


User guide

- **Page 2:** Welcome to **RaiderRecruit**
- **Page 3:** How to register, log in and update your profile information
- **Page 8:** How to enable text alerts, calendar synchronization and talent search options
- **Page 10:** How to upload your resume, cover letter, transcript and other documents
- **Page 12:** How to utilize job search tools
- **Page 16:** How to apply for jobs
- **Page 18:** How to schedule interviews for on-campus positions and view job applications
- **Page 22:** How to view and RSVP for events and use the calendar feature

Welcome to Roane State Community College's **RaiderRecruit**

RaiderRecruit is our college's online comprehensive placement resource for students, alumni and employers. **RaiderRecruit** provides student and employer data bases with auto matching capabilities, follow-up tracking, resume/cover letter templates, calendaring/announcement options and NACELink Network information. All of these services can be synced with your connections to Facebook, Twitter and LinkedIn.

Please remember at any point and time you may access help by clicking on the  mark found in the upper right hand corner of your screen or you may contact Roane State's Placement Director at harriskb@roanestate.edu.

How to register, log in and update your profile information

Step 1: Go to <https://roanestate-csm.symlicity.com> and click on the student/alumni box

What type of user are you?



How to register, log in and update your profile information

Step 2: If you have never created a username/password, click on the REGISTER button. (If you have already registered, continue by typing in your username and password then click GO

Sign in

Log In

Please enter your username and password.

Username
(your email address)

Password

Go ▶

Reset

[Forgot Password](#)

Register

Register for a new account.

Register ▶



How to register, log in and update your profile information

Step 3: Complete the registration form. If you are a current student or post doc, be sure to supply us with your Roane State email address. Once your registration is submitted, our staff will approve it and you will receive an email that contains your username and password.

The screenshot shows a web interface for registration. At the top, there are three tabs: "Sign in", "Forgot my password", and "Register". The "Register" tab is selected. Below the tabs is the "Student Registration" section, which contains several input fields:

- Student ID*:
- Full Name*: (with a hint: "Enter your full name (first mi last).")
- First:
- MI:
- Last:
- Email*:
- Phone*:

How to register, log in and update your profile information

Step 4: This is your homepage. Take note of the tabs at the top of the page: Profile, Documents, Jobs and Internships, Employers, Interviews, Surveys, Events and Calendar. These will all be explained in subsequent user guides.

The screenshot displays the RaiderRecruit homepage layout. On the left, a yellow envelope icon is next to the text "Your feedback is welcome." The central "NEWS FEED" section features a megaphone icon and an announcement titled "Welcome Students!!!" from Kim Harris, the Placement Director. The announcement text reads: "Welcome to **RaiderRecruit!** This program is Roane State Community College's interactive Placement Office tool ready to assist you with your placement needs during and after your time spent here at the college. If you have any questions, comments or needs, please feel free to email me or come by to see me at the Harriman Campus. Good Luck and I look forward to working with each one of you!" Below the announcement is a button labeled "View All Announcements". On the right, the "GETTING STARTED" section contains a checklist of tasks: "Account Created" (checked), "Personal Profile" (checked), "Privacy Settings" (checked), "Academic Profile" (unchecked), and "Resume" (unchecked). Below this is a "SHORTCUTS" section with links to "Document Library", "Jobs I Qualify For", "My Activity Summary", and "Resume Builder", each accompanied by a green arrow icon.

How to register, log in and update your profile information

Step 5: Click on the PROFILE tab and complete the required information contained in both the PERSONAL and ACADEMIC sub-tabs. This information will be used as criteria for job applications.

Step 6: Click on the PASSWORD/PREFERENCES tab if you would like to change the system generated password that you received in your registration e-mail.

How to enable text messaging alerts, calendar synchronization and talent search options

Step 1: Login to your **RaiderRecruit** account and click on the PROFILE tab. Once you are there, click on the PRIVACY sub-tab. This is where you are able to set up Google Calendar (gmail) synchronization as well as enable text messaging alerts.

- By syncing to our **RaiderRecruit** calendar, you will have up-to-date access to companies coming on campus, upcoming interviews and workshop and information session reminders.
- Text messaging alerts can be sent to your phone for your personal interview appointments as well as workshops and information sessions you have signed up to attend
- By enabling Job Blasts, you will receive an email once every two weeks with newly posted internships and full-time positions that you may be able to apply for.

Receive Email
Notifications*:

Choose 'yes' to receive email notifications.

yes no

Include in Resume
Books*:

Choose 'yes' to have your resume included in resume books distributed to employers.

yes no

Enable Text Message
Alerts*:

Choose "yes" to receive text message alert

yes no

Receive Email Job Blasts: Choose Yes to receive job listings by email.

yes no

How to enable text messaging alerts, calendar synchronization and talent search options

Step 2: Once you have completely filled out your privacy tab, continue onto the Talent Search tab. Talent Search is a place for employers to search for students that are qualified for their positions and this profile must be filled out in order to be considered. This is not the same as job postings and is not a replacement for applying to positions. It is another job search tool for you to utilize.

How to upload your resume, cover letter, transcript and other documents

Step 1: Click on the DOCUMENTS tab at the top. This is where you will add documents that need to be submitted to job applications in **RaiderRecruit**. Click the ADD NEW button to begin the process.

The screenshot shows the RaiderRecruit interface for the 'resumes' section. At the top right, there is a logo for 'NACElink NETWORK software by simplicity™'. Below the header, there are two tabs: 'Documents' (which is selected) and 'Resume Builder'. A green notification box with a lightbulb icon states: 'To view PDF files, you may need [Adobe Acrobat Reader](#).' Below this is a yellow warning box with a warning icon that says 'No records found.' At the bottom left, there is a '+ Add New' button, which is highlighted by a large blue arrow pointing to it from the right.

How to upload your resume, cover letter, transcript and other documents

Step 2: Choose which type of document you are going to upload and label it accordingly. Each document can be a maximum of 200KB and there may be up to 10 documents stored in your profile at any time.

*Special note: When an uploaded document is used to apply to a position on **RaiderRecruit**, it will always stay attached to that position. In turn, you are able to remove a document from your profile in order to make room for more without fear that it will effect historical job applications made through the system. This rule **DOES NOT** apply to transcripts; only one transcript may be uploaded at any time and any change made to a transcript document (deletion or replacement) will result in that document being replaced in a historical job application.*

Student Document

Label*

Document Type

Resume Cover Letter Unofficial Transcript Writing Sample Other Documents

Maximum file size: 500kb

File*

Please select your document to upload.

How to utilize job search tools

Step 1: Use your mouse to scroll over the Job tab of your screen. You will see two options appear:

- Jobs for Roane State students and alumni: This job search tool contains job postings and on-campus recruiting positions specifically for Roane State students and alumni.
- NACElink Extended Job Search: This job search tool is a national job posting system that over 900 colleges and universities across the nation utilize at their career centers

The screenshot shows the RaiderRecruit website interface. At the top, there is a navigation bar with the following tabs: home, profile, documents, Resources, jobs, employers, events, and calendar. The 'jobs' tab is currently selected. Below the navigation bar, there is a search bar with the text 'search' and a magnifying glass icon. To the right of the search bar, there are several icons: a user profile icon labeled 'My Account', a help icon (question mark), a play button icon, a printer icon, a star icon, and a 'Log Out' button. Below the search bar, there is a dropdown menu with two options: 'CSM Jobs' and 'NACElink Network'. The main content area displays 'job postings'. At the bottom, there is another navigation bar with the following tabs: Jobs, Favorites, Advanced Search, Search Agents, and Applications. The 'Jobs' tab is currently selected. In the bottom right corner, there is a logo for 'NACElink NETWORK' and the text 'software by sympathy™'.

How to utilize job search tools

Step 2: After clicking on the option to view jobs posted specifically for Roane State students and alumni, you will be taken to this page that displays all job postings and on-campus recruiting positions.

job postings NACElink NETWORK software by simplicity™

Jobs Favorites Advanced Search Search Agents Applications

Keywords Show Me:

(searches job title, ID, description, and employer name: min. 3 characters)
See Advanced Search for more search options.

Position Type Jobs located within miles of zip code
U.S. jobs only (maximum 150 miles).

More Options Search Clear **79 results** Items 1-20 of 79 (Results as of: Wednesday, September 19, 2012 | 11:12 am)

View Printable Job List (0 items selected) SORT BY: SHOW per page Page

- Industrial Engineering Student**

Application Deadline: Oct 02, 2012	Posted: Sep 17, 2012
EMPLOYER Knoxville Utilities Board	POSITION TYPE Internship/Externship, Part Time
LOCATION Knoxville, Tennessee	ID 93

Job Information Job Classification: Student Department: 073
Engineering Work Location: 4505 Middlebrook Pike Work
Schedule: 15 - 30 hours / week: M - F Work Description: Supports
Engineering staff by performing duties such as, but ... [More](#)

How to utilize job search tools

Step 3: You will most likely want to display jobs that are of interest to you, which can be done by applying search filters through the Advanced Search tab. As a rule of thumb, it is recommended that students only choose one filter at a time.

Step 4: Any search that you create can be saved as a Search Agent. This helps you to remember and keep track of any historical searches. Place a check in the box next to “save as” and create a name for your search.

Step 5: Once you have named your search in order to create a search agent and submitted it, you may now navigate to the Search Agent Tab to begin to utilizing this job search tool.

How to utilize job search tools

Step 6: You may also choose to view employers that are registered in the system by clicking on the Employers tab. This feature allows you to view employer profiles and see their current recruiting activity, such as job postings and career fair attendance.

The screenshot displays the RaiderRecruit website interface. At the top left is the Roane State Community College logo. The main header features the text "RaiderRecruit" and "Providing a trained & ready Workforce". On the right side of the header, there are links for "RSCC Placement" and "Roane State". Below the header is a dark red navigation bar with tabs for "home", "profile", "documents", "Resources", "jobs", "employers", "events", and "calendar". The "jobs" tab is currently selected. Below the navigation bar, the breadcrumb "Home > Jobs" is visible. A search bar with the text "search" and a magnifying glass icon is present. To the right of the search bar are icons for "My Account", a help icon, a play icon, a printer icon, a star icon, and a "Log Out" button. Below the search bar, the text "job postings" is displayed. At the bottom of the page, there is a secondary navigation bar with tabs for "Jobs", "Favorites", "Advanced Search", "Search Agents", and "Applications". A large blue arrow points upwards from the bottom of the page towards the "employers" tab in the navigation bar.

How to apply for jobs

Step 1: Start by selecting the job and reading the description and application requirements. Have all required documents ready and uploaded in your Documents tab. If you are not qualified for a certain position, the reason will be explained to you on the right side of the posting.

★ Manager Health Physics Training

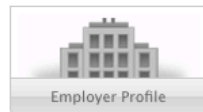
Oak Ridge Associated Universities

Posted: Sep 17, 2012

DIVISION	Talent Management	POSITION TYPE	Full Time
JOB FUNCTION	Other	REQUISITION #	12099

DESCRIPTION

PURPOSE: Reporting to IEAV Associate Program Director, this position is responsible for directing the activities of the Professional Training Program (PTP) and Health Physics (HP) staff. PTP provides training in the radiological sciences to government agencies and commercial clientele. The HP staff support DOE, NNSA, NRC and other customers in a variety of technical health physics-related arenas. The position is responsible for the oversight, management, and daily operations of both PTP and HP. The individual also plans, directs, and performs projects requiring special technical expertise in health physics and ensures these activities are performed with the highest level of quality. Responsibilities also include business development activities to ensure programmatic growth targets are met, management of budgets, technical support to Health Physics technical staff, review and approval of technical documents, staff development initiatives, and occasional service as an instructor for the Professional Training Programs.



HOW TO APPLY

Visit www.orau.org/careers to apply through the preferred process. If internet access is unavailable to you, please call 865-576-6051.

ORAU is an Equal Opportunity/Affirmative Action Employer. It is the policy of ORAU to recruit, hire, train and promote persons in all job classifications without regard to race, age, sex, religion, color, national origin, mental or physical disability, or special disabled or Vietnam era or other eligible veteran status.

IMPORTANT DATES

Posted On:
Sep 17, 2012

Applications Accepted Until:
Dec 31, 2012

ESSENTIAL JOB FUNCTIONS:

RELATED RESOURCES

- NACE Salary Calculator
- NACE JOB CHOICES Free Digital Magazine
- HELP & SUPPORT

Send a Question or Comment

Note: NACE Salary Survey calculator icon will be displayed on every job posting that specifies salary level. By clicking on this icon, you will be taken to a web page administered by NACE that will calculate a fair salary range for you based on academic and employment history along with job location. This should not be used strictly as a negotiating tool, but rather as a way to educate yourself on possible salary options.

How to apply for jobs

Step 2: Once you find a job that you qualify for and is open for application, you may click on the Apply button and a pop-up screen will appear where the required documents may be submitted. Your application will not be accepted without the submission of documents that have been requested by the employer.

How to schedule interviews for on-campus positions and view job applications

Step 1: Once you have applied for a job, you are able to view your application. To know where to go, you must know the type of job you applied for, On-Campus Recruiting or Job Posting. We will begin with On-Campus Recruiting. This type of position is specified by a “Recruiting On Campus” statement below the job title and a “Interview Requested” icon that appears after you have applied. This simply means that you are applying for a position where the employer will be coming on a Roane State campus for the first round of the interview process.

**Please note: A very limited amount of interviewers take advantage of this opportunity. Do not wait just for these employers that may come here to interview.*

How to schedule interviews for on-campus positions and view job applications

Step 2: Once your application is complete and you have submitted any required documents, **RaiderRecruit** will let you know your interview status via email. If you are chosen by the employer for an interview, you will receive an e-mail letting you know that you have been pre-selected by the company to interview on campus. Instructions will appear that will let you know when to sign up for an interview time via **RaiderRecruit**. If you were not selected, an e-mail will also be sent by the system to give you this information. At any time you may check your status by logging into your **RaiderRecruit** account and navigating to the Interviews tab. By clicking on the Interview Requests sub-tab, you are able to view all jobs you have applied for as well as withdraw your application. Withdrawal is only an option if the position is still accepting applications.

How to schedule interviews for on-campus positions and view job applications

Step 3: After you have been invited to interview by the employer, you may schedule an interview by selecting a time. This interview will appear under the Scheduled Interviews sub-tab. You may attempt to reschedule your interview by clicking on the Reschedule button, but it is not guaranteed that this will be an option. Additionally, you may cancel your interview here as well.

How to schedule interviews for on-campus positions and view job applications

Step 4, Job posting: This type of position is not attached to an on-campus interview. You apply to the position as instructed by the employer, which may be through email, **RaiderRecruit** submission, other request or a combination of all three. You can view your job applications through the Applications sub-tab under the Jobs and Internships tab. You are able to withdraw your application for as long as the posting is open.

**Please note, if the posting did not require you to submit via RaiderRecruit link, no positions will appear under the Applications tab.*

How to view and RSVP for events and use the calendar feature

Step 1: The Events tab allows you to view events on campus, including job fairs, information sessions and workshops.

The screenshot shows the top navigation bar of the RaiderRecruit website. The navigation bar is dark red with white text for the menu items: home, profile, documents, Resources, jobs, employers, events, and calendar. The 'events' tab is highlighted with a white mouse cursor. A large blue arrow points upwards from the bottom of the page towards the 'events' tab. To the right of the navigation bar, there is a search box with the text 'search' and a magnifying glass icon. Further right, there are links for 'My Account' (with a question mark icon), a printer icon, a star icon, and a 'Log Out' button (with a close icon). Below the navigation bar, the breadcrumb trail reads 'Home > Resources > Document Library'. The word 'resources' is displayed in a large, light gray font. In the bottom right corner, there is a logo for 'NACElink NETWORK' with the text 'software by symplific'.

How to view and RSVP for events and use the calendar feature

Step 2: Click on the Job Fairs sub-tab. From here, you can click on the active job fair and be taken to the Participants sub-tab. You are able to view job fair attendees and click their names to view employer profiles as well as view any current positions they may have available.

**Please note: Information will be as detailed as the employer gives the system.*

events

NACElink
NETWORK software by simplicity™

Job Fairs Information Sessions

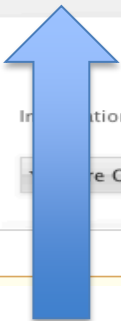
Keywords

Information Session Type

Filter Options

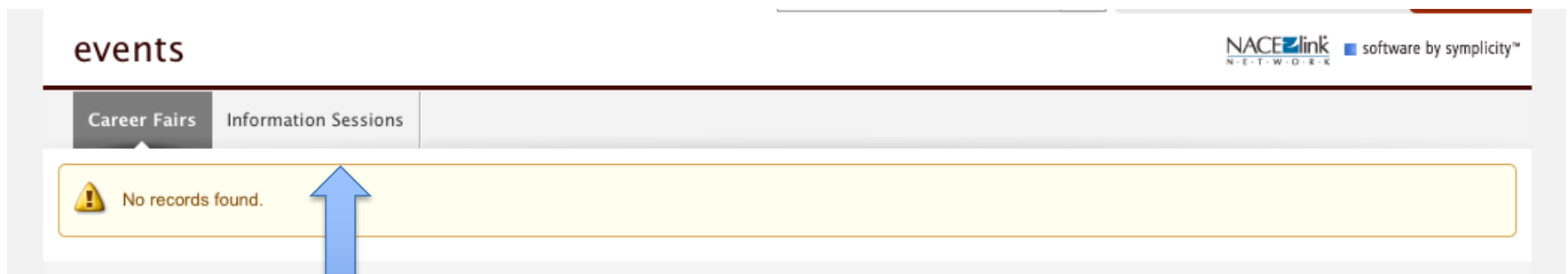
Search

Clear



How to view and RSVP for events and use the calendar feature

Step 3: Click on the Information Session sub-tab. You are able to view upcoming employer information sessions, including their time, date and location, as well as RSVP to reserve yourself a spot for the event. Any events you RSVP to are linked to a text message alert feature that you are able to turn on and be viewed in your personal calendar.



How to view and RSVP for events and use the calendar feature

Step 4: Click on the Workshops sub-tab. Here, you will be able to view active workshops that are being sponsored and oftentimes presented by the **Placement Office**. You may also RSVP to these workshops just as you would for Information Sessions to reserve yourself a spot at the event. If the *Add to Waitlist* button appears, this means that the maximum number of reservations has been received and we are accepting waitlist students. If you add yourself to the waitlist be sure to attend the event, as there is often room for additional students.

How to view and RSVP for events and use the calendar feature

Step 5: Click on the Calendar tab. It is here that you will be able to view all events sponsored by the **Placement Office**, as well as all of your scheduled interviews and specific events you may have RSVP-ed for. You may also use this calendar to store any personal events you would like to keep track of, such as tests and homework assignments.

The screenshot shows the RaiderRecruit website interface. At the top, there is a navigation bar with tabs: home, profile, documents, Resources, jobs, employers, events, and calendar. A blue arrow points to the 'calendar' tab. Below the navigation bar, the page title is 'calendar' and the breadcrumb is 'Home > Calendar > Agenda'. There are search and account options on the right. Below the title, there are view options: Agenda, Day View, Week View, Month View, Year View, and Personal Events. The 'Agenda' view is selected. Below the view options, there are filters for 'Show' (Everything) and 'View' (Normal). At the bottom, there is a table with columns 'Time' and 'Description', and a calendar for August 2012.

Time	Description

August 2012						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26

How to view and RSVP for events and use the calendar feature

Step 6: You are also able to sync your **RaiderRecruit** calendar containing all events and interviews sponsored and organized by the **Placement Office** to your GMAIL (Google) calendar. You are able to do this by navigating to the Profile tab and Privacy sub-tab. Place a check next to all of the options that you would like synced with your GMAIL (Google) calendar in the Synchronizing Options section. Once you have done this, press the Authorize button to begin the synchronization process. Syncing should be completed every 5-15 minutes in order to ensure up-to-date information.