




careerJSM
JOB SEARCH MANAGEMENT

CareerJSM
User Manual 2018

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A large blue triangle is positioned in the bottom-left corner of the page, pointing towards the top-right.

Chapter 1

App Layout

Side Nav Menu

The menu bar on the left side of the screen allows you to access the different features in the app.

The Dashboard gives you an overview of your overall progress.

Job Management lets you search, track, and plan for jobs.

Networking helps you discover interesting events, manage your contacts, and grow your network.

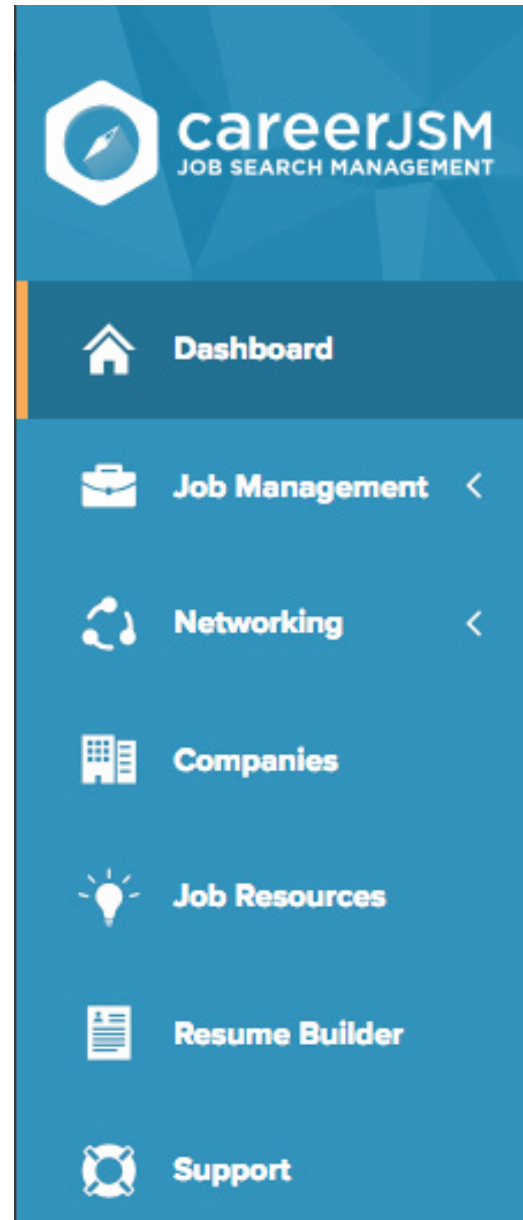
Companies keeps track of relevant companies and aids in research.

The Learning tab is an online learning center and teaches you what you need to know to get a job, from resume building to interview prep.


Under Resources, you will find a set of links to even more job boards.

The Resume Builder will take you through a step-by-step process to help you create a new resume, which you can then export.

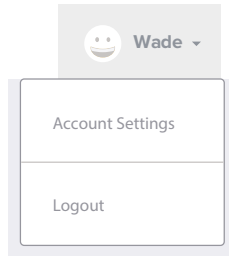
Support takes you to a help center where you may look for solutions in the knowledge base, submit help tickets, or request features.



Top Menu

At the top left of the screen, there is a blue button () used to minimize the side nav. This may be useful if you have limited screen space or a small monitor.

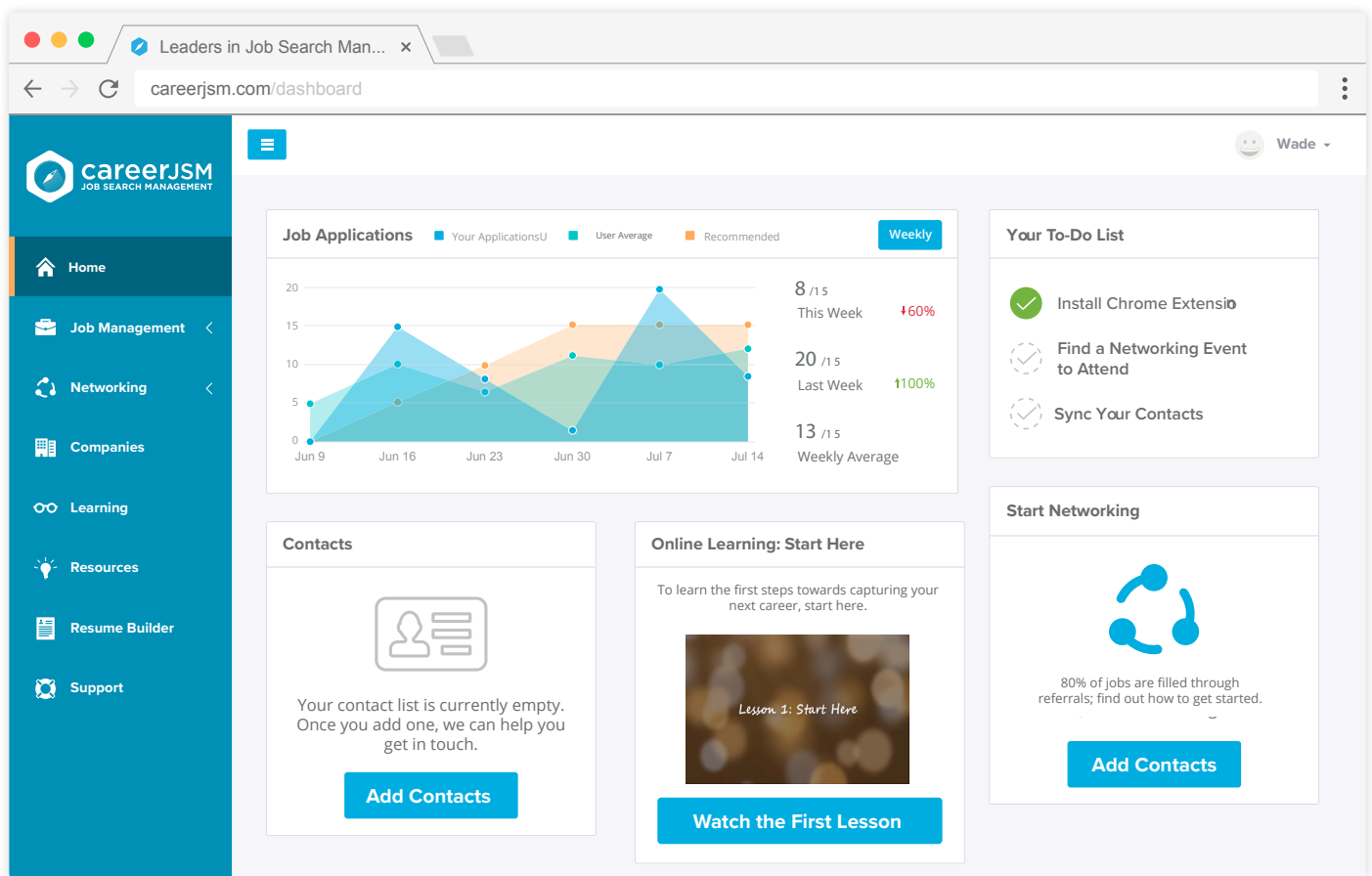
On the top right, you can access your account settings or log out.



Once you click on your name, you see additional options.

Chapter 2

Dashboard

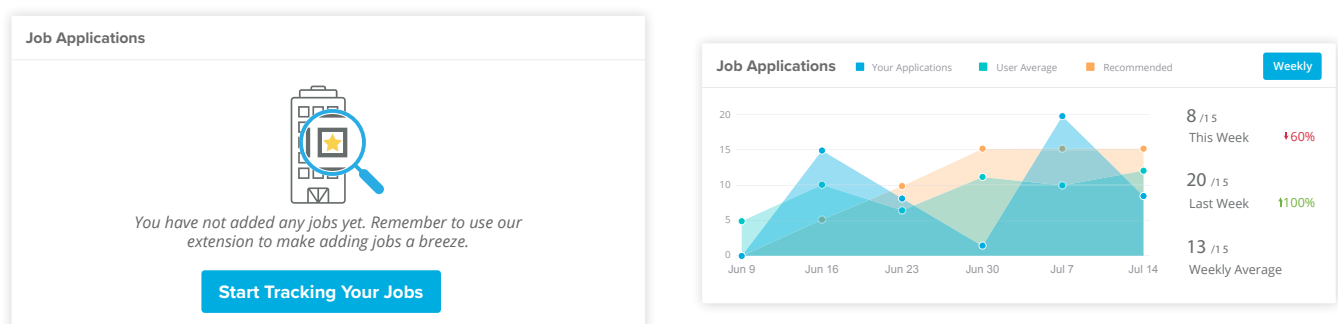


A sample Dashboard view.

The Dashboard contains several Cards that show you meaningful data, reminders, and actions. From this screen, you can see your job applications, your To-Do list, recommended Job Postings, and more. This section will highlight each of the card's features, and purposes.

Job Applications Card

See your weekly job application progression, meet your goals, and compare yourself to how other users are doing.



A new user will see Job Applications card on the left, while a more experienced user may see a card similar to the image on the right.

To-Do Card

The To-Do List is a user created list of reminders to keep you on task throughout the job search journey.

Contacts Card

View, manage, and reach out to your contacts once you have added or imported them into the app.

Online Learning Card

Start learning with the online video courses, or continue where you left off, straight from the dashboard. The card contains a brief summary of the video's contents for your convenience.

Other Cards

There are several smaller cards that contain suggestions or personalized data for your review. There are *Job Recommendations*, *Follow-up Suggestions*, and a *Weekly Usage* summary.

Chapter 3

Job Management

Job Management

The job management tab will be the central location for managing your job search and opportunities on CareerJSM.

Job Search

Under the Job Search Tab you can search millions of opportunities hosted on company websites and a major of number of job boards across the world. You never need to leave CareerJSM to find opportunities.

Job Search

Search millions of opportunities from directly within our application.

Keywords

Job Type

Location

business development

Full Time

Toronto, ON, Canada

Find Jobs


VP - Corporate Banking - Real Estate - TD Bank
📍 Toronto, ON - Posted: 4 hours ago
Business line TD Securities, City (Primary) Toronto. Manage associates in the preparation and recommendation of credit submissions including new business,...

Indeed

🔗 Apply On Site

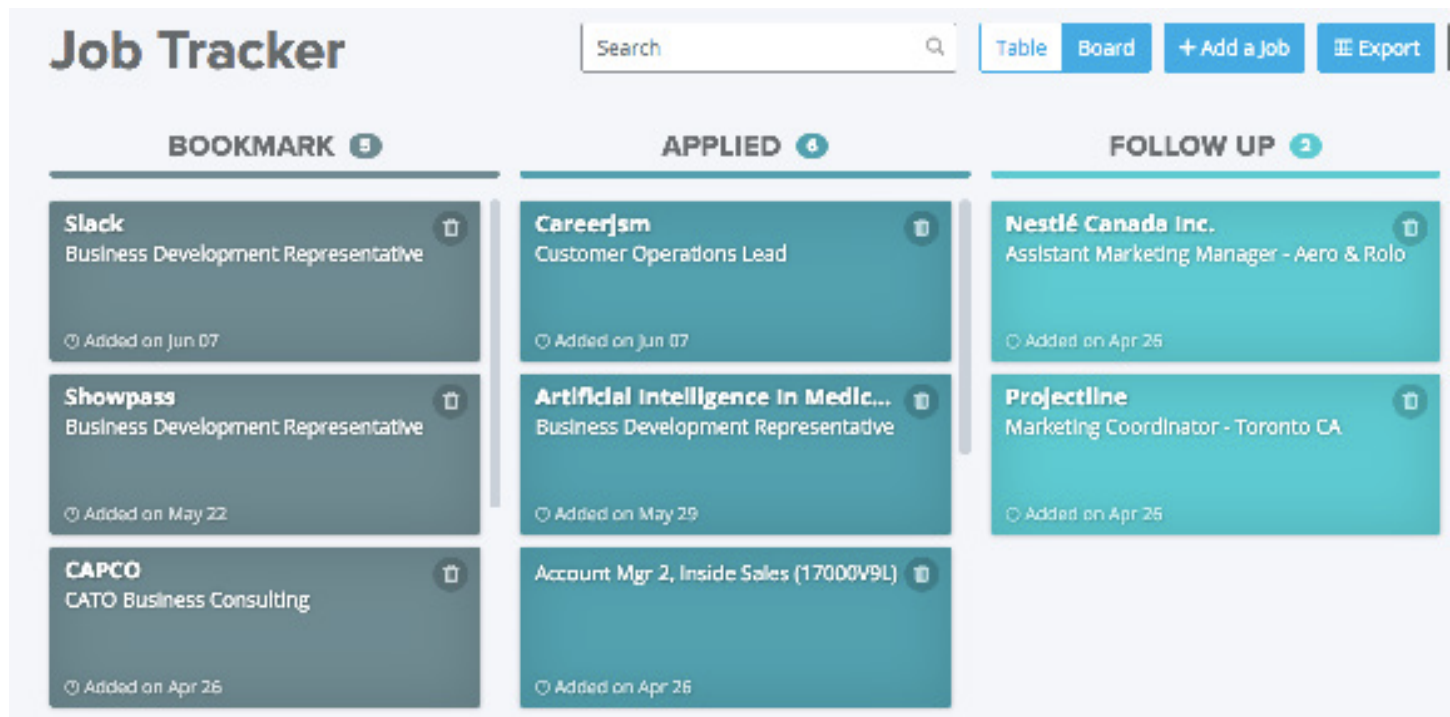
Account Manager - Golf Industry - 6Joe's
📍 Toronto, ON - Posted: 2 hours ago
VP, Business Development and Marketing. _Are you an energetic, enthusiastic, entrepreneurial minded sales expert with a passion for golf and technology?_...

Indeed

Need help? 

Job Tracker

In the Job Tracker, you will be able to monitor each opportunity that you have engaged with through CareerJSM. By installing our Chrome Extension (more information available on Page 11), you can save opportunities from any hiring resource here.



How to Use

Opportunities can be added by using our Chrome Extension or manually by selecting the + Add a Job button. After opportunities have been added they are easy to manage. All you have to do is drag and drop prospects as you progress through the job application process. By clicking on an opportunity you will be taken to the Opportunity Details page (explained on page 10).

Opportunity Details

Clicking a saved opportunity from the *Job Tracker* will bring you into a more detailed view of the job posting. Here you'll find the job description as well as company and contact information. You can also leave yourself notes about the application process and save interview times on this page.

Careerjism

Customer Operations Lead

STATUS

Bookmark Applied Follow Up Interview Offer Made

SECTIONS

Job Posting

Company

Contacts

Notes

Job Posting Details

Edit Delete

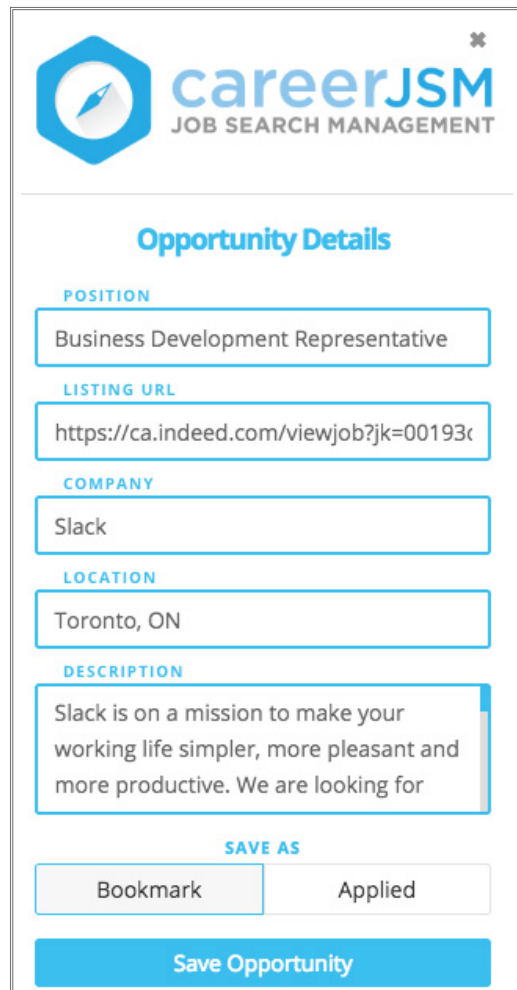
COMPANY	Careerjism
POSITION	Customer Operations Lead
STATUS	Applied

DESCRIPTION

CareerJSM is launching across North America next month with a couple of major outplacement companies. Outplacement companies help individuals who have been laid-off or lost their last job find their next opportunity. CareerJSM will serve as the operating system for their client facing operations and we are looking for someone to join our team and lead our customer operations. We are looking for an energetic, detail oriented, and customer centric team member who will help us meet our customer's needs.

Chrome Extension

With the CareerJSM Chrome Extension you can save opportunities to your account from any hiring resource. Now, with our SmartTracker you can also get immediate feedback on how your qualifications match-up with the posting requirements.



The screenshot displays the CareerJSM Chrome Extension interface. At the top, the CareerJSM logo (a blue hexagon with a white pen icon) and the text "careerJSM JOB SEARCH MANAGEMENT" are visible. Below this, the section "Opportunity Details" is highlighted in blue. The form contains the following fields:

- POSITION:** Business Development Representative
- LISTING URL:** <https://ca.indeed.com/viewjob?jk=00193c>
- COMPANY:** Slack
- LOCATION:** Toronto, ON
- DESCRIPTION:** Slack is on a mission to make your working life simpler, more pleasant and more productive. We are looking for

At the bottom, there is a "SAVE AS" section with two buttons: "Bookmark" and "Applied". Below these is a large blue button labeled "Save Opportunity".



This browser doesn't have our extension installed.

How to download and use

Downloading and using the CareerJSM Chrome Extension is simple! A bar will appear (pictured above) on the job seeker portal Dashboard, prompting you to add the extension. Simply click "Install for Chrome" and it's ready to go. Once the Extension is downloaded, navigate to your favourite hiring resource and select an opportunity. The Extension should pop up automatically encouraging you to save it to your account.

SmartTracker

An exciting new feature of the CareerJSM Chrome Extension is SmartTracker - the world's first ever real-time resume analysis chrome extension.

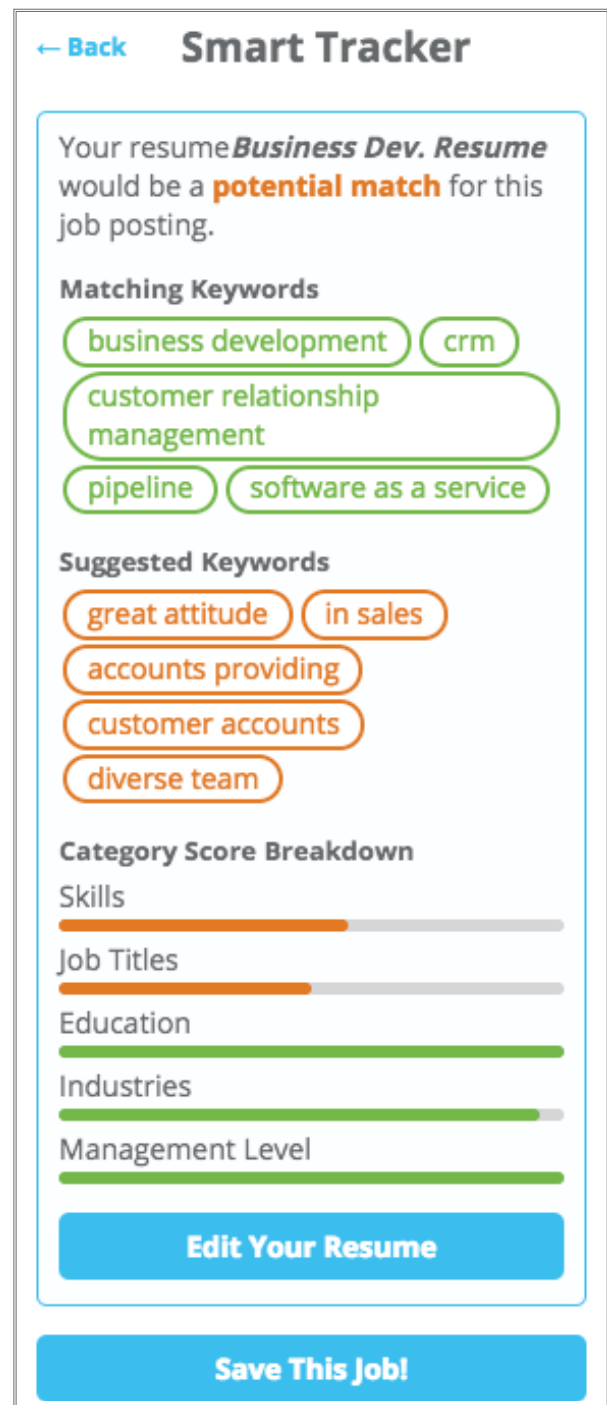
To use this feature you must have a Resume written and saved in your CareerJSM account.

How to Use

Once you have a Resume saved to your account you can begin comparing your resume with job postings.

Start by navigating to your favourite hiring resource and finding a posting you are interested in. Once you've selected an opportunity, the Extension should pop up with the prompts "Compare with your Resume" and "Save This Job!"

After selecting "Compare with your Resume" you will be prompted to choose one of the documents saved to your account. Once you've selected a Resume to compare, SmartTracker will read the job posting and compare it's requirements to your qualifications. SmartTracker will then give you feedback on how well your Resume matches the job description.



Edit and Reanalyze

Use SmartTracker's feedback to improve your results. Click "Edit Your Resume" to return to the Resume Builder and make suggested changes.


After re-visiting your resume to make changes, SmartTracker will prompt you to Reanalyze your compatibility with the posting.

If you have made recommended changes to your resume you will see updated results after reanalyzing.

How does it work?

SmartTracker uses the same technology as Applicant Tracking Systems to compare your resume with the requirements in a job posting.

The feedback generated by the SmartTracker should act as a guideline to help you tailor your application. Getting a *Good Match* is not a guarantee that you will receive an interview.



[← Back](#) **Smart Tracker**

Your resume **Customer Success** would be a **good match** for this job posting.

Matching Keywords

customer service oriented

microsoft office

microsoft powerpoint

microsoft word

retail sales

Suggested Keywords

b2b sales

customer inquiries

database

for sales

game development

Category Score Breakdown

Skills

Job Titles

Education

Industries

Management Level

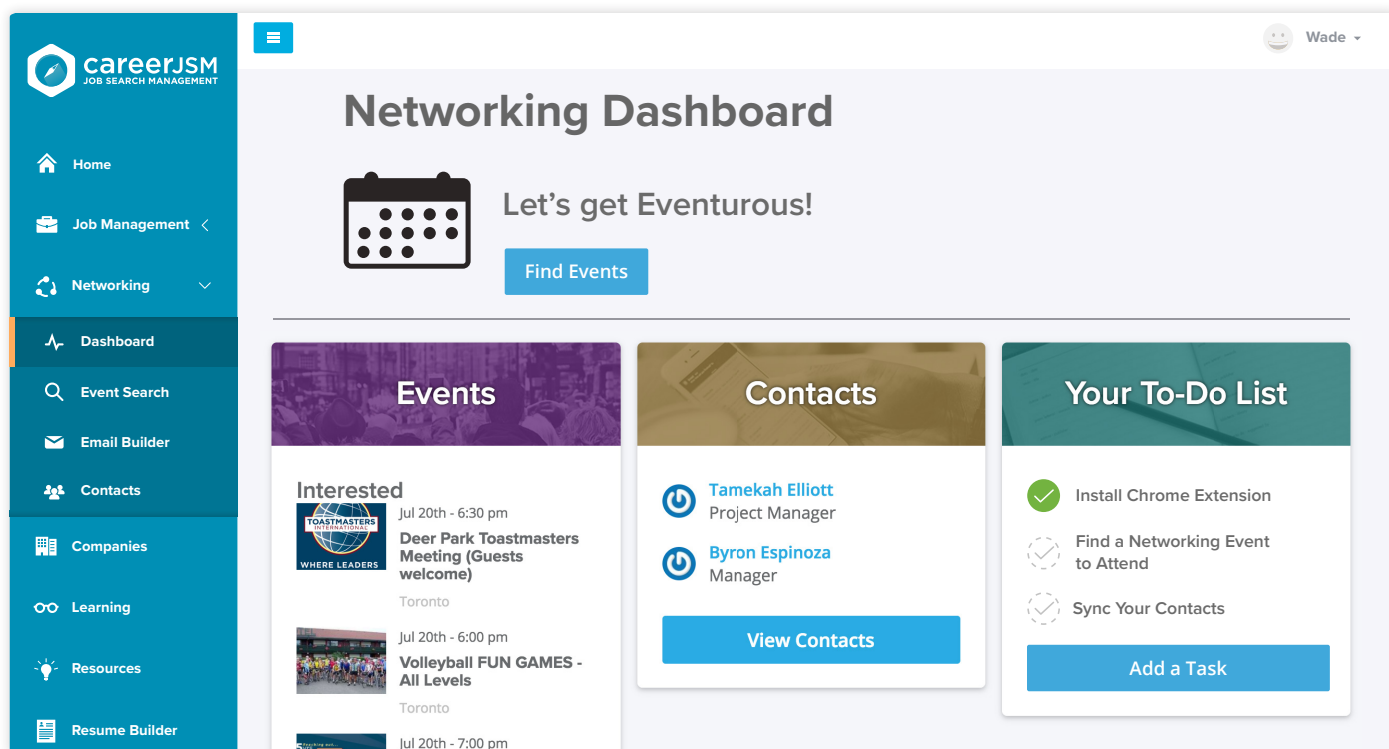
Reanalyze

Save This Job!

Chapter 4

Networking

In Networking, you will be able to manage relationships, track contacts, search for events, and use email templates to engage your professional network.



The Networking Dashboard.

Networking Dashboard

From the Networking Dashboard, you will see a highlight of the activities you can accomplish on CareerJSM, including browsing events, syncing contacts, and managing a to-do-list of networking activities.

Event Search

Under Event Search you will be able to browse events listed on public social event pages. You will be able to update your *Interests* (the types of events you want to go to) and the location of where you would like to search for events. Once you find an event you can share the invite and invite friends.

Email Builder

You can use the Email Builder to reach out to contacts for networking related asks, and use the templates provided to structure engaging emails.

Contacts

You can upload your contacts by importing a CSV document. You can also manually add contacts by selecting + Add Contact.

Chapter 5

Companies

Under the Companies tab you will see all the companies that you have interacted with in your job search. This information is automatically saved from your activity in the Job Management section of the app.

If you want to focus on a company that you have yet to engage with, you can click the + Add Company button to add their information.

Features in this section work in a similar fashion to Job Management. You can store information, track progress, and do company research.

Companies

Name, Location, Industry, etc.

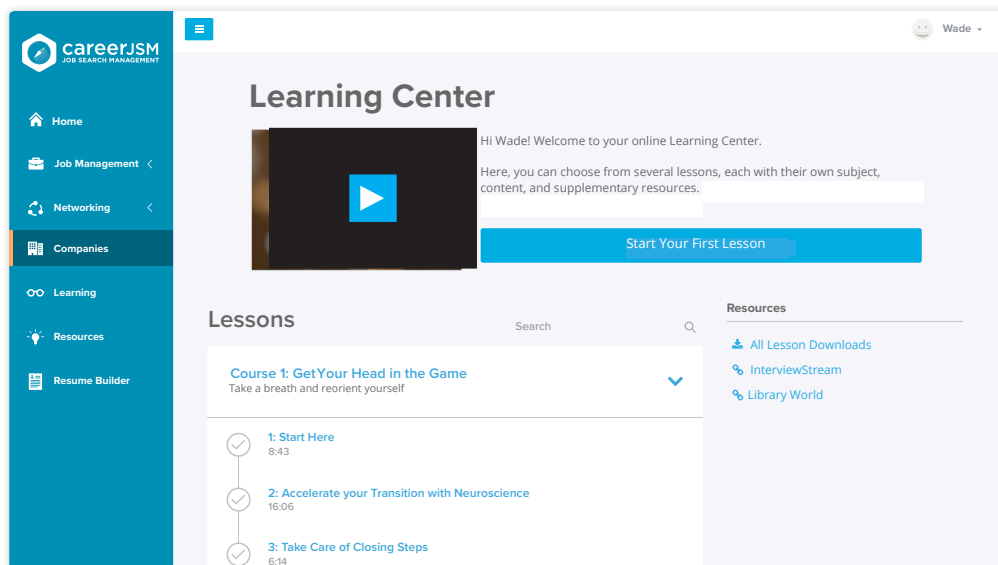
Name ^	Industry ^	Address ^
Allied Technical Sales		Toronto, ON
<a>Edit <a>Delete		
Artificial Intelligence In Medicine Inc.		Toronto, ON
<a>Edit <a>Delete		
CAPCO		Toronto, ON
<a>Edit <a>Delete		

The Companies page works just like the Job Tracker and Contacts page.

Chapter 6

Learning

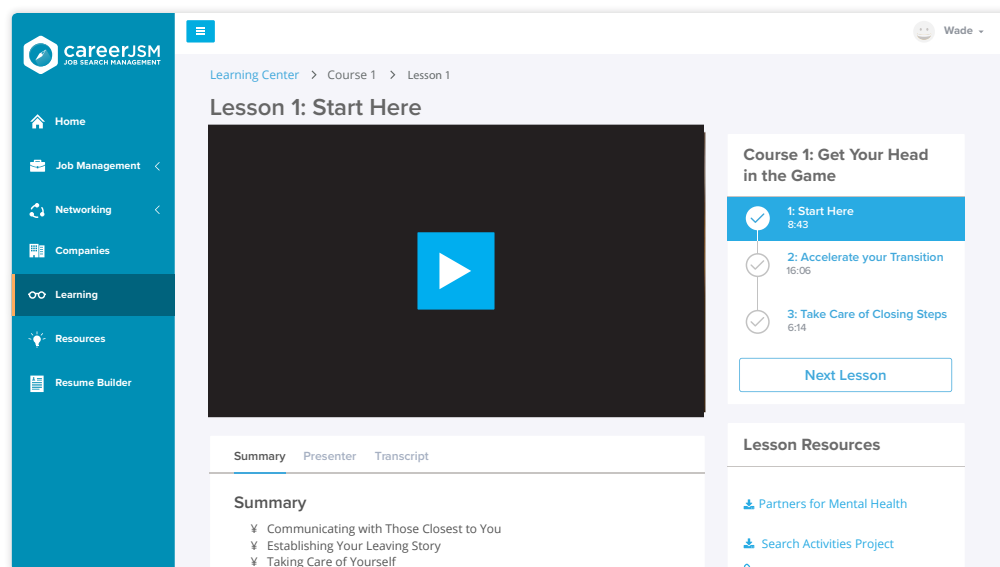
In the Learning Centre you will get access to content designed to walk you through the job search journey. The learning centre contains courses and lessons on specific job search topics.



The Learning Center dashboard shows you your progress.

Your progress is automatically saved as you watch each video, so it is easy to continue where you left off. On the right hand side, you can also download course content and get access to third-party content.

When you start a lesson, you will be able to watch the video, read the summary and the transcript, and access various lesson resources.

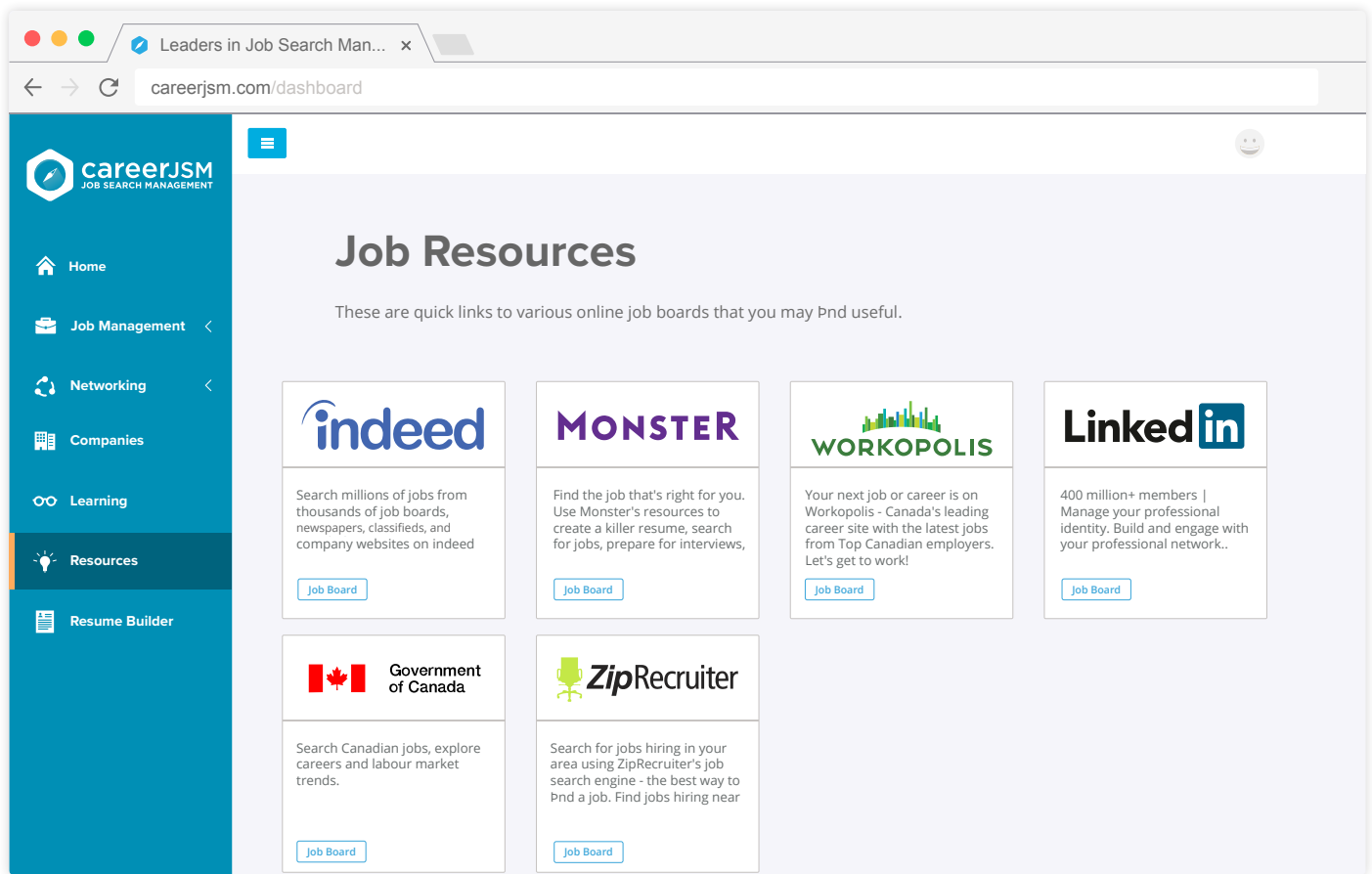


You can see lesson details, or continue to other lessons

Chapter 7

Resources

The Job Resources section provides you with shortcuts to selected resources around the internet that may be useful to your job search.



The Job Resources Page.

Chapter 8

Resume Builder

The Resume Builder helps walk you through the steps to creating a great resume that focuses on your accomplishments. It'll then save all of your resumes in the Resume Builder Dashboard.

Resume Dashboard

On the dashboard, you can view all of the resumes you have created in the app. You can duplicate a resume to make minor changes to, as customization is encouraged for different job applications. Re-naming your resumes will help you differentiate them.

To create new resumes, click on + New Resume, where you will then be able to select a resume template and begin filling in your content.

The screenshot shows the 'Resume Builder' dashboard within the 'careerJSM JOB SEARCH MANAGEMENT' app. On the left is a blue sidebar with navigation links: Home, Job Management, Networking, Companies, Learning, Resources, and Resume Builder (which is highlighted). The main content area has a header 'Resume Builder' and a sub-header 'Your Resumes'. Below this, there is a list of three resumes: 'Business Dev Resume' (updated a day ago), 'Management – Cineplex' (updated just now), and 'Management Resume' (updated 2 days ago). Each resume entry includes an 'Export Resume' button, an 'Edit Resume' link, a 'View Resume' link, a 'Duplicate' button, and a 'Delete' button. At the bottom of the list is a blue button labeled '+ New Resume'. The user's name 'Wade' is visible in the top right corner.

Your Resumes	
Business Dev Resume ✎ Last updated a day ago Edit Resume View Resume	Export Resume ▾ Duplicate Delete
Management – Cineplex ✎ Last updated just now Edit Resume View Resume	Export Resume ▾ Duplicate Delete
Management Resume ✎ Last updated 2 days ago Edit Resume View Resume	Export Resume ▾ Duplicate Delete

[+ New Resume](#)

The Resume Builder Dashboard lists all of your resumes.

Resume Builder

After selecting a template, you are prompted to fill in the required resume sections – *Header, Profile, Experience, and Education* – while receiving tips and examples along the way. You can preview your resume as you build it, and once you are all finished, download the resume to Word or PDF to submit to an employer.

Remember to double check your resume once you have exported it, and don't forget, you can always play around with the formatting in Microsoft Word to suit your needs!

The screenshot displays the CareerJSM Resume Builder interface. On the left is a blue sidebar with navigation links: Home, Job Management, Networking, Companies, Learning, Resources, and Resume Builder (highlighted). The main content area is titled 'Resume Builder' and features a progress bar with steps: HOME, DESIGN, CREATE/EDIT (active), and PREVIEW. Below the progress bar is a dark blue header for the 'Add Sections' step, with 'Quick Preview' and 'Exit & Review' buttons. The interface is divided into 'REQUIRED SECTIONS' and 'OPTIONAL SECTIONS'. Under 'REQUIRED SECTIONS', '1 - Header' is selected, showing a tip: 'The header contains the most important information: your contact information. Make sure to double check that everything is right, or a potential employer will have no way to get in touch with you.' Below this, form fields are populated with 'Wade Wilson' (Name), 'Product Manager' (Title), '555-555-7316' (Phone Number), 'WadeW@gmail.com' (Email), and 'Toronto' (Location). A 'Website' field is empty. At the bottom are 'Back' and 'Save & Continue' buttons. The 'OPTIONAL SECTIONS' list includes Languages and a 'Click to Add' section with links for Affiliations, Awards, Certifications, Interests, Skills & Abilities, and Volunteer.

The Resume Builder walks you through a step-by-step process.

Chapter 9

Support & Account Settings

Support

By clicking on support you will be redirected to our support solution center where you can browse general questions about our platform, submit a support tickets, or request features.

Account Settings

You can edit your account settings by clicking on your name on the top right hand corner and selecting Account Settings.

Here, you may change your email notification settings (for interview reminders) and update your profile picture using Gravatar.

You also update your email address or change your password from this screen. Please note that changing your email will require you to log in again.