



The **Account** tab is where you will find your contact information and where you can change your password. You can also find complete user guides and training manuals under the documents section of this tab.

The **Profile** tab contains information about your company. Not every field is required, but including as much information as possible is helpful to students as they decide which companies are a good fit for them.

Under the **Jobs** tab, you can view and manage all the jobs you have posted in the system, as well as your archived jobs. You can also post a new position here by clicking the 'Add New' button under the appropriate heading.

The **Resume Books** tab allows you to search for students that meet your qualifications and create a packet of their resumes. You can view and download their resumes to contact them directly. Third-party recruiters are not given access to this tab.

The **On-Campus Interviewing** tab allows you to see and manage upcoming on-campus interview schedules. You can request interview days on campus here, as well as view students who have applied to interview.

The **Events** tab contains information about all upcoming career fairs at NC State. You can register for events, as well as request to hold an information session on campus.