

Student Detailed Instruction Guide

This guide will help you navigate through DartBoard, to search for jobs and internships in the Recruiting Program. Here, you can also search for full-time jobs posted by employers specifically for Dartmouth students. For job postings **outside** of the Recruiting Program, you apply directly to each employer. The employer will respond back to you directly.

Internships posted by employers for Dartmouth students **outside** of the Recruiting Program are found in MonsterTRAK, **not** here in DartBoard.

Registering/Login

Step 1: Go to the Career Services website: www.dartmouth.edu/~csrc/
 Step 2: Click on Quick Links, then DartBoard Login.
 Step 3: If you are a registered user, type in your username and password, then click *Login*. **(If you previously had a MonsterTRAK account, your username and password will be the same)**

If you have not yet registered, click on "*Click here to register*". Complete your profile and click the *Register* button.

Note: Once you have registered, your profile will be in pending status. Our office will review your profile and approve within 2 business days. Once your registration is approved, you will receive an email notification.

Note: If you have forgotten your password, you can click on "*Forgot your password?*" link to have it reset and emailed to you. This link is on the Login page.

Home

After you have logged in, you will be on the DartBoard Home page. Here you will find 4 useful tools:

1. **Announcements** – Read this important information, which includes Recruiting Program deadlines and upcoming events
2. **Resource Library** – Links to useful handouts and other valuable resources
3. **Quick Links** –
 - My Task List: Here **are essential tasks to complete**. Check this often!
 - Saved Searches: You can re-run any job searches you have created and saved
 - Report a Hire: Click here to tell us where you've accepted a job or internship
4. **Calendar** – Here are events and deadlines directly related to our Recruiting Program

My Account

Under the My Account menu on the toolbar, there are 3 choices:

1. **My Profile** – Here you will periodically update your personal information, including job category and industry interests, cell phone number, Career Services Emails Desired and more.
2. **My Documents** – Here you will upload and store documents that you select later on for submissions via DartBoard, in order to apply for recruiting program opportunities and job postings. You can upload a maximum of 10 resumes, 50 cover letters, 10 writing

samples, 1 unofficial transcript, and 10 "other documents". These documents must be in one of the following formats: Microsoft Word, PDF, or RTF.

Note: When uploading more than one resume, you will be asked to designate one of your resumes as a default. Be sure to choose the resume that you would be comfortable sharing with any employer, regardless of career field. Employers will not be able to see the names of any documents you upload.

3. **My Activity** – There are 4 types of activity that you can view:

- **Referrals:** Here are the applications you submitted to employers via DartBoard.
- **Placements:** Ignore this section. It is not being used by our office at this time.
- **RSVPs:** Ignore this section. It is not being used by our office at this time.
- **Schedules:** These are the Recruiting Program interviews for which you are currently scheduled. Make sure you check the date, time and location for each interview and plan to arrive at least 10 minutes prior to the start time!

Employer Directory

Choose the Employer Directory menu to search through our list of employers. You will only see the names and organization descriptions for employers that have opted to be viewable to students. These employers do not necessarily have current schedules or job postings available. This is simply a list of employers we have recently worked with.

Entry-Level Job Search

Step 1: Choose the Job Search menu on the toolbar to view current full-time jobs posted by employers. For these opportunities, you apply directly to each employer. The employer will respond to you directly.

- Note: Search Results will reveal two tabs. The tab titled "MonsterTrak Jobs" represents jobs posted **nationally** by employers. The other tab represents jobs posted specifically for Dartmouth students by employers.

Step 2: To view ALL active jobs, simply click the [Search] button. For a more selective search, use the search options provided to refine your search, then click the [Search] button.

Step 3: Click on the *Job ID* to read details about each posting and how to apply.

On the Search Results page, if you click the [Save Search] link you can save this search. Later, you can go to Quick Links on your Home page to access the updated list of opportunities that match the criteria in each saved search.

Internship Search

Internship postings **outside** of the Recruiting Program are not found in DartBoard.

- Go to: <http://www.dartmouth.edu/~csrc/monstertrak.html>
- Login and follow the instructions in each posting to apply to the employer directly.

Recruiting Program

Before participating in the Recruiting Program, be sure to read the Student Recruiting Policies on the Career Services website at: <http://www.dartmouth.edu/~csrc/students/entrylevel/recruiting/>

Under the Recruiting Program menu on the toolbar you have two options:

1. **Active Recruiting Events** – There are 3 types of events that you can apply for:

- **Preselect/On-Campus Interviews:** Employers will prescreen applicants and you will be notified by email whether you are selected as a Preselect, Alternate, or Not Accepted. Preselected students will be able to sign up first for interviews, followed by Alternates.

- **Resume Drop:** Students are contacted within 3 weeks of the resume submission deadline, directly by the employer, to arrange for phone interviews or interviews at the employer's site
- **Open:** You can immediately schedule an interview time slot as soon as you have submitted the required application materials for this type of opportunity.

Step 1: Click on *Active Recruiting Events*, and enter search criteria

Step 2: Click on the *Schedule ID* to read the details about each posting. In the field "Specify Job Materials", you will see a list of application materials you must submit when applying for the job.

Step 3: At the top, click *Apply Now*. You will then be prompted to choose the required job materials to submit for your application in DartBoard.

Step 4: Under My Account-->My Activity, you can view all jobs that you have applied for in DartBoard and see the status of your Recruiting Program applications.

2. View all Recruiting Events – You can view past, current, and future Recruiting Program events here. This section is read-only. You need to click on *Active Recruiting Events* to apply to any current recruiting opportunity.

Report a Hire

Have you accepted a job or internship? Let us know!

Step 1: On the DartBoard Home page, under Quick Links, click "*Report a Hire*"

Step 2: Search for your position. Then click "*Select Job*" next to it.

Step 3: Enter as much information as you can, then click "*Finish*" at the bottom.

How to Contact Us

Questions about Recruiting Program: Blitz srs@dartmouth.edu or call 646-1163/1665.

To Make an Appointment with a Career Advisor: Call 646-2215

Career Services Hours: See Office Hours, Walk-In and Resume Review times on the Career Services blitz bulletin

Dartmouth College Career Services

63 South Main Street, 2nd floor Bank of America Bldg.

Hanover, NH 03755

603-646-2215

career.services@dartmouth.edu

www.dartmouth.edu/~csrc/