This guide will help Students and Alumni navigate USC’s online job system, JobMate. Through JobMate you can:
• Keep your student profile updated
• View and apply for jobs
• Participate in on-campus interviews
• View and register for job fairs, information sessions and other career-related events.
• Connect with Mentors.

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### Steps to Register

**Step 1:** Go the Career Center homepage: [www.sc.edu/career](http://www.sc.edu/career)

**Step 2:** Click on the “Student/Alumni “tab under the JobMate icon (on the right side of the page).

**Step 3a:** If you are a registered user, type your username and password, then click “LOG-IN.”

**Step 3b:** If you have never registered, click the “Click here to register” for JobMate link. Complete your profile and click the “Register” button. You will receive an e-mail after your registration has been approved. You will use your Gamecock e-mail address as your username to register. If you wish to receive JobMate correspondence at a different email address when you fill out your profile, you may enter an alternate email address in the “preferred email” field.

**Note:**
If you forget your password, you can click the “Forgot your password?” link to have it reset and emailed to you. This link is on the login page.

### Drop-in Career Coaching Services

Career Center staff are available to assist you- no appointment necessary. Drop-in hours are as follows:

**Thomas Cooper Library, Level 5**
Monday - Friday, 1:00 - 4:00 pm

**Swearingen 1A01**
Career Center CEC Satellite Office  
Monday - Friday, 1:00 to 4:00 pm

Please contact us at 803-777-7280 with questions or for assistance using JobMate.
HOMEPAGE TOOLS

After logging in, you will be on the homepage. In the center of the page, you will find:

1. **Announcements**—Important announcements about Jobs, On-Campus Interviews, and Job Fairs and Events. This includes a link to watch the **JobMate Tutorial Video. Recommended by the Career Center.**

2. **Task List** - Required action you need to take in the JobMate system (i.e. if you have been selected to sign up for an interview)

3. **Upcoming Events** - Shows today’s and the next couple of day’s events. Click any event for details or click “view all calendar events” to view the complete calendar.

On the left side of the page are additional tools:

1. **Calendar** - You will see all upcoming job fairs and events and can click to obtain a list of the employers attending. You may also add events to customize this calendar for your view only.

2. **Resource Library** - Here you will find Career Center, job fair and JobMate resources.

3. **My Favorites** - This tool will allow you to view jobs that you have added from previous searches. All jobs will have a star to the right of the job title. Click on the box above the job title that reads “Add to My Favorites to add the job to your favorites. Click the box to the right of the job title that reads “Remove from Favorites” to remove the job from your favorites.

4. **My Partners** - This link allows you to view your social media connection for LinkedIn.com or Facebook.com.

5. **I want to...**

- **Report a Co-op Intern Hire** - This link allows you to report a co-op or internship offer that you have received and accepted. After you complete the template, you will be contacted by the Career Center to schedule a meeting to finalize the enrollment process. Please bring a copy of your offer letter and job description to the meeting. Information regarding financial aid, scholarships, housing and student activities is available at www.sc.edu/career/coop.

- **View My Activity** - This link provides you with quick access to your complete activity history in the JobMate system. See the next section of this guide for detailed information.

- **Saved Searches** - This link provides quick access to run searches based on job search parameters you have previously saved. **Recommended by the Career Center.**

**NOTE:** To select multiple items in a drop down menu, click each item and a check mark will appear to the left of the item. To select all items click on “All” at the top of the selections. To deselect all options, click “None” in the selection box above the menu items.

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CREATING YOUR PROFILE & VIEWING YOUR ACCOUNT

**My Profile**
Choose this menu option to update your personal information (password, phone number, cell phone number, e-mail, majors, GPA, etc.). It is essential that you maintain accurate and up-to-date information in order for employer searches to pull your profile. Be sure to select “yes” for “allow employer viewing” if you wish to be included in search results when employers search the resume database for students.

**NOTE:** All users will be required to agree to the JobMate No-Show Policy & Cancellation Policy (pages 4&5) and the JobMate Integrity Statement & Guidelines for Use (page 6).

**NOTE:** In addition to e-mails, JobMate can send students text messages about upcoming events, interviews and job postings. You must edit your profile and input your cell phone number, carrier and opt-in in order to receive text messages.

**My Documents**
You can upload Microsoft Word, PDF, or RTF documents into the following categories: Resumes, Cover Letters, and Other Documents. When you apply to jobs, you will only be able to select one document from each of these categories per job.

**NOTE:** When uploading more than one resume, be sure to mark your most general resume as your default resume (the resume em-
My Connections
This link allows you to view which employer contacts you already have established on LinkedIn and Facebook as you view internship and job postings. You must connect your account by logging into each site through JobMate.

My Activity
There are eight activity sections that you can view. For each, you will see your most recent system activities.

Referrals - Resumes you have submitted for an employer’s job or the Career Center has submitted on your behalf. (You will also be notified via e-mail when an employer accesses your resume).

Co-op/Internships - Details about Career Center co-ops or internships you have held.

Placements - Full-time positions you have held and details about them.

Schedules - On-campus interviews for which you are currently signed up.

Event Registrations - Job fairs and events for which you are currently registered.

Survey Responses - Allow you to see any surveys that you have completed in the system.

Job Agents - Allow you to receive e-mails or text messages of new job postings based on parameters you have set. You have the option to create a Job Agent after searching for specific job criteria. Click on “Email me New Jobs for this Search” in the center area above your job search results list.

Event Agents - Allow you to receive e-mails or text messages of upcoming events based on parameters you have set. You have the option to create an Event Agent after searching for specific event criteria. Click on “Email me New Events for this Search” in the center area above the event search results page.

Job & Event Agents are both strongly recommended by the Career Center

NOTE: Only students with “Full Access” JobMate accounts will be able to apply for positions and request on-campus interviews through the JobMate system.

EMPLOYER DIRECTORY

Be proactive in your job search! Choose the Employer Directory menu to search through our database of employers. You will see employers even if they do not have jobs or interview schedules posted currently. Click on the name in the “Contacts” section to view their contact information to reach them directly. You will only see the contact information for employers who have chosen to be visible to students.

JOB POSTINGS & INTERVIEWS

Use the Job Postings & Interviews tab to search job postings and identify which employers will conduct on-campus interviews for their position(s). If an employer plans to participate in an event or host on-campus interviews, you will see a box above the expiration date that will read “View Event” or “View Interview Schedule”. See the instructions below on searching jobs and requesting interviews:

1. Click the Job Postings & Interviews menu.
2. You will see the job results for all available internship and job postings.
3. To narrow the search, click on the advanced search link that is located to the right of the green search button. Enter additional criteria to receive fewer postings based on your interest. Click inside the orange box to see the menu options for each drop down menu.
4. Click on the Job ID or Job Title to view details about each job posting and how to apply. On the Search Results page, you can click the “Save Search” link and set up your account to easily run this search in the future. You can also click on the link “Email me new jobs for this search” to automatically receive updates on new jobs posted that meet your search criteria (Job Agents).
5. To apply for a position, read and follow the “Application Instructions” in the job posting. Additionally, “View Interview Schedule” or “View Linked Events” to see when the employer will be visiting campus. To open the interview schedule for details and to request an interview, click the schedule ID. You will see a button above the Posting Information section that reads “Request Interview”. If the employer has registered to attend an event on campus, you will also see a “View Linked Events” button.

Follow this link for tips on Avoiding Job Scams
INTERVIEW SCHEDULE TYPES

Open OCI Schedule - If you have a Full Access JobMate account, you will immediately be able to sign up for an on-campus interview (OCI), as long as you meet all qualifications.

Preselect-Structured OCI Schedule - The employer will pre-screen applicants who requested an interview. After applying, you will be notified via email whether you are selected as Accepted, Alternate, or Not Accepted. Only Accepted and Alternate students will be able to sign up for an interview. You will wait for structured time frames to be notified of acceptance and to sign up for interviews. This process can occur over the course of a few weeks. You should monitor your Task List Daily!!

Preselect-Rolling OCI Schedule - All of the steps of the Preselect-Structured OCI schedule above will occur, however, the timeframe will not be structured. Employers may accept a student for an interview at any time and allow the student to sign up for the interview time immediately. You should monitor your Task List Daily!!

INTERVIEW PROCESS

1) Request an interview before the Request Period closes.
2) You will be notified by JobMate (via email) of your status as Accepted, Alternate, or Not Accepted. You should also monitor your Task List Daily!!
3) Select an interview time slot before the Interview Sign-up Deadline.
4) The selection and interview time slot sign-up process typically occurs over a 7 day period.

<table>
<thead>
<tr>
<th>Day</th>
<th>Day 2</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>Day 7</th>
<th>Day 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students are notified of their status</td>
<td>Accepted students can begin to sign-up</td>
<td>Alternate students can begin to sign-up</td>
<td>Interview date</td>
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</tr>
</tbody>
</table>

ON-CAMPUS INTERVIEW GLOSSARY

Expiration Date - This is the last date that a student can request to interview with an employer who is scheduled to interview on-campus.

Interview Sign-up Deadline - This is the last day that a student can sign up for an interview.

Interview Date - The actual date that the interview will occur on campus.

NO SHOW & CANCELLATION POLICY

An interview “No Show” is defined as someone who: submits a resume expressing interest in an on-campus interview and is accepted by an employer for an interview; BUT
- declines the interview invitation for any reason other than having already secured employment; OR
- simply does not sign up for a scheduled interview time; OR
- cancels the interview after signing up for a scheduled interview time in less than 48 hours prior to the interview; OR
- does not report to the interview.

A student may decline an interview invitation (if having already secured employment) or may cancel an interview without incurring a no-show penalty IF they email the employer a letter of apology and explanation at least 48 hours prior to the interview date. If declining an interview invitation due to having already secured employment, the student must also complete the Career Center’s Annual Employment Survey online to report their hire. In both cases, the student should copy Kristin Knopf at knopfk@mailbox.sc.edu when he or she sends the letter of apology and explanation to the employer.

A Mock Interview “No Show” is defined as someone who: signs up for a mock interview with a Career Center staff member or employer volunteer; BUT
- Cancels the mock interview after signing up for a scheduled interview time in less than 48 hours prior to the interview; OR
- does not report to the mock interview.

An externship “No Show” is defined as someone who: signs up for an externship opportunity; BUT
- cancels the externship after signing up in less than the 48 hours prior to the externship; OR
- does not report to the externship.

A Spur Connections “No Show” is defined as someone who: arranges an information interview or job shadowing experience with a mentor in the Spur Connections database; BUT
- cancels in less than 48 hours prior to the interaction; OR
- does not report to the scheduled information interview/job shadowing interaction.

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NO SHOW & CANCELLATION POLICY CONT’D

First violation of the No-Show & Cancellation Policy: Students will be given 24 hours following the scheduled “event” (on-campus interview, mock interview, externship, or mentor information interview/job shadowing) date to write a letter of apology and explanation to the employer/mentor/mock interviewer as appropriate. Students/Alumni must email this directly to the employer/mentor/mock interviewer using the subject line “Letter of Apology/Explanation” and copy knopfk@mailbox.sc.edu in the Career Center. If preferred, students can submit two copies of this letter to Kristin Knopf in the Career Center with a stamped envelope that is addressed to the appropriate contact. If no letter has been written within 24 hours, the student/alumni JobMate account will be set to Inactive status until the letter is written.

Second violation of the No-Show & Cancellation Policy: The student/alumni JobMate account will be set to Inactive status for the remainder of the academic year. If a student/alumni JobMate account is set to inactive status, the student will not be permitted to participate in any previously scheduled or upcoming on-campus interviews, mock interviews, externships, or mentor information interviews/job shadowing until the account is returned to active status.

REMOTE INTERVIEW OPTIONS

Occasionally, candidates are unable to participate in on-campus interviews due to extenuating circumstances. The following criteria are examples of situations that may result in remote interviews with employers through USC’s On-Campus Interview Program, if the employer agrees:

- USC students who are studying abroad
- USC students who are on academic leave to complete foreign language study
- USC students participating in the National Student Exchange Program
- USC students who are interning or co-opping more than 40 miles from USC
- USC distance education students
- USC alumni who live more than 40 miles from USC

Remote interview options include both phone interviews and video interviews using Skype (or other technology), depending on student/alumnus access to technologies and the employer's preference. See A Student’s Guide to Remote Interviews in the JobMate Resource Library for more information.

JOB FAIRS AND EVENTS

Choose the “Job Fairs and Events” menu option to view and register for upcoming job fairs and events. You will automatically see a listing of all of the upcoming events. To narrow your search to specific events of interest to you, click on the “Advanced Search” link to the right of the green search button.

Click inside the orange box to view the menu options for each category.

External Recruitment Event: These events are held off site by employers with active accounts in JobMate. These events are being promoted by, but are not sponsored by USC.

Externship: These day-long “group shadow events” allow small groups of students to travel to employer sites to learn more about the employer through tours, presentations, observation, panel discussions, etc.

Information Session: Employers present to students about their organization and recruiting practices. If coordinated by the Career Center these are open to all students/alumni. If coordinated by the Moore School of Business’ Office of Career Management these are open to business students/alumni only who are required to register in advance.

Information Table: Employers set up information tables to talk informally with students. Typically these occur in the School of Business, College of Engineering and Computing, or the Russell House Student Union.

Job Fair: If coordinated by the Career Center these are open to all students and alumni. If coordinated by the Moore School of Business’ Office of Career Management these are open to business students/alumni only.

Orientation: Recurring orientation workshops for various programs such as the Career Center’s Community Internship Program (CIP).

Workshop-Career Center-TCL: Workshops held by the USC Career Center on Level Five of the Thomas Cooper Library

Workshop-Career Center-Sewarengen: Workshops held by the USC Career Center satellite office in the College of Engineering and Computing (either Sewarengen or 300 Main).

Workshop-Moore School OCM: Workshops held by the Darla Moore School of Business’ Office of Career Management in the Darla Moore School of Business

Other Career Event: Special events such as Etiquette Dinners, Lunch n’ Learns, Dress for Success programs, Job Search seminars/conferences, etc. Don’t forget to set up event agents to receive emails or text messages of events as they are posted!
SPUR CONNECTIONS

Use the Spur Connections tab to search for and contact practitioners who can help you learn about the positions and industries in which they work, as well as the course of study they pursued. Many mentors are USC alumni.

You will be able to contact potential mentors directly through JobMate for:
- Email networking
- Information interviewing
- Job shadowing

Students and alumni who wish to use Spur Connections should view the “Maximize Your Mentor” required online training. This brief presentation will assist you in understanding how to use the database, and includes sample emails you can use for reaching out to and following up with your mentors. It also provides helpful resources you will need to prepare for an information interview or job shadowing experience. See www.sc.edu/career/spurconnections

Career Development Coaches are also available to assist you with using Spur Connections.

INTEGRITY STATEMENT & GUIDELINES FOR USE CONT’D

-quences resulting directly or indirectly from or in any manner arising out of, or in connection with, my participation in this program.
- I agree that I am participating in this program for meaningful, professional, career exploration and networking purposes and not for solicitation or any other purpose.
- I agree to provide accurate representation of information in my JobMate profile, resumes, applications/interviews and all correspondence with employers and mentors.
- I agree to be professional in my interactions with employers and mentors, which includes attending and being punctual for events and interviews for which I signed up, appearing professional in dress and demeanor, and following through with my commitments and correspondence in a timely manner.
- I understand that this includes sending thank you letters/emails as appropriate. I am aware that I can contact the Career Center for resources to assist me in developing professional behaviors.
- For my safety, I agree to meet with employers/practitioners/mentors in public places, to be selective in providing my personal contact information, and to report any suspicious activity immediately to the Career Center.
- If I feel that I have been subjected to discrimination or harassment, I will report my concerns to the Career Center and will be assisted in taking steps to respond to the situation. I understand that I may also directly contact USC’s Office of Equal Opportunity Programs or Office of Sexual Assault and Violence Intervention & Protection if I feel that this is appropriate.
- I understand that I am limited to contacting five mentors each month.
- I agree to complete and submit a feedback report to the USC Career Center regarding the mentor connections I have made once an interaction has occurred. (I understand that once a mentor reports our connections, the Career Center will send me this survey)
- I agree to complete an annual evaluation of my experience of participating in the Spur Connection mentor program.
- I understand that the Career Center has the right to inactivate my account and participation in the program if I am found to be in violation of these Guidelines for Use or the Career Center’s No-Show Policy.

Integrity Statement

The initial tenet of the Carolinian Creed, referencing students’ obligation to uphold a code of civilized behavior, states, “As a Carolinian, I will practice personal and academic integrity.” When conducting a job search, interviewing with employers or interacting with mentors, your display of ethical behavior and professionalism may be perceived by employers/mentors as an indicator of your performance as an employee.

Unprofessional student/alumni actions may harm both the Career Center’s and the University’s relationship with employers/mentors, which can ultimately deny students/alumni opportunities.

Guidelines for Use
- Knowing, understanding, and in full, appreciating all possible risks, I hereby voluntarily and willingly assume all risks associated with my participation in this program.
- I agree to release and hold harmless the University of South Carolina for conse-

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Offer Acceptances

It can be damaging to your professional reputation to accept an internship or job offer and then renge on the offer. When you accept a position in good faith, the professional approach to the job search is to:

- Notify other companies for which you are an active candidate that you have accepted another offer
- Withdraw from the recruiting process in Job-Mate (interview schedules, externships, etc.)
- Notify the Career Center’s Recruiting Coordinator of your internship/job acceptance
- Complete the Career Center’s Annual Graduation Survey & Report Your Hire for internships and co-op positions.

For more information about ethical recruiting practices, review NACE’s Playing Fair—Your Rights & Responsibilities as a Job Seeker