

# JobFox User Guide

Version 1.0



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## Accessing JobFox

JobFox is found on the web at <http://nicholash2.sgedu.site>. JobFox is compatible with all modern Web browsers, including mobile browsers.

JobFox does not currently have an offline version.

## Registering for JobFox

New Users can register for JobFox by visiting the homepage of the website at <http://nicholash2.sgedu.site> and clicking the Register button in the carousel. If the carousel does not have a Register button, navigate to the proper carousel page by clicking the Forward ( > ) or Back ( < ) carousel buttons until the Register button appears.

Clicking Register will take the User to the registration form. The User will create a Username and Password, and provide an email address. The User will then click Submit, and will be registered for the site.

## Navigating JobFox

Navigation links are persistent at the top of all JobFox pages. Navigation options include Home, Careers, Degrees, Match, and Profile. Clicking Home from any JobFox page will always return the User to the JobFox home page. Navigation options may depend on the User's group assignment. Not all options are available for all User levels. Unregistered Users will only see the Home navigation link.

## Completing a JobFox Survey

From the JobFox navigation menu, click Survey. The JobFox survey page will appear. The User will fill in their full name, then select up to five technical skills, one from each of the dropdown menus. Next to each dropdown menu is a slider. The User can move the slider to enter years of experience in the corresponding skill (between 0 and 10 years). Then the User will select up to five personal skills, one from each of the dropdown menus. The personal skills also have sliders to enter the experience level for each skill. Once the personal skills and experience level has been entered, the User will then click the Submit button, and the information will be saved.

## **JobFox Career Match**

From the JobFox navigation menu, click Careers. The JobFox careers page will appear. If the User has already completed the Survey, JobFox will provide a list of the jobs the User is most qualified for, as well as a chart indicating the strength of each of the matches.

## **JobFox Degrees**

From the JobFox navigation menu, click Degrees. A list of the degrees featured by JobFox will be presented, along with links for further details about each degree program.

## **JobFox for Academic & Career Advisors**

JobFox has a special User category for Advisors who wish to view the matches created by registered Users. To apply for an Advisor User, please contact JobFox support. Once the Advisor User application has been approved and the User ID has been created, Advisors can log in and will find an option titled Student View from the Navigation menu. The Student View allows an Advisor User to select a User from a dropdown menu and see the Career Match jobs and chart for the selected student.