

SPARTAN CAREER PATH: STUDENT AND ALUMNI REFERENCE SHEET

Access the York College of Pennsylvania myYCP Portal Page
1. Go to the York College homepage: http://www.ycp.edu/ Click 'Menu' in the top right, then at the bottom right of the page, click on the MyYCP link.
2. From there, you will enter your YCP username and password to log in. Your username is your YCP email address.
Access Spartan Career Path
1. On the left hand side of your portal page, in the Main Applications section, click on the green "C" icon. You will be automatically signed into your account.
*Please note, you must complete your Profile before you can search/apply for jobs.
2. Click on the My Account tab on the left side of the page. Complete the required fields in the following drop-down sections: Personal , Academic , and Privacy . Required fields are identified with a red asterisk.
3. Make sure to click Save Changes and Continue at the bottom of each page. Be sure all fields with an * are completed.
Locate and Apply to On-Campus Student Employment Positions
1. Click on the Search for Jobs, Internships & On Campus Interviews tab on the left side of the page.
2. Click on Search for Jobs from the drop-down list to view posted jobs.
3. Click See all jobs under the search button.
4. Click the Position Type option and select On Campus Student Employment to display all current on-campus positions.
5. Click on the position that interests you to gain more information about that position.
6. Once you see a position to which you want to apply, click on the Resources for Students & Alumni tab on the left side of the page.
7. Click Document Library from the drop-down list.
8. Type Student Employment Application in the search box.
9. Download, complete, and sign the On Campus Student Employment Application using Microsoft Word or similar software (do not hand write).
10. Upload into your Spartan Career Path document section, labeling it as the Student Employment Application (see <i>detailed instructions below to upload the document</i>).
*Please note, all on-campus positions require you to upload a Student Employment Application before you will be able to apply for that position. (See "Prepare and Upload..." section below)
Search for Jobs and Internships
Basic Search
1. Click on the Search for Jobs, Internships, & On Campus Interviews tab on the left side of the page.
2. Click on Search for Jobs from the drop-down list to view posted jobs.
3. Select See all jobs under the search button. This will display all posted positions.
4. Use the All jobs & interviews , Position type , Industry , Job function , & More filters tabs to filter the results and display more specific sets of job postings.
Extended Job Search- provides an additional national/international search
1. Click on the Search for Jobs, Internships, & On Campus Interviews tab on the left side of the page.
2. Click on Extended Job Search from the drop-down list. A new browser tab should open.
3. Type in a keyword and location. You may search international postings by entering the country location.
4. This will bring you to a job listing including job title, company, and location.
5. Selecting the one that interests you will bring you to the company's site that gives details about the job and how to apply.

*Please note: You MUST have a resume in the system before you may apply for a position.

Resumes of SOPHOMORES, JUNIORS, and SENIORS require approval by Career Development. Please allow time for this in your search time line.

Upload Documents

1. Click on the **My Resume & Documents** tab on the left side of the page. Select **Approved** from the drop-down list.
2. Click **Add New**. Label the document and select type (student employment application, resume, cover letter, etc.)
3. Click on the **Choose File** button to upload from your personal files or thumb drive.
4. Click **Submit**. You have now successfully uploaded your document.

Apply for a Position

1. Locate the position you wish to apply for, and click the **Apply** button at the top, right of the page. Or,
2. Follow other additional instructions that appear under 'How to Apply.'
3. To view the positions you have applied for, click on **Search for Jobs, Internships & On Campus Interviews** on the left side of the page. Select **My Job Applications**.

Applying for On Campus Recruitment (OCR) Interviews with Off-Campus Employers

1. In the **On-Campus Recruiting** button on the right side of the home page; click on **Campus Interviews I Qualify For**
2. Click on the interview that interests you to gain more information.
3. Click the **Apply** button to apply for an OCR interview that you are interested in.
4. Since each position has different requirements for applying, pay attention to specific application requirements.

*Employers will review resumes and select candidates that they want to interview. If chosen, you will receive an email that will invite you to select a time slot to be interviewed. You will choose your time slot by following the directions in the email and logging into Spartan Career Path.

*On the day of your interview, you should report to the Career Development Center, Campbell Hall 200. (Remember to be professionally dressed, well prepared, and arrive early!)

Schedule a Career Development or an Academic Advising Appointment

1. On your Spartan Career Path homepage, click on **Schedule an Appointment** under "My Appointments" on the right.
2. Click on the **Choose** button and select the appropriate department by clicking the circle to the left.
3. Click on the arrow next to the department choice and select the appropriate topic. A topic **must** be selected. Click **Done**.
4. Scroll down. Leave the date and time options blank to view widest availabilities. If there is a specific advisor you would like to meet with- check their name under the 'Professional Staff' area.
5. Click **Check Availability**. You will then be shown upcoming available appointments. Once you find a date and time that works for you, click on the counselor's name that corresponds with your preferred appointment date and time.
6. A new window will appear to confirm the appointment. You will be required to select an appointment length and add additional notes to give the counselor details about what you'd like to discuss during your appointment. Click **Submit Request** to schedule.

Find and Register for Events

1. Click on the **Events & Workshops** tab on the left side of the page.
2. From the drop-down, select the type of event you are interested in (**Career Expo** or **Workshops**).
3. Click on the event that interests you to gain more information about the event. Click **Add to Calendar** or **RSVP**, if applicable.

*You may schedule a Mock Interview with the Career Development Center or utilize the Mock Interview component in Spartan Career Path to practice on your own. The Mock Interview component of Spartan Career Path can be found under the Resources for Students & Alumni tab.