About CareerBeam:
CareerBeam provides a one-stop shop for all of your career development needs. This program covers the basics of career exploration to strategically planning a job search. CareerBeam can help in every stage of the process by providing assessments, guides, and research tools.

Using CareerBeam:
1. Go to the link provided, to access CareerBeam: http://cb.careersearch.net/login/?school_id=2470.

2. Under the Log In area, you will see New User? Click on Register Here to get started. Complete the needed information within the texts boxes. Note that your VMI email will be your Username. Once fields are completed, click Create My Account.

3. We will activate your account and let you know when your account has been activated.

4. Now you’re logged into CareerBeam and can use any of the following features:
   - **Career Exploration**: The Career Exploration menu will help you narrow down some career choices by helping you assess yourself, define your preferences, and create a plan based on these.
     - **Assessments**: Available for these areas: Values, Temperament, Personality, Interests, and Skills & Talents.
     - **Options/Preferences**: Assessments to help you understand your preferences in: Industry, Location, Corporate Culture, Entrepreneurial Attitude, Leadership, and Networking
     - **Career Decisions and Vision**: Career Decision Making Matrix, Synthesis, and Vision
   
   - **Career Planning**: This menu helps you focus on the elements within your control to find the best career options for you. This section will help you set goals and manage your productivity.
     - **Ideal Work Environment**: Assessments can help you narrow down the industry, corporate culture, and location that could be best for you.
     - **Networking for your Career**: Several guides on how to create a network and stand out among your peers.
     - **Managing your Career**: Decide what steps are next to develop your career path and create an action plan.
   
   - **Getting the Job**: This section will help you develop the materials and skills you will need to stand out in your job search. You will find guides and samples here.
     - **Your Pitch**: Also called the elevator pitch, find information on how to successfully explain who you are and what you do to make a positive first impression.
     - **Resume**: Read guides on how to get started, sample templates, and samples of complete resumes. Review checklists to make sure your resume is effective.
     - **Cover Letter**: Learn how to get started, create your own, or read samples. Also review checklist before submitting to an employer.
     - **Interview Preparation**: Understand the employer perspective, review sample interview questions with tips on how to answer each, browse the interview video library to watch interviews taking place, and record your own practice interview to see how you sound and look when you answer questions.
Follow-Up: Learn how to follow up after an interview or site visit. Review sample thank you letters and reference sheets, and learn to create your own.

- **Research Tools**: Research companies by industry, location, or keywords. Narrow your search by major, NAICS codes, or size. You can also search for contact information for people in different companies or alumni. Review salary information and location rankings before you commit on an offer.

- **Job and Internship Postings**: Under Getting the Job, you can search for permanent or internship opportunities in the US or worldwide. You can narrow you search by company, location, or keyword/skill.

There are additional helpful features under **My Account** such as:

- **Job and News Alerts**: Create job and news alerts for positions or news in your industry as it becomes available on CareerBeam.

- **Saved Jobs and Companies**: As you complete research, save jobs and companies to review later. Be sure to check back often to compare jobs you have saved. You can also create a Campaign or action plan to help you define goals for your job search.

- **Calendar**: Keep track of due dates for applications, when you need to follow up, and interviews in the CareerBeam calendar. You can set reminders to complete tasks such as having your resume reviewed. The calendar can help you keep up with your Career Action Plan.