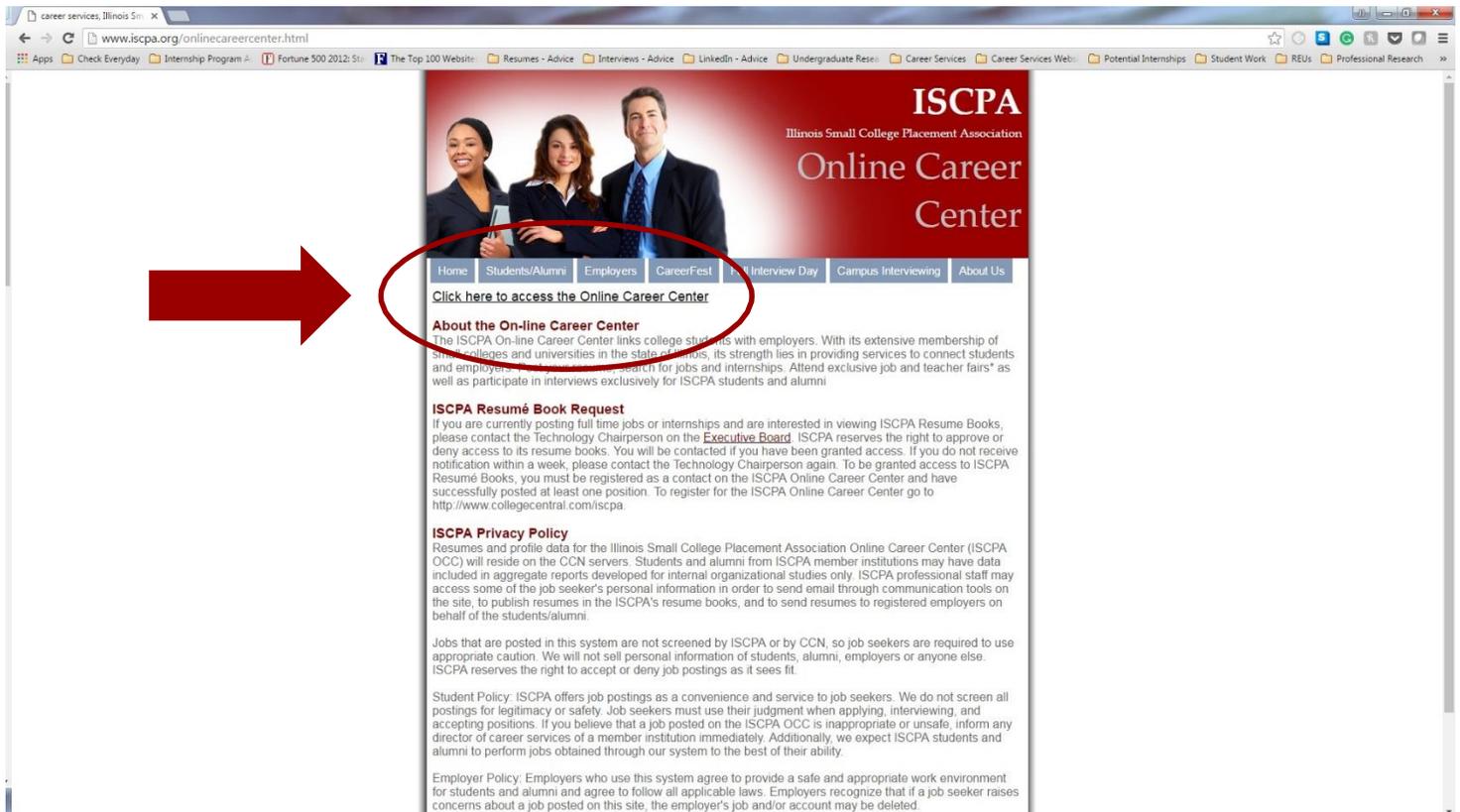


# HOW TO REGISTER FOR ISCPA'S FALL INTERVIEW DAY

1. Go to [www.iscpa.org](http://www.iscpa.org) and click on the "ISCPA Online Career Center" logo and then the top link



The screenshot shows the ISCPA homepage. At the top, there is a navigation menu with links: Home, Students/Alumni, Employers, CareerFest, Fall Interview Day, Campus Interviewing, and About Us. Below the menu are three featured sections: CareerFest, Fall Interview Day, and Campus Interviewing. At the bottom of the page, there is a large graphic with the text "ONLINE CAREER CENTER" in yellow and "ISCPA" in white, with the tagline "Impressive Students. Important Employers. Intelligent Recruiting." below it. A red arrow points from the left towards the "ONLINE CAREER CENTER" text, which is also circled in red.



The screenshot shows the ISCPA Online Career Center page. At the top, there is a navigation menu with links: Home, Students/Alumni, Employers, CareerFest, Interview Day, Campus Interviewing, and About Us. Below the menu, there is a link that says "Click here to access the Online Career Center". This link is circled in red, and a red arrow points from the left towards it. Below the link, there are several sections of text, including "About the On-line Career Center", "ISCPA Resumé Book Request", "ISCPA Privacy Policy", and "Employer Policy".

## 2. Click on “Students”

career services, Illinois S... x College Central Network x  
https://www.collegecentral.com/iscpa/

Home Students Alumni Employers Location

Illinois Small College Placement Association  
Illinois Small College Placement Association (555) 555-5555 Email

Have career questions? Need job search advice?  
We have answers.

Sign in and download our **career advice documents**.

Welcome.

Welcome to the CCN Services for Illinois Small College Placement Association  
These services are available to students, alumni and employers.  
Approved employers may post jobs and search résumés.  
Available services, help guides and announcements of interest can be accessed through the icons below. All services are available 24 hours a day, seven days a week.

Students Alumni Employers

## 3. Either log in with your credentials or click on “Create Account” to use later.

career services, Illinois S... x College Central Network x  
https://www.collegecentral.com/iscpa/Student.cfm

Home Students Alumni Employers Location Help

Illinois Small College Placement Association  
Illinois Small College Placement Association (555) 555-5555 Email

Student Services

You must register with CCN to use our services.  
If you have already registered, or if you have been pre-registered by your school, sign in to begin using our services.

User ID  
Password  
Sign in  
Forgot your User ID or Password?  
Not registered? Sign up  
Create Account

About Our Services

You must register with CCN to use our services. Once registered, you may:

- Search for jobs posted exclusively to Illinois Small College Placement Association; search the Jobs Central® national job board and the Intern Central® national internship board.
- Build a résumé with Résumé Builder, or upload a résumé file to Resume Central® so it can be searched by employers (if you so authorize). Your résumé will be reviewed by our office and must be approved before it can be sent to employers or submitted online to posted jobs.
- Build an online portfolio in Career Portfolio Central® to support your résumé and demonstrate your best work to employers.
- Review your job search history. Report offers/hires.

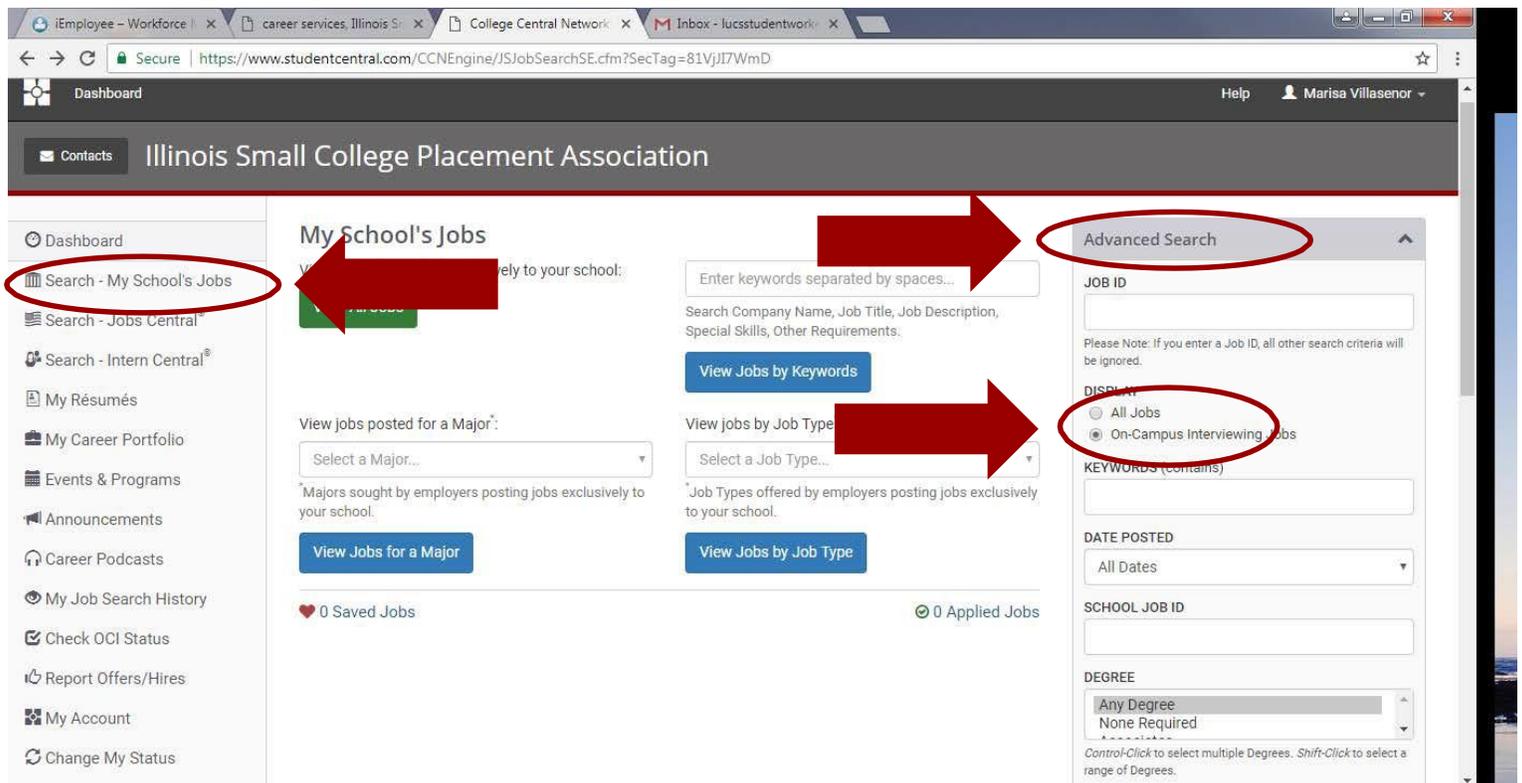
4. On your HOMEPAGE, you can search jobs and internships, upload your resumé, check out any job fairs, or sign up for interviews. First, upload your resumé by click “My Resumés.”

The screenshot shows the homepage of the Illinois Small College Placement Association. The left sidebar contains a navigation menu with 'My Resumés' circled in red. A red arrow points from this menu item to the 'My Resumés' link in the main content area. The main content area features a 'Search Postings to My School' section, a 'Search over 500,000 Jobs' section, and a 'Search up to 25,000 Internships' section. There are also sections for 'Media Library' (College Central Podcasts and Videos) and 'Headlines' (articles about interview preparation and job search). The right sidebar contains 'Announcements', 'Career Document Library' (with links to Internships, Job Fairs, Job Search Strategies, Networking, and Resumes), and a 'Job Search Kit'.

5. You can upload up to two resumés for your system. Please note that resumés must be approved by your career center, so inform them when you upload your document(s).

The screenshot shows the 'Résumé Central' upload page. The 'Upload Your Résumé' section is highlighted with a red circle and a red arrow. The page lists accepted file formats: Adobe Acrobat (.pdf), Microsoft Word (.doc, .docx), and Rich Text Format (.rtf). It provides instructions for uploading a file, including a 'Please note' about a maximum file size of 300 KB. The 'Résumé Name' field is empty, and the 'Résumé File' section shows a 'Choose File' button and an 'Upload Your Résumé' button. Below this is the 'Build Your Résumé' section.

6. Click on "Search - My School's Jobs" and then click Advanced Search. Select "On-Campus Interviewing Jobs" to view and search all Fall Interview Day opportunities.



7. Submit your resumé to the position(s) you would like to interview. You will be notified if you are chosen for an interview. If you are, please follow the instructions provided in the email.

## Important Dates

Mon., Sept. 10—Fri., Sept. 21 : Students submit a resumé for each position on ISCPA Online Career Center

***\*\*Note résumés must be approved by your career center before they can be used to apply for a position.\*\****

Sat., Sept. 29—Thur., Oct. 4 : Select students choose interview time(s) on the ISCPA Online Career Center

Wed., October 10: Event date for pre-selected students

***If you have any questions or problems, please contact [technology@iscpa.org](mailto:technology@iscpa.org) or your institution's career center.***