

These features can be found on the left-hand menu of any Career Beam page.

Log In

Go to: <http://www.willamette.edu/dept/careers/vcc> and select the link to *CareerBeam*

Follow the link to the *CareerBeam registration site*

- Enter your first and last name, phone number, and Willamette email address
- An email containing your password will be sent to you
- After you have received your password, use your Willamette username to log in using the “Member Log-In” box in the top-right corner

Take Assessments

Select a tab from the **Be Clear** menu:

- **Vision:** Click here to learn about career exploration and craft a vision statement.
- **Values:** Understand your personal values and how they relate to your career.
- **Temperament:** Take this assessment to identify what kind of temperament you possess.
- **Personality:** Take various personality and talent assessments to better understand your strengths, preferred work environments, leadership style, and which careers are the best fit for your personality.
- **Interests/Skills:** Explore and identify your interests, skills, and fascinations.
- **Career Profile:** Your Career Profile is a compilation of results from all the assessments you have taken.

Job Search Preparation

Select a tab from the **Be Compelling** menu:

- **Resume:** Click here for valuable tips, examples, and guidelines for creating resumes.
- **Cover Letter:** Learn how to customize and craft content for cover letters or view examples.
- **Interview:** Visit this section for everything you need to know about interviewing. Learn how to answer questions, ask questions, and make a good first impression. This section also features information on attire, how employers make hiring decisions, and first impressions.
- **Follow-Up:** Learn how to follow-up on any contact you have made with an employer. This section contains information on thank you letters and references, as well as guidelines and tactics for negotiating.

Networking and Planning

Select a tab from the **Be Strategic** menu:

- **Search Strategy:** Click here for information on identifying, building and communicating with your network.
- **Implementation:** Use features like the Productivity Chart to create a plan for your career search. Also, learn to implement your plan using S.T.A.R. goal-setting techniques.

Research Databases

Industry Database Sponsored through First Research

Industries - Search Industries by Keyword or Profile Sector

- *Profiles Feature:* Industry Overviews, Recent Developments, Business Challenges, Trends and Opportunities, Executive Insight, Call Prep Questions, Financial Information, Industry Forecast and Web Links & Acronyms

State & Provinces - Search by state or Canadian province

- *Profiles Feature:* Big picture information, employment data, major industry updates, local real estate summary and website resources

Organizational Database

Sponsored through [ACDINET](#)

My Job Triggers - Generate *Trigger Events* that alert user of companies that fit selected criteria

Search Companies, Recruiters, Manage Contacts

Research On Demand

Request company intelligence report for new companies to be added to database

Multi-International

Sponsored through [MergentOnline](#)

Search - Basic Search, Advanced Search, Executive Search, EDGAR Search, Industry Reports

Company Details

- **View Company Information** featuring a Business Summary, Highlights, History, Joint Ventures, Property, Subsidiaries, Long Term Debt, Executives and Capitol Stock
- **Additional Information** on Company Financials, News, Annual Reports, Competitors and Industry Reports

Country Profiles

- **View Profile** - country specific information on History, Geography, People, Government, Economy, Communications, Transportation, Military, Transnational Issues and the Stock Exchange

Additional Features

These features can be found in the [horizontal menu](#) at the top of any Career Beam page.

Job Postings

Click here to browse a wealth of *recent* job postings or search by specific criteria.

- **General Postings:** This job search is powered by *CareerBuilder.com*
- **Company Postings:** This job search is powered by *Indeed.com*

E-Library

The extensive Career Beam E-Library offers links to other web resources. Each category presents a drop-down list of subcategories to find exactly what you are looking for.

- A-Z Index
- Company Info
- Industry Info
- Global Info
- Occupational Info
- Salary
- Entrepreneurial Info
- Career Info
- Recruiting
- Canadian Info

My Folder

My Folder is a 10,000 KB storage space where you can upload and save files such as your resume, cover letter, or writing samples. Additionally, resumes created on Career Beam can be saved here.

Journal

The Career Beam Journal feature is a way to write and save journal entries electronically. You can choose to do a "Quick Entry" for that day, or view the archive of your entire journal.

FAQ

This section features frequently asked questions not only about Career Beam, but also about general career issues, such as networking, age discrimination and interviewing.

Quick Start Guides

Need some quick and easy instructions for how to navigate Career Beam? Browse the Quick Start Guides page to help guides and videos tailored to each section of the site.