Start your future now….

CareerSearch Alumni Users GUIDE

Office of Career Services: Carroll Hall, Room 311
Phone: 540-464-7560
Website: http://www.vmi.edu/careerservices

About CareerSearch:

CareerSearch provides you with access to a powerful networking database with more than 10 million contacts from over 4 million companies nationwide. Our database is compiled from the most respected, industry-specific sources. Search for information on a particular company, person, industry or location using a variety of search options. Log in now to see just how effective this tool can be at meeting your business or job search needs.

Using CareerSearch:

- Go to the VMI Career Services website at: www.vmi.edu/careerservices

- Click on Alumni, then click on Career Information Resources link, scroll down the page, then click on the CareerSearch link and click on it.

- You will now see a brief explanation of CareerSearch followed by a link to access tutorials on how to use the system.

- Next, under **New Users** you will be prompted to sign in **to Create an account**. Click here and you'll need to complete all the information under **New User Sign-Up**. In the **Client Referral** box type in: vmiva. The starred fields are required. Once all required blocks are filled in, click on Create Account. You may need to reenter a username if the first username was already taken.

- Now you're in CareerSearch and can use any of the following features:

    - **US Search**: Search by Industry (Name, SIC Code, NAICS Code, Products or Services, Size) , Location (State, Region, Metro, Zip, or County) or by Keywords. This allows for tremendous search capability in all areas or combination of areas.
    - **Quick Search US:** Here you can search by Key Words, location or a combination for keywords, terms and locations.
    - **IT Department US:** This has search criteria arranged around Software/Systems: Software (Database management software, Programming languages, or Operating systems) or Systems/Servers (Mainframe systems or midrange systems), Industry, Location or Keywords.
    - **Search the News US:** Here you can search by new articles in the following categories: Publication title, Article title, Article Author, City, State/Province, Company Name, Contact, Keywords, SIC, DUN number, or Ticker.

- **Contacts Search:** Here again you can search by contact (first/last name), contact position, title or Industry, Location, or Keywords.
- **Find an Internship:** Search by Company (Company Name or City), Position (Position Title, Paid/unpaid, Duration, Keywords), or Contact (First Name, Last Name or Title).
- **Search by Major:** When you select your major, a number of concentrations and specializations will appear to more specify the interest/search capability.
- **Canada Search:** Similar to the US Search that includes Contacts, Industry, Location or Keywords to specify the type of search.
- **International Search:** Also similar to the US/Canada Search in that it allows for Contacts, Industry, Location and Keywords to specify the type of search.
- **Business Information Resources:** Business Information can be searched by Association, Magazines/Journals, Newsletters, Trade Shows, Directories/Databases, or Websites.
- **News Watchlists:** This search can include the Name of the News Watchlist, Article keywords, company name, contact name, city, state, country or by timing of when article was published.
- **Corporate Affiliations**: Here you can search by company name, location, and keywords combined.
- **Create a Career Fair Report**: Use the Career Fair Tool to research companies that will be making visits to your school. You may save your data in a report for students to access at any time.

- There are other Helpful features under **Other Helpful Offerings** such as:

  - **Salary Wizard**: This is one of the most reliable sources to find current salary information.
  - **Top-Rated Cities:** The Top-Rated Cities Guide provides an in-depth perspective of most major metropolitan areas in the United States. Compiled by Grey House Publishing, the content includes details on employment, population and government statistics for each. Cost of living data is helpful in understanding quality of life issues.
  - **Nations of the world**: The Nations of the World reports provided by Grey House Publishing profile 231 nations and self-governing territories around the world. These comprehensive PDF reports provide current facts and figures as well as insight into both dramatic and less significant events that change the political, economic and business climates of the world. The report includes detailed historical information including political structure and parties as well as a look into the country's population, labor market, media, trade, industry, agriculture and energy.
  - **Tutorials**: This provides 10 important tutorials to using this system effectively.