

THE GATE POLICY & FAQ For Citadel Students



21 Sep 2010

Cadet, Undergraduate Evening, Graduate, Active Duty, Veterans' Program

www.citadel.edu/career_services/TheGate.htm

WHAT IS THE GATE:

The Gate is an online job board, resume database, announcement portal, and more!

- Learn about the Recruiting Organizations (employers & graduate schools) interested in Citadel students,
- Search for (and apply to) Employment Opportunities (full time positions upon graduation, internships, summer/seasonal jobs, and part time for evening students),
- Plan your participation in Citadel Career Fairs,
- View Announcements about career-related events and information from the Career Center and Recruiters (employers & graduate schools),
- Participate in On-Campus Interviews, and more!

GETTING STARTED:

- **Access an existing account / register for a new account through the [Student GATE Login at www.citadel.edu/career_services/TheGate.htm](http://www.citadel.edu/career_services/TheGate.htm).** This service is FREE to Citadel students!
- **NOTE:** When first registering for an account, you will be sent an email to verify that the email address is valid. Your registration cannot be activated at our end until you click the link provided in the message (or copy/paste into your browser).
- Once your account has been activated, you will receive a Welcome email with login instructions.
- Citadel students may use their Citadel email or a personal email. If a personal email is used, please be sure to use something professional.

POSTING & PRIVACY INFORMATION:

The Citadel Career Center makes every effort to allow only legitimate employers & graduate schools to post legitimate opportunities in *The Gate*. However, we cannot do a complete check into an organization's background or take responsibility for the actions of employees of individual organizations who post their opportunities with us. It is up to students to use reasonable caution when entering personal information on resumes and employment applications. Additionally, it is also up to the job seeker to verify the accuracy of all opportunities. The Career Center shares information with students from interested employers and graduate schools; we do not endorse any particular one. In the unlikely event that a problem is encountered with an organization listed through our office, please notify The Citadel Career Center promptly.

Please visit www.citadel.edu/career_services/privacy.htm for our *Privacy Policy & User Information Related to The Gate*.

THE GATE FAQ:

- 1. Why do I see references to "alumni" in the student login and other sections of my account?**
 - A.** The system (NACELink Network) that powers *The Gate* is designed with current students as the main job seekers for all colleges and universities using the software. Alumni use the same interface and thus, where possible, we have inserted "students/alumni" so that alumni know they are in the correct place to access their accounts.
- 2. I just registered/logged in for the first time and I cannot upload a resume. What is happening?**
 - A.** Before students may access posted jobs, upload documents (i.e. resume, cover letter), or participate in On-Campus Interviews (OCI is held fall and spring semesters only), you must first complete the required sections of 'My Gate Account'. The "completion status" chart on the far right of your 'My Gate Account' tab will let you know what sections you have not completed and if you try to access something before required fields are completed you will receive a prompt to complete them.
- 3. How do I upload a resume for use in *The Gate*?**
 - A.** Go to the 'My Resumes/Career Document Library' tab on your home page and in the first sub-tab (Processed Resumes/Cover Letters/Etc), click "Add New" to name and select the resume you wish to upload. The first resume you submit for use with *The Gate* will need to be processed by The Citadel Career Center before you may access it. This is so that we may confirm your student status. We will not review your resume other than to make sure you are a current student. Please refer to www.citadel.edu/career_services/ResumeSamples.htm for resume information, construction tips, and samples so you may upload a "recruiter-ready resume".

After you submit your first resume, you will see it in the 'Pending Resumes/Cover Letters/Etc' sub-tab until it is

processed and then it will appear in the 'Processed' sub-tab. The Citadel Career Center will process uploaded resumes to *The Gate* throughout the day, Monday-Friday during business hours. You will receive an automated email once your first resume has been processed. From here on, you will be able to upload additional resumes, cover letters, or other career-related documents as needed. Be sure to appropriately name these documents so that you know which one you are submitting to recruiters.

For more information on resumes as they relate to *The Gate*, please refer to [Your Resume And The Gate at www.citadel.edu/career_services/TheGate/Resume_TheGate.pdf](http://www.citadel.edu/career_services/TheGate/Resume_TheGate.pdf).

4. What is a “default resume”?

- A. The default resume is the resume that recruiters will see in Resume Books if you have chosen to activate that feature under the 'Privacy' tab in 'My Gate Account' AND if you have clicked 'Make Default' beside the resume. Your default resume will also be highlighted at the top of your resume list every time you submit your resume, though other resumes will also be available for submission to postings (if you upload others).

5. Will my use of email spam filters affect my use of *The Gate*?

- A. If you use filters on your email account please note that this may prevent you from receiving messages sent by the Career Center via *The Gate*. We use CareerCenter@Citadel.edu or individual staff email as the addresses, so please be sure the messages can be received. Note that some messages are sent on behalf of recruiters, while others are from our office. Additionally, should your filters require the recipient to complete a survey to allow the message to be received by you, please know that employers will not take such extra steps to reach you. While spam messages are aggravating, you may want to remove filters that may prevent contact with potential employers during your search or implement other measures (such as creating a separate email account for your job search) to ensure receipt of these important messages.

6. How often should I visit *The Gate*?

- A. Students should refer to their account with *The Gate* regularly to update profile information as needed, research the recruiting organizations in the system, apply to positions of interest, upload documents (resume, cover letter, etc.), participate in On-Campus Interviews (OCIs are held in fall and spring semesters only), plan participation in Citadel Career Fairs, learn about upcoming Events hosted by the Career Center or Recruiters, view career-related Announcements, and more.

7. How do I search for Jobs or Internships?

- A. To understand how you will use *The Gate* to search for employment opportunities, it is important for you to recognize that *The Gate* is powered by the NACElink Network (a national recruiting network made up of 3 organizations, including a professional organization of which The Citadel Career Center holds membership).

On your home page for your account with *The Gate*, click the 'Jobs & Internships' tab. There are 2 options.

1. *Postings for The Citadel*. These are mostly postings submitted by recruiters specifically seeking Citadel students and/or alumni as candidates. Employers that contact The Citadel Career Center will be directed to post their opportunities here to connect with interested students (and alumni). Recruiters who have a general NACElink Network account may also submit their postings to reach multiple schools using the system at one time.

When using the various search criteria to find the type(s) of position(s) you seek, be sure to try a few different approaches recognizing that the more criteria you list, the more narrow your search has become. Also try using only “keywords” or the advanced search.

2. *NACElink Extended Job Search*. These are job postings made available through the NACElink Network (powers *The Gate*) for all colleges using this system. You may search nationwide, as well as internationally.

8. Why are some of the 'Postings for The Citadel' about specific jobs, while others lead me to the company's website or another job board?

- A. Some employers have multiple jobs that they wish to post for students or alumni of The Citadel. And if they already post them on their own job board or website, the Career Center suggests that they submit a “general posting” to *The Gate* so that they do not have to replicate what they have already done. And some may still post specific jobs in addition to a general posting. Often this is done to make you aware of certain jobs or to highlight those that have short windows of time in which applications may be received. To search for the type(s) of position(s) you seek and capture the “general postings” among them, try using the “keywords” search in addition to other search criteria.

9. How do I search for postings about programs of Graduate Study?

A. Graduate Schools may use *The Gate* to share information about their programs of graduate study. Since the system that runs *The Gate* is designed with job postings in mind, Graduate Schools will use the same job posting forms to post their program information. To search for such postings, go to the 'Jobs & Internships' tab on your home page, select the 'Postings for The Citadel' and then in your search use "position type" of "graduate school".

10. As the end of the Spring Semester approaches (late April/early May), when will "seniors" and graduating "graduate students" become "alumni" in *The Gate*?

A. Seniors and graduate students who complete their coursework in May will retain their "senior" or "graduate student" status in *The Gate* until early June when their status will be changed to "alumni". Those who complete their coursework in August will be changed to "alumni" status in early September. This is to allow them the opportunity to continue viewing postings that were previously submitted for students and will expire within a month after they have officially become alumni of the college. Thus, it is recommended that recruiters posting positions in late April that are to run a month or longer should select "seniors", "graduate students", and "alumni" as their applicant types to ensure that recent graduates are able to view them. To clarify that a recent graduate is specifically being sought as a candidate, it is suggested that recruiters include a note in their posting that they seek members of the Class of XXXX. (Also note that if you graduate in the month of December, you will be given "alumni" status in *The Gate* in early January). When your status is changed from a current student to an alumnus in *The Gate*, you will be sent an email notification.

11. Am I able to view all the recruiting organizations registered to use *The Gate* or only the ones with current job or graduate program postings?

A. Yes, you may view all the recruiting organizations registered to use *The Gate* regardless of whether they have a current posting. Through your home page, go to the 'Recruiting Organizations' tab and you will see the alphabetical listing. Use the search tools to find specific types of organizations. All recruiting organizations are invited to complete an organization profile in order to provide students with a thorough background of the organization. However, some may choose not to complete this section in its entirety and students are encouraged to conduct their own searches outside of *The Gate* to find additional information as needed.

12. Why is the 'On-Campus Interviewing' tab grayed out on my Home page?

A. On-Campus Interviews (OCIs) arranged with Recruiters for Fall 2010 and Spring 2011 are expected to be posted on this tab of *The Gate* starting Fall 2010. The tab will remain grayed out until OCIs are posted. Details on how students may participate will be provided by the Career Center late summer/early fall on *The Gate*, via the Career Center website, and by email messages.

Recruiters who arrange an OCI date to follow their participation in The Citadel Fall 2010 Career Fair or the Spring 2011 Career Fair will be noted on the OCI Schedule at www.citadel.edu/career_services/OCI.htm. And email alerts will be sent to students when OCIs are scheduled after the fairs have taken place. Please email Celeste.Melvin@Citadel.edu if you have questions.

13. On my Home page, I noticed the 'My Resumes/Career Document Library' tab. What will I find there?

A. The 'My Resumes/Career Document Library' tab contains access to documents associated with your use of *The Gate*. It is where you upload resumes, cover letters, a reference page, and other application materials. (See #5 & #6 above). It is also where the Career Center will provide a variety of documents related to your use of *The Gate*. This other section is the 'Career Document Library' sub-tab and it may also be accessed by the 'Document Library' shortcut on your home page. For a screenshot of this tab, please go to www.citadel.edu/career_services/TheGate/Screenshots/DocumentLibrary.JPG.

The following types of documents will be shared with students in the 'Career Document Library'.

- a. **Career Fair Detailed Participant Information.** Through the 'Events' tab, you will find a listing of the organizations participating in the upcoming career fair, along with links to their websites. However, in the 'Career Document Library', you will find a more detailed set of information on the participating organizations based upon what they provided on their registration form. Refer to this document to learn more about each organization and the type(s) of candidate(s) they seek. The document will be updated regularly, while the listing at the 'Events' tab is automatically updated as career fair registrations are processed by the Career Center.
- b. **Graduate School Information Tables.** Graduate schools may arrange to host information tables, typically set up in the front lobby of Mark Clark Hall, to share program details with interested Citadel students. Flyers

about information tables will be shared in the 'Career Document Library'. Also search the 'Jobs & Internships' tab for graduate school information postings; graduate schools hosting information tables on our campus are encouraged to post information on their programs.

- c. **Flyers from Recruiters.** Recruiters may have special programs taking place on or off campus that they wish to share with you. They are encouraged to attach them to job postings or graduate school information postings they submit to *The Gate* (see the 'Jobs & Internship's tab). Sometimes the Career Center will replicate them in the 'Career Document Library'.
- d. **Job Information from Recruiters not in *The Gate*.** Some recruiters may not be able to post their opportunities within *The Gate*. In these limited circumstances, the Career Center will post an announcement for them in the 'Career Document Library' as time allows. Visit this section from time to time to see if there are postings of interest to you and apply directly to the employer as indicated.

14. What types of Announcements are shared on the home page of my Gate account?

- A. The Citadel Career Center will use the Announcements' section to share information about your use of *The Gate*, upcoming events they are sponsoring, and information being shared by employers and graduate schools. Some information is also repeated on the Calendar and within the 'Career Document Library'.

15. How may I set up "Search Agents" to assist in my search of the job postings on *The Gate*?

- A. From your Gate home page, take the following steps:
 1. Click '**Jobs/Internships**' tab to access "Postings for The Citadel".
 2. Next, click '**Advanced Search**'.
 3. Check the box beside "**Save As**" & name the search agent (i.e. Charlotte Jobs, Internships, Marketing, etc.).
 4. Set search criteria in the search fields and then click "**Submit**".
 5. Go to '**Search Agents**' tab and click "**Schedule**". Select "**yes**" to enable the search agent and then specify how often it should email you results.
 6. Update your Search Agents as needed.

16. What is the difference between an "Inactive Account" and a "Disabled Account"?

- A. If you do not login to your account at least once every 60 days, it will go into an "inactive" mode. To re-activate, simply login to your account. (Follow the prompts for "forgot password" if you need a new temporary password emailed to you). However, after 6 months of non-use, an account is "disabled" and will require you to email us at CareerCenter@Citadel.edu to re-activate it.
- B. After 1 year of non-use by members of the most recent graduating class (and alumni), we will attempt to contact you by email to determine if you are still using your account. If you do not follow up as indicated, we will close the account. (Students will be able to retain their accounts during their Citadel career).
- C. Thus, if you elect to have your resume appear in the Resume Book and your account goes into either an "inactive" or "disabled" mode, your resume will no longer appear in the Resume Book. This is a default feature designed to keep the Resume Book as current as possible. Those who allow their accounts to go inactive or become disabled should not be perceived by potential employers as actively seeking employment. However, as a professional courtesy, it is best for students to set their Privacy tab to "No" to keep their resume out of the Resume Book when not actively seeking employment.

For more information on resumes as they relate to *The Gate*, please refer to *Your Resume And The Gate* at www.citadel.edu/career_services/TheGate/Resume_TheGate.pdf.