



Student/Alumnus Registration Guide <https://ncrc-csm.symplicity.com/students>

Welcome to JobZone, hosted by the Nebraska College Recruiting Consortium (NCRC). Your registration with JobZone gives you access to a job board shared by nine Nebraska colleges and universities. Member colleges include Chadron State College, Concordia University, Doane University, Hastings College, Midland University, Nebraska Wesleyan University, Peru State College, Union College, and Wayne State College.

Perks:

- Search hundreds of available full-time positions, part-time and seasonal jobs, and internships
- Sign up for on-campus interviews
- Upload your resume for employers to view

Registration Instructions:

1. Go to:
ncrc-csm.symplicity.com/students
and click Sign Up
2. Enter your e-mail address and password *nebraska*
3. Fill out the requested information and click *Submit*. You'll then receive an automatic e-mail to set your personal, permanent password.

The screenshot shows the JobZone website interface. At the top, the JobZone logo is displayed. Below it, a banner explains the platform's purpose: "The JobZone connects students and alumni from nine Nebraska colleges and universities with employers who are seeking candidates for jobs and internships. Use the JobZone to search for jobs, internships, and potential employers; post and send resumes; and participate in on-campus interviews." The main content area is split into two sections. On the left, the "Sign In" section prompts users to "Please enter your username and password." It includes input fields for "Username (your email address)" and "Password", a "SIGN IN" button, and a "Forgot Password" link. On the right, the "Sign Up" section states "Signing up takes just minutes." and features a "SIGN UP" button. A large yellow arrow points from the "SIGN UP" button in the Sign Up section towards the "SIGN IN" section.

Disclaimer:

The Nebraska College Recruiting Consortium acts solely as a service to inform students of available job openings. The listing of these jobs does not constitute any representation or endorsement by the Consortium or its member schools. The student/applicant should take all care and use common sense and caution when applying for or accepting any position.

Navigating JobZone:

- Home
- Jobs & Internships
- Profile
- Documents
- On Campus Interviews
- Employers
- Interview Agreement
- Resources
- My Account

Jobs & Internships: search and apply for full-time and part-time positions, seasonal jobs, and internships

Profile: much like LinkedIn, you can make certain information available to prospective employers and share this information on social media if you choose; the public profile pulls some key information from the My Account section

Documents: upload and manage your resume, unofficial transcript, cover letters, writing samples, or other materials requested by an employer

On Campus Interviews: view your scheduled interviews with employers

Employers: search and follow employers and review organization information

Interview Agreement: complete this agreement to indicate your willingness to abide by certain ethical standards when interviewing

Resources: access career exploration and additional JobZone information

My Account: enter and edit academic/personal information on your background and the type of positions you are seeking; also edit your password and privacy settings

Searching for Jobs:

- Home
- Jobs & Internships
- Discover
- My Job Applications
- Extended Job Search
- Profile
- Documents
- On Campus Interviews
- Employers
- Interview Agreement

Home / Jobs & Internships / Discover

Job Postings

Discover Favorites Applications

Keywords

Location

25mi

Search

See all jobs

Job Postings Search Bar: find full-time, part-time, and seasonal positions, and internship opportunities

Access another source for job postings

People in your major are interested in

JBLISHI...
ka United...

Modern Woodmen of A...
Lincoln, Nebraska United...

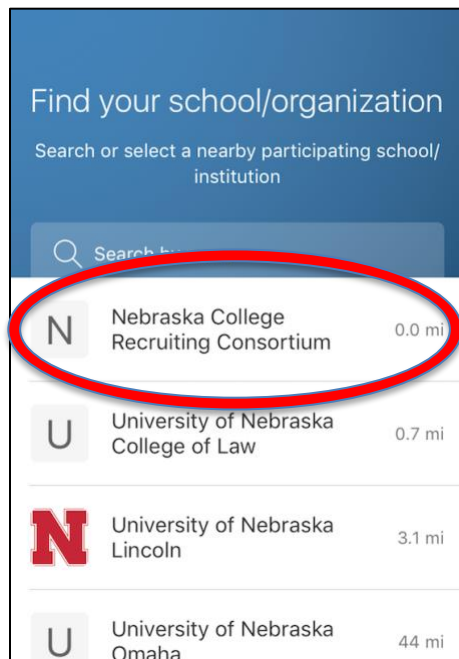
SANDHILLS PUBLISHI...
Lincoln, Nebraska United...

SANDHILLS PUBLISHI...
Lincoln, Nebraska United...

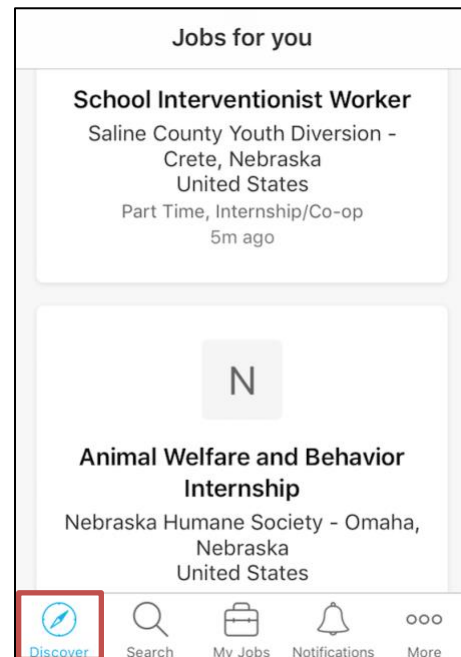


Student/Alumnus Mobile App Guide

JobZone now has a mobile app, so you can stay up-to-date on new opportunities in your field of interest on the go! Search and download **Symplicity Jobs and Careers**. It should look similar to the screenshot below. Then, follow the steps shown below to begin using! *(Note: It is recommended to use the app primarily for browsing and notification purposes. If you are uploading documents or applying for a position, you should still utilize JobZone via desktop.)*



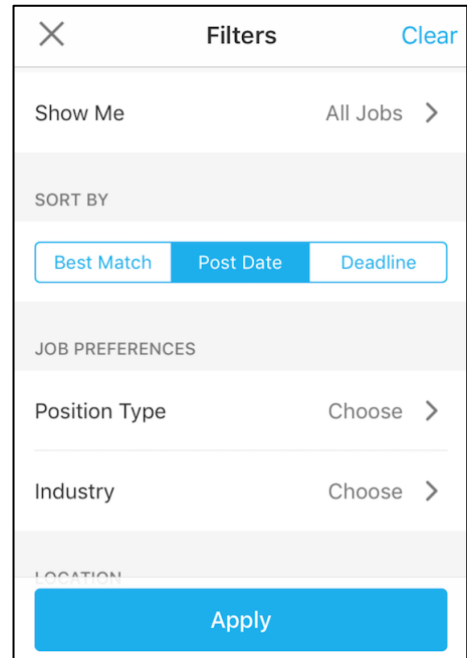
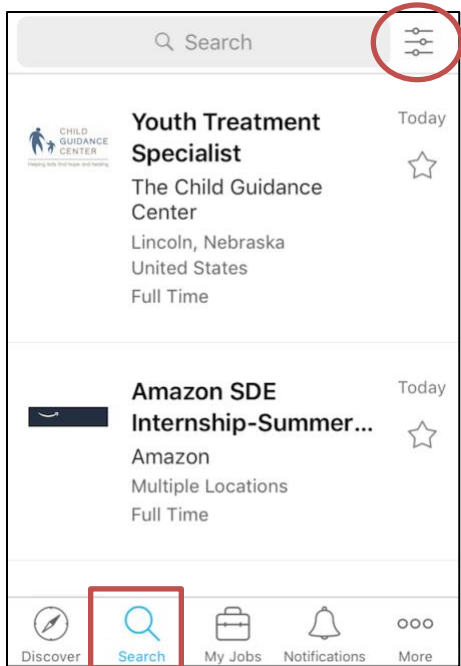
Search for and select **“Nebraska College Recruiting Consortium”**, regardless of your institution.



Discover: The Discover tab provides you with a broad range of recently posted jobs to browse.

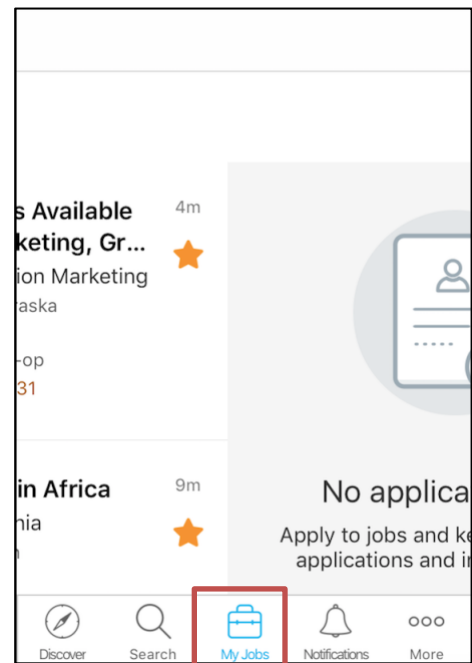
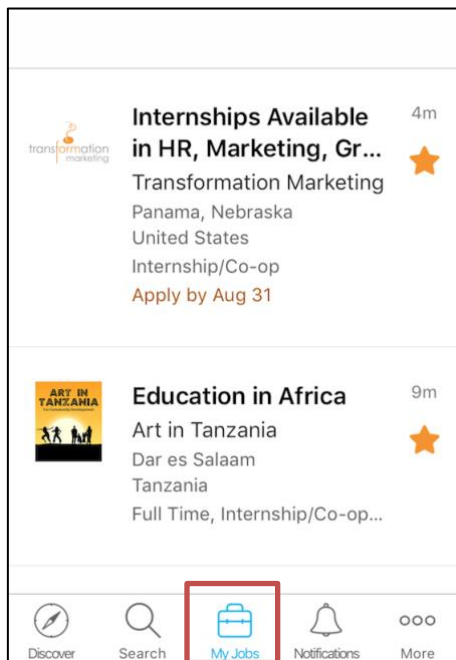
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Search: To search, use key words or phrases to narrow the results to help you find the right job for you.

Filtering Results: Click on the upper-left hand corner of the Search tab to further narrow results by a variety of criteria.



My Jobs/Favorites: Once you find a job you're interested in, "favorite" it by clicking on the star, and it will be saved to My Jobs.

Applications: By swiping left in the My Jobs tab, you will be able to see your pending applications.

Some devices may show a Career Fairs tab. Please note that we do not use this functionality. For information about career events, go to your Career Services office.