

# BRADLEY<sub>net</sub>WORK

The Smith Career Center is pleased to offer Bradley netWORK, your online database of jobs, internships, and employers. The platform is powered by 12Twenty and is mobile friendly. Use the system to apply for jobs, search on-campus opportunities, research employers, explore career events, report your outcomes, and much more. See below for some helpful tips.

- **Student & Alumni Access** - <https://www.bradley.edu/scc/>

## **PROFILE**

- Go to Profile to select your career industry preference, review your information, and upload a picture.
- Select Application Materials to upload resumes, cover letters, and other job search documents. Before uploading any documents, it is recommended that you meet with your career advisor.
- Update Resume Settings by going to Account Settings (your name on bottom of screen). Edit Resume Settings to be included in the Employer Candidate Search.

## **OCI AND JOB LISTINGS**

- Begin in the All tab to search OCI and Job Listings by Employer Name, Job Title, or Keyword.
- Use the filters to narrow your search by Metro Area (location), Fields of Study (your major), and Type of Job (Full-Time, Internship/Co-op, Part-Time/or Seasonal, or On-Campus).
- Create saved searches and set your settings to receive email notifications regarding new jobs.
- Go to the OCI tab to see employers using the system to schedule On-Campus Interviews. Follow the instructions to apply. This section is only for the employers using the system to schedule interviews. Many other employers come to Bradley's campus to interview, but they use their own online application system to collect resumes. You will find these opportunities in the All tab or Job Listing tab.

## **EVENTS**

- Scroll through the various events being offered by the Smith Career Center, including Job Fairs, Employer Information Sessions, Workshops, and Special Events. Don't use the search functions on the main screen. Instead scroll through and click on events that interest you for details.
- Register for an event (if applicable) so that it shows up in your My Events tab. You will also receive an email reminder about the event.

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- Search job fair employers by going to the event and then hitting the Employer tab. Here you will be able to see the list of registered employers. When you click on the employer name, you will see the full details supplied by the employer including Position Types, Job Titles, desired Field(s) of Study, Company Description, and if they are conducting After Job Fair Interviews.
- Add filters to narrow the list of job fair employers. In the Employer tab under an event, you will be able to select filters for Position Types, Field(s) of Study, and After Job Fair Interviews. These filters will help you research employers coming to a fair.

### **EMPLOYER RESEARCH**

- Begin your research and select your Targeted Employers.
- Search by Employer Name and view Industry, Website, and Description.
- View the employer's Activities, Contacts, Locations, Event Registrations, and Job Listings.
- Click on the Research tab to see data analytics. Bradley graduates report their hiring outcomes and this information shows up in the Post-Graduation Outcome or Internship data under the Research tab.

### **TASKS AND ACTIVITIES STREAM**

- Stay organized with your job search by using the Task feature.
- View Activity Stream to see other Meetings and Notes entered by the Smith Career Center.

### **OUTCOMES SURVEY**

- Complete an Outcomes Survey, if prompted and available to you. Bradley seniors will be asked to submit our First Destination Study Post-Graduation Outcomes Survey. Students will be asked to report an Internship Outcome.

### **RESEARCH**

- Check out the hiring and salary data available in the Research area.

### **RESOURCE LIBRARY**

- Discover a number of Information Guides and Resume Samples.
- Read helpful tips on Interviewing, Job Fair Prep, Career Exploration, LinkedIn, and more!
- Learn how to Register Your Internship/Co-op and have access to the Registration Forms.

### **HELP & SUPPORT**

- Go to the 12Twenty Guide, under Help & Support, to access interactive tips for using the system.
- Make an appointment with your career advisor to learn more about Bradley netWORK. You can call (309) 677-2510 or book online at <https://www.bradley.edu/offices/student/scc/staff/youcanbookme.dot>

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