levels the employers are seeking to hire.

If the employer provided his/her contact information, you’ll also find it on the sidebar. You should use the names and addresses listed here for your cover letter. Don’t worry if the contact information section is empty for some positions. Some employers withhold their info because they prefer not to be contacted directly by students. Related resources such as the helpful resume and cover letter templates are always found on the side. Click to save a copy of the templates to your computer.

Ready to apply? If you see the Apply button at the top right, click to apply through CareerPath. A pop-up will appear, where you can attach your resume and cover letter, as well as an optional note to the employer. Select your documents from the drop down menu if you have previously uploaded them to CareerPath, or click Add New to upload new files. Don’t worry about the file names or labels—employers won’t see them. They will only receive a copy of your resume and cover letter with a CareerPath hyperlink. Click Submit and you’re done!
If you ever want to review the documents you have uploaded through CareerPath, click Documents on the left sidebar. You can also upload new files here.

If you don't see the Apply button, look for the How to Apply section in the sidebar. Follow those instructions to apply to the listing outside of CareerPath. For some postings, you’ll find an Apply button AND a How to Apply section. For these positions, you must apply through BOTH the Apply button on CareerPath, and the application instructions provided by the employer. Employers who require both are usually looking to keep track of Macaulay students applying to their companies. When you're done applying, you can click the My Applications tab to review what you've applied to.

Favoriting and Saving Searches
If you're not ready to apply just yet, you can go ahead and favorite the position by clicking on the star. Favorited positions will show up in your My Favorites tab. You can also follow employers. When you follow employers, any updates on their company and job postings will show up in your news feed on your Home page. Additionally, you can save your searches by returning to your original results page. Click the Saved Searches pop-up to name your search and/or email it to yourself. This way, you can log back in another time to review the search results again without having to re-filter everything.
Career Explorer
Starting from the Home Page, click on Resources to open up Career Explorer. Use Career Explorer to learn more about specific careers and industries. You can look through popular careers and leading industries on the front page, or search your individual interests using the search bar.

When you click on a position, you’ll find the projected growth for the career, a description of job responsibilities, the skills & level of education needed, and even corresponding personality types. You’ll also find related industries and similar careers on the right sidebar to explore further. If you’d like to print a hard copy, click Print on the bottom of the page.

Career Finder
Ever wonder what career is right for you? Career Finder is a simple quiz to help you find your interests and connect them to different jobs. It’s the perfect resource if you’re not sure where to begin. Find it second under Resources. When you’re ready, click Get Started to start the quiz.

Once you’re done, Career Finder will generate a report for you containing a list of careers that fit your interests, as defined by these 6 categories. You can also move the level of preparation bar to reveal careers that fit you that require less or more preparation. Click on the careers that interest you to find out more information about wages, salaries, and job descriptions.

Resource Library
Next, let’s look at the Resource Library. Here, you’ll find a number of amazing worksheets and templates you can use throughout your job search and application process. Scroll through to find everything from resume and cover letter templates to a list of commonly used interview questions. Click on a resource to download and print.

Career Advice
Finally, we’ll take a look at the last section under Resources, Career Advice. Here, you’ll find additional guidance on everything from job search strategies to the interview process. Click on a topic to open a new tab for the National Association of Colleges and Employers’ (NACE) website.

Career Explorer
You can also use CareerPath to register for the numerous events that occur at Macaulay throughout the year. As you scroll through your newsfeed on the home page, you’ll find posts about the latest events. Some of our most popular events are our career fairs. Click on an image to learn more about the event. For the career fairs, you can also click on a link within the post to reveal a list of attending employers. Be sure to RSVP and save your spot! You can also click on Events on the sidebar to reveal additional events and information sessions. In the past, we’ve hosted resume workshops and opportunities at company headquarters such as the campus recruitment event at AllianceBernstein L.P.
Did you know Macaulay alums have lifetime access to CareerPath? That's lifetime access to hundreds of job listings and career resources exclusive to the Macaulay community!

Login
If you haven't already, be sure to register as an alumnus. Start by finding CareerPath at macaulay.cuny.edu/careerpath. Click on Student/Alumni to login.

Job Search
Before you begin your search, navigate to the Academic tab under Account Settings. Here, be sure to change Year in School AND Applicant Type to Alumni before clicking Save Changes. Then, navigate to All Job Postings under Jobs. Although you can't filter out opportunities only for alumni, you can select Full Time under the Position Type filter to limit results to full time openings. There are also many fellowships offered here for alums who are pursuing graduate studies.

Alumni Mentoring Program
Another great opportunity you can take part in is our Student-Alumni Career Mentoring program. This program gives students the opportunity to receive career advice and support from Macaulay alumni. As a mentor, you can give support and encouragement, provide advice on how to balance education, career and extracurriculars, and offer insight on long term career planning and/or pursuing graduate education.

The time commitment varies and mentoring sessions are arranged directly between the alumnus and the student. Possible mentor-mentee activities include practice interviews, job shadowing, and visits to graduate schools and programs.

To register as an alumni mentor, click on Account Settings. Then, click on Alumni Career Mentor to fill out your profile. We encourage you to fill out as much of the profile as possible. We also encourage you to attach a LinkedIn profile, as more information will help students to find better connections and relatable experiences.

sign up as an alumni mentor

join 60+ macaulay alumni in our career mentoring program
Deferred Action for Childhood Arrivals (DACA) students should each receive an Employment Authorization Document (EAD). As long as it is not expired, the EAD grants you work authorization. This information is private and will not be seen by employers. It is solely used to filter jobs.

If you are a DACA student, navigate to Account Settings on the left sidebar. Then, click on the Academic tab. Scroll down to Work Authorization and select Temporary Work Permit/DACA from the dropdown menu. If you are an international student, select Permanent Resident, H-1 Visa, Restricted, or Temporary Work Permit/DACA from the dropdown menu. Don't forget to click Save Changes! Updating your work authorization will allow CareerPath to alert you when you do not qualify for a position.
To find out more about CareerPath and how current students use it, check out the playlist below! These videos and more can also be found on Macaulay’s YouTube page.