Tech Guide to LAUNCH Your Career

Here is a handy guide to the LAUNCH Program and our career center portal technology, powered by GradLeaders. This guide will show you how to review success steps, mark tasks as complete, add your own tasks, navigate to other tools, and utilize all the resources available to you.

GRADLEADERS Careers

Everything starts with the CareerTracker task list! Always navigate here to begin. To get started, view the CareerTracker task list on the main dashboard or go to **CareerTracker > My Tasks**.

You'll see your upcoming Success Steps from your career center. You can **change your view** by clicking the **View By** drop-down arrow and selecting an option.

To create each task, **click the link** to be redirected to another part of the system related to your task or an external website. Tasks may require you to take an assessment, update your profile, research jobs of interest, sign up for advising appointments, upload resumes, attend events, or search for jobs on the job board.

To **mark a task as a completed**, click **the box to enter a checkmark**. Once checked, these tasks will appear in the Completed section. *Note: You can always click to uncheck a box and it will be moved back to its respective section.*

To **add tags, notes or edit a task**, click the **pencil icon** until you see an edit screen open on the right side of your screen.

Click and type to update due dates, add tags, log entries, and view relevant companies, contacts or jobs for that task.

STATE UNIVERSITY

Logout   Help

Welcome, Michelle   CareerTracker Pilot

- Dashboard
- CareerTracker
  - My Tasks
  - My Contacts
  - My Companies
  - My Jobs
- Career Network Registration
- Profile
- Companies
- Jobs
- Events
- Interviews
- Calendar
- Appointments
- Mentors
- Report
- Resources

My Tasks

My Tasks (29)   My Contacts (0)   My Companies (0)   My Jobs (0)

Add New Task   [Add Task]   VIEW ☑ Section / Due Date / Name

LESS ︿

LEARN About Yourself (40 min)

Aug 16 2018 12:00 AM
LAUNCH Step - Fill out basic job-seeker profile.
Entered: 4/3/2018
Your private profile will not be visible to employers until you make it public. Advisors/mentors have access to coach you. (5 min)
Click here to go to your profile

Aug 17 2018 12:00 AM
LAUNCH Step - Sign up for optional career resources
Entered: 4/3/2018
Choose the Whether to discover potential career paths. Opt-in to other networks to start exploring job options. (Seconds)
Click here to go to the Career Network Registration page

Aug 22 2018 12:00 AM
LAUNCH Step - Complete the Soft Skills and Values Survey
Entered: 4/3/2018
Discover your strengths and values related to careers. (20 min)
Click here to access The Whether

Aug 29 2018 12:00 AM
LAUNCH Step - Complete the Personality Test
Entered: 4/3/2018
Learn who you are and why you do things the way you do. (15 min)
Click here to access the 16Personalities Test

Aug 30 2018 12:00 AM
LAUNCH Step - Record your assess your profile
Entered: 4/3/2018
Record your dominant career valu... Whether and 4-letter personality t... 16Personalities into your profile... advisor/mentor can help you disc... passion. Record suggested roles a... that align with your values and pe... (seconds)
Click here to go to your profile

ASSESS the job market (2 hours)   LESS ︿

Fill out basic job-seeker profile.

Entered Date: 4/3/2018 ✏ 🔓 🗑

DUE DATE
Aug 16, 2018 12:00 AM
[Update Due Date]

TAGS ❓
add a tag   [Add]

LOG ENTRIES ❓   View Log ↻
add a log   [Add]

Contacts (0)   Companies (0)
Add Contact

Set Due Date

DUE DATE *
select a day

SELECT A TIME
HOUR 12   MINS 00   AM

REMIND ME EVERY DAY FOR

DAY(S) PRIOR TO DUE DATE.

[Save] Cancel

If you'd like to **view your tasks** on a calendar, click the **calendar icon** on the right-side of your screen.

If you'd like to **email, print or export** your task list, click the **3-dot icon**.

New tasks may appear from time-to-time as your complete other steps or perform specific activities within the system. For example, if you favorite a job of interest, the application deadline date will appear as a task in your list.

If you'd like to **add your own task**, type the to-do into the "Add New Task" bar and click **Add Task**.

Once you input text, you can then click **Set Due Date**, to **assign a due date**, or add additional details using the edit screen to the right of the task.

When you're inputting a due date, you can also set up **reminder by email or text message**.