

I've signed up! Now What?

Signing up for unite! is just the first step in engaging with students and teachers. Once you have completed the process, go to www.careercruising.com/partner and log in to your profile. Keeping an updated profile is important, since this is how students and teachers will learn about your company when exploring careers.

What next?

Once logged into your account and depending** on what you have signed up for, you can manage your information by doing any one of the following:

1 Message Boards – are a really easy way to get involved by discussing the careers that you have associated yourself with. Create a dialog with students about your real-world experiences!

2 Update my profile - allows you to edit/update your personal information, career information, and your career history. This gives students and teachers an understanding of your background and experiences throughout your career.

3 Update Company Profile (only for company's) – allows you to change your company information such as company description, locations of where your company is, careers that can be associated with your company and description of your hiring practices. Note: adding careers and industries associated with your company will give your company more visibility as students and teachers explore Career Cruising.



4 Career Exploration Activities– participate in Career Exploration Activities available in your area. These in-person programs help you connect with your future workforce.

5 Communication Tools – connects you with students and educators through Career Cruising's messaging system and company discussion board.

Account Management Tips

I've signed up for a Company Profile

If you have signed up a company profile, please fill in as many fields as you can.

- 1. Description and Details** - Be sure to fill in as many fields as you can. The information here is what students/career seekers first see when viewing your company – put your best foot forward. Be sure to include what industries your company is in – associating with at least two industries gives you a larger exposure when students/career seekers view company's in a particular industry.
- 2. Locations** – if you have multiple locations, add more. Students/Career Seekers can narrow down by distance and by city when searching for companies – the more the locations, the greater your company's exposure.
- 3. Career Profile Links** – Associate your company with as many careers – the more careers, the greater your company's exposure as students/career seekers are learning more about a career.
- 4. Who We Hire** – if you have a jobs page on your website or one specifically focused for youth/young adults, then add the URL and description.

Account Management Tips (cont.)

I've signed up as a career coach (Company or Volunteer)

Career Coaching is the easiest way to get involved. If you have an internet connection or smartphone – you can be a career coach. As a career coach, you can participate on more than one Career Coach Discussion board! Go to *Update My Profile* section and select *Edit Career List* to filter for careers that you have experience in. The more Career Coach discussion Boards – the better!

If have not signed up as a Career Coach, contact a unite! administrator to grant you access.

I've signed up for Career Exploration Activities (Company or Volunteer)

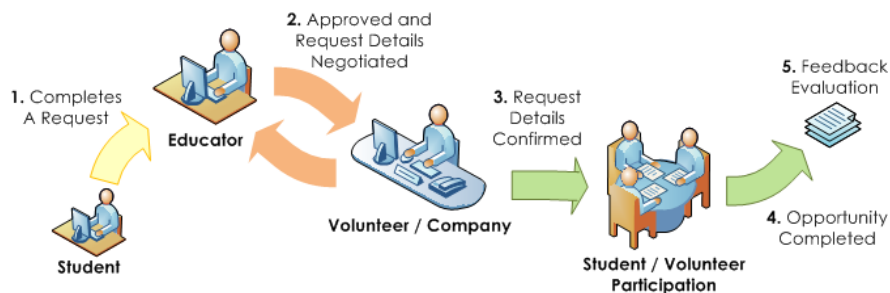
Career Exploration Activities (CEA) allows your company to provide in-school/out-of –school experiences for Students and Career Seekers looking to get a better understanding of your company and the careers you offer.

1. *Potential Career Exploration Activities*– If your company has no formal Career Exploration Activities but want to participate, simply select the Career Exploration Activities that best fits your commitment level.
2. *Existing Career Exploration Activities*- If your company already has a work-based learning activity /program that you want highlighted for students, enter in all the details regarding this activity. Fill in the fields that are applicable.

I've received a Career Exploration Activities (CEA) Request – Now What? (Company or Volunteer)

You will be notified by email when a Career Exploration Activity request is created. Simply click the link in the email, log into your account and depending on what stage the request is at; follow the directions.

If you have accepted a request, please call the designated Career Exploration Activities coordinator shown in the contact information section of the request. Once a CEA request has been accepted, the coordinator will be working with you to arrange all the details.



Step	Action	CEA Request Status
1	Search and select a Career Exploration Activities (CEA). View the CEA description and make a request using the online form. NOTE: The CEA company contact will automatically receive an email notification once the request has been submitted.	Requested (student) or Pending volunteer approval
2	Skip this step if you made the CEA request yourself. If you are the CEA coordinator for your school and Step 1 was completed by a student, approve CEA request in Manage CEA Requests section.	Pending volunteer approval
3	Once the company contact (provider) accepts the request, get in touch with the provider directly by email or phone to discuss details such as date, time, or number of participants.	Arrangements in progress
4	When CEA details are finalized, enter dates and additional details agreed upon and click on the Arrangements Complete button.	Pending Confirmation
5	The CEA request is complete when the provider confirms the details that you entered.	Confirmed

Tips

- Use the “Filter list” dropdown found in the *Manage CEA Requests* page to perform a quick filter of the requests.
- Requests that require your attention are marked by a red exclamation point. (!)