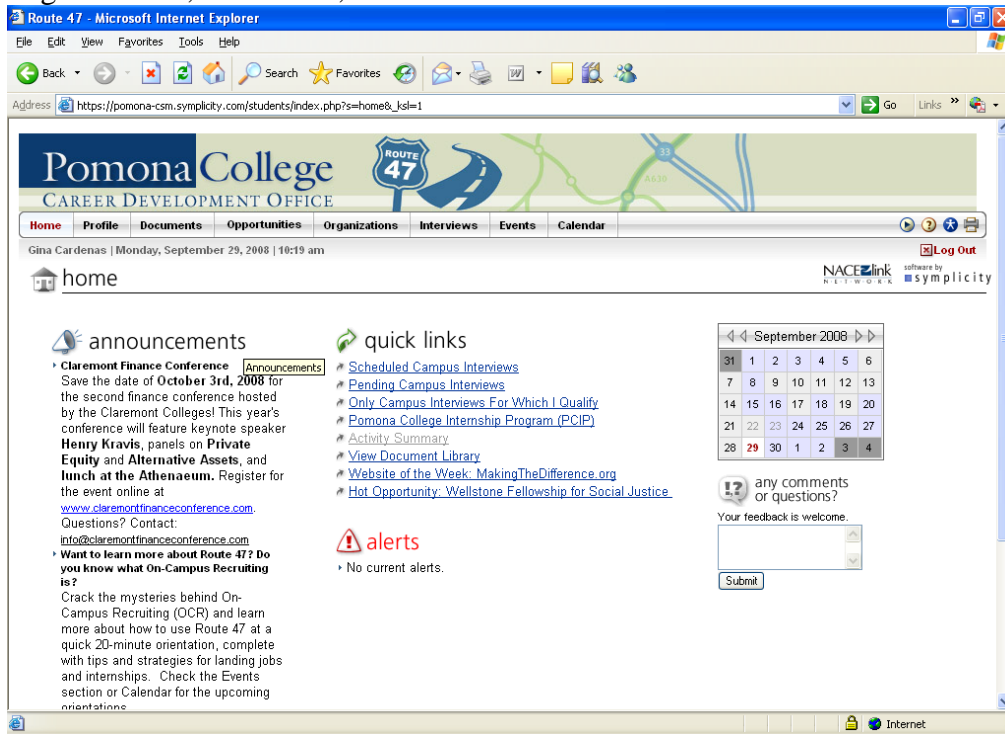


# Route 47 User Guide

**Welcome to Route 47!** This is Pomona College's entirely web-based recruiting system that houses On-Campus Recruiting, Internship, Full and Part-Time jobs and more. Here's how to get started:

Start at <http://www.pomona.edu/cdo/students/> and login at the right-hand side. Your login username is your student ID number (first 9 digits), and the password has been assigned to you. If you forgot it, you can have it e-mailed to you just by clicking "Forgot Password" underneath the Login box.

Once you've logged in, you'll be taken to the home page of Route 47. Once you've gotten started, the home page will alert you of pending events you've RSVP'd to and on-campus interviews or recruiting sessions you have indicated interested in. You'll see tabs lining the top section, with Profile, Documents, Opportunities, Organizations, Interviews, Events and Calendars.



The **Profile** tab is for completing your specific information (major, year in school, etc) so that Route 47 can be better tailored to your preferences. It is important to keep the information up-to-date, because it can affect what opportunities show up for you in searches; for example, some internships are only for rising seniors.

The **Documents** tab allows you to upload your resume, cover letter, transcript, writing sample, and any other documents you may need for your job search. Only employers from organizations to which you have applied will be able to access your documents here, and, if you indicate that would like this, your resume could be included in resume books sent to employers by Route 47.

The **Opportunities** Tab has several options.

**A. Route 47 Opportunities**

Clicking on this will take you to a section where you can view all of the available opportunities (jobs and internships, full and part time) and search for ones based on your preferences.

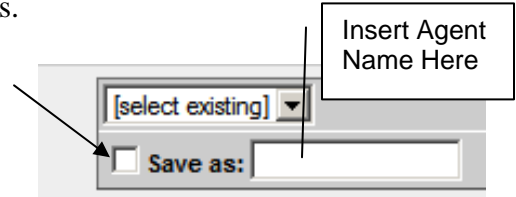
The screenshot shows the 'job postings' interface with several callout boxes:

- Top Left:** Only opportunities formerly housed in the InterviewTRAK section; opportunities part of on-campus recruiting
- Top Right:** Formerly both MonsterTRAK and InterviewTRAK jobs; therefore this includes on-campus recruiting opportunities, opportunities not part of on-campus recruiting, student employment, PCIP, and Career Fair
- Middle Left:** These are opportunities where the organization is attending a career fair at the Claremont Colleges
- Middle Right:** Jobs section of MonsterTRAK; opportunities not part of on-campus recruiting; student employment & PCIP are in this section
- Bottom Right:** This is a sub-set of "On-Campus Interviews"; this section includes only opportunities part of on-campus recruiting where the person's profile meets the job/internship qualifications

You may search on a variety of qualifications. *Show Me* will display types of jobs including On-Campus Recruiting opportunities, Career fair opportunities, and more. Position Type is where you can search for full time, part time, internships, on-campus and summer jobs, etc. You can also do an industry or keyword search. **Please be aware, all resume submission deadlines begin at 12:00 PM (midnight) on the first date and end at 11:59 PM Pacific Time on the last date.**

You can conduct a simple search at the top, or click on the "Advanced Search" tab to narrow your choices even more. As you find opportunities that interest you, you can select them as "Favorites" and refer back to them using the Favorites tab. You can also manage your applications using the "Application" tab. When looking at opportunities, be sure to click on the Job Title. Clicking on the Employer will take you to the Employer information and provide you with all their currently available positions.

A **Job Search Agent** is a saved job search; you can set the agent to run the job search as often as you'd like and send the jobs directly to your inbox. To set up a job search agent:



- 1) Go to "Advanced Search"
- 2) Mark the check-box, and create a title for your Search Agent. See diagram to the right.
- 3) Go through options and create select the options that will pull the opportunities that you are looking for.
- 4) Hit Submit
- 5) Go to "Search Agents"
- 6) Open your saved search. Select "Enabled"
- 7) Modify the frequency for how often you would like the job search agent to run and send you results.
- 8) Hit Submit

### B. *NACELink Network Opportunities*

This section allows you to search (by keyword and by location) NACELink's partner websites for further opportunities that are open beyond the Claremont Colleges.

### C. *Career Access Resource Library*

This section allows you to search our expansive library for books on everything from graduate school test prep, career counseling guides and occupation-specific resources. It also includes thousands of websites filled with career information, job and internship listings, and graduate school information.

### D. *Internships.com, Sagehen Career Connection, Idealist.org and GraduateGuide.com*

These links are affiliated with or endorsed by the Career Development Office as excellent resources in addition to Route 47.

Internships.com is a large database of internships all over the country.

Sagehen Career Connection is a database of alumni who have indicated a willingness to connect with students interested in their field.

Idealist.org is a database of non-profit and social justice related work.

GraduateGuide.com is a web-based guide for all graduate schools and gives application and career planning advice.

The next tab is **Organizations**. This tab can be used to find further information about certain employers, such as their industry and their available positions. You can also add certain employers to your Favorites tab by clicking the "Add Employer to Favorites" action.

The **Interviews** tab allows you to manage your participation in On-Campus Recruiting, as well as interviews that may take place off-campus. You can see both your scheduled interviews and manage any interview requests employers have made for you based on your profile, or submitted application documents.

The **Events** tab manages both your personal upcoming events for which you have indicated interest (organization info sessions, grad school exams, etc.) and events put on by the Career Development Office such as the Career Fair. You can RSVP for events on this tab, and see both events only at Pomona, 5C, or 7C. There will be organization events, which are put on by the employer and may be a workshop, info session or a Q&A, and CDO events, which are put on by the Career Development Office specifically to help Pomona students.

Finally, the **Calendar** tab is used to both see events in a day, week, month or year length of time, but can also be used as a personal calendar. You can set personal reminders and use it to manage your application deadlines.

To apply for an opportunity that requires you to **submit your documents through Route 47**, follow these steps:

**Duration:** 2008 - 09 Academic Year

**Approximate Hours Per Week:** 8 hours/week

**Attachment(s):**

**Title**  
Development Assistant Application Form  
**File Name**  
[Development Assistant Application Form.doc](#)  
**Size**  
27648

**Contact:** Tricia French

**Additional Documents -** Cover Letter, Other Documents

First you need to download any additional documents or applications (if requested) and complete it.

Create any requested documents. If it says "Other Documents" check the job description to find out what you should add.


CAREER DEVELOPMENT OFFICE


Home Profile **Documents** Opportunities

Kristina Sanchez (TEST) | Thursday, October 2, 2008 | 6:58 PM

documents

Documents Resume Book Document Library ?

 During peak times, your documents submitted for PDF creation may be done using one of the many PDF creation tools that are not compatible with our system. **Deleting the document and re-uploading will correct this issue.**

 To view PDF files, you may need [Adobe Acrobat Reader](#).

Showing 10 at a time: 2 items

Document Title	Document Type
<a href="#">Science Resume</a>	Resume
<a href="#">test</a>	Cover Letter

[Add New](#) Showing 10 at a time: 2 items

Go to the documents section

Click "Add New"; Then add a Resume, Writing Sample, Cover Letter, and then the completed application that you've filled out.

**Application Status**

**Note on requested documents:**

**Attached Application Form**

If you wish to apply, please select the document(s) to include and click Submit.

Choose a Resume to submit for this position.

Resume: Science Resume\*

No writing samples found!

Writing Sample:

Choose a Cover Letter to submit for this position.

Cover Letter\*:

Other Documents\*: No other documents found!

Enter any extra notes you want the employer to see.

Notes:

Go back to the job. Then select your document from the drop-down in each category.

Hit Submit, and your application is complete.

e College and the  
na's future find the most

If made up of the  
of Foundation and  
porate grants that  
?), primarily responsible  
will help the College to  
tween the College and its

If you have any questions, you can always call the Career Development Office at (909) 621-8144 or stop by at Suite 148 in the Smith Campus Center.