Student Resource

Road to Success is an online portal for work study, full/part time jobs, and internships. Also posts on and off campus career fairs, and events. This guide will help students navigate through Road to Success as someone looking for employment opportunities. Through this site you will be able to update your profile, view and apply to jobs and internships, participate in On-Campus Recruiting, as well as RSVP for Job/Internship Fairs and special events.

Registering/Logging in:

1. Go to the myNichols portal, my.nichols.edu, home page and login

2. Click on the words Road to Success that can be found on the bottom right hand side under My Bookmarks.

NOTE: If you can not log into Road to Success, please contact us and we can help get you into the system.

> You will receive an email immediately after you register. Once you have registered, you will be able to view and apply for jobs and internships in the Job Search section. You will also be able to submit your resume for positions through Road to Success.

Home:

After you have logged in, you will be on the *Road to Success* home page. Here are four useful tools:

1. **Announcements** Here you will find important announcements, including those about internships, jobs, career fairs, and workshops or upcoming events.

2. **Resource Library** You will find this **Student Guide** and other valuable resources.

3. **Quick Links** *Report a Hire* Click this link to let us know you were hired.

   My Task List This folder will show all new responses to your resume referrals, and you will also be notified via email when an employer responds to your resume.

   Saved Searches You will find any job searches that you have saved, including Job Agents.

4. **Calendar** You will see all upcoming job/internship fairs and workshops.

My Account:

1. **My Profile** Here you can update your personal information (password, phone, email, majors, GPA, etc).

2. **My Documents** Here you can upload **Microsoft Word**, **PDF**, or **RTF** documents into the following categories: Resumes, Cover Letters, Unofficial Transcripts, and List of References. You can upload 20 resumes, 20 cover letters, 3 unofficial transcripts, and 6 lists of references. When you apply to jobs, you will be able to select one document from each of these 4 categories. **NOTE:** When uploading more than one resume, be sure to mark the most general resume as the default.

3. **My Activity** There are four types of activity that you can view:

   Referrals These are resumes that you've submitted to an employer's job or the Career and Professional Development Center has submitted on your behalf.

   Placements These are your current job placements and details of those.

   RSVPs These are Job/Internship Fairs or Workshops for which you have submitted an RSVP.

   Schedules These are on-campus recruiting interviews for which you are currently signed up.

Employer Directory:

Be more proactive in your job search! Choose the Employer Directory menu to search through our list of employers. You will only see the employers who have selected to be seen by students/alumni. You will see employers even if they do not have jobs or interview schedules posted currently.

Job Search:

1. Choose the **Job Search** menu to view our open job postings.

2. Search with any criteria (OR enter no criteria to view all jobs). **NOTE:** On the Search Results page, if you click the **Save Search** link, you can create a Job Agent which will email you new jobs every night.

3. Click on the **Job ID** to read details about each job posting and how to apply.

There are two types of jobs in our system—ones that you are qualified for and ones that you aren't:

Not Qualified? You will see a message and the reasons why you are not qualified to apply for that job posting. This may be because you have not updated your profile lately (i.e. your Major).

Qualified? Read the APPLICATION INSTRUCTIONS field to see how to apply directly to this employer.

Career Events/Job Fairs:

Choose the **Career Events/Job Fairs** menu to view all upcoming job/internship fairs and workshops. You should RSVP if you plan to attend an event.

OCR Schedules:

Under the **OCR** (**O**n-**C**ampus **R**ecruiting) Schedules menu you have two options:

Qualified Schedules (this is where you can sign-up on Interview Schedules):

1. Put your cursor over **OCR Schedules** and select **Qualified Schedules**.

2. Click on the **Schedule ID** to see the specifics of the position.

3. Click on the **Interview Date** to choose an open interview timeslot.

All Upcoming Schedules (this is where you VIEW all upcoming Interview Schedules):

In our system you will be able to look at all current schedules in the system under this menu, but you cannot sign-up from here. Go to Qualified Schedules to apply or sign-up on a schedule.

1. Put your cursor over **OCR Schedules** and select **All Upcoming Schedules.**

2. Fill in the search criteria to narrow down your interview schedule search or just click the **Search** button (without entering any search criteria) to view all current Interview schedules

3. Click on the Schedule ID to see the specifics of the position.

Please note that if the OCR Schedule is a **Preselect Schedule**, then the employer will be prescreening applicants. You will be notified via email whether you are selected as Accepted or Not Accepted.
Only Accepted and Alternate students will be able to sign-up for an interview with the employer.

If the OCR Schedule is an **Open Schedule**, then you will immediately be able to sign-up for an interview, as long as, you meet all requirements on that schedule.

Fels Student Center—Suite 201 | cpdc@nichols.edu | 508.213.2489
Twitter @NicholsCareer | **Facebook** /nichols.college.career | **Instagram** nicholscareer

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