



UNIVERSITY OF CALIFORNIA  
**SANTA CRUZ**

# SlugQuest

Experiential Learning Module

User's Guide v1.0

On the Career Center homepage, click on the “Employers” link under the SlugQuest heading.

The screenshot shows the UC Santa Cruz Career Center homepage. At the top, the university logo and "CAREER CENTER" are displayed. A navigation bar includes links for STUDENTS, GRAD STUDENTS, EMPLOYERS, FACULTY & STAFF, ALUMNI, and PARENTS. The main banner for the "Spring Job & Internship Fair" is dated Tuesday, April 15th, 2014, from 10:30 AM to 3:00 PM at College Eight West Field House. Below the banner are three columns: "CAREER SPOTS" with video thumbnails for "Internship Edge" and "Stand Out Resumes"; "WORKSHOPS & EVENTS" with a schedule for Wednesday, April 16 (3:00pm Spring Job & Intern; 11:00am Internships - How to; 4:00pm Applying to Law School), Friday, April 18 (4:30pm Applying to Medical), and Wednesday, April 23 (3:00pm Tech Fair @ UCSC); and "QUICK LINKS" with a "SlugQuest" section where the "Employers" link is circled in red. Other quick links include Student Employment, Career Employment, Faculty & Staff, and First Destination Survey.

UNIVERSITY OF CALIFORNIA  
**SANTA CRUZ** CAREER CENTER

[STUDENTS](#) [GRAD STUDENTS](#) [EMPLOYERS](#) [FACULTY & STAFF](#) [ALUMNI](#) [PARENTS](#)

# Spring Job & Internship Fair

TUESDAY, APRIL 15TH, 2014  
10:30 AM - 3:00 PM  
COLLEGE EIGHT WEST FIELD HOUSE

CAREER SPOTS WORKSHOPS & EVENTS QUICK LINKS

**CAREER ADVICE VIDEOS**

UC SANTA CRUZ CAREER CENTER

Internship Edge

Stand Out Resumes

**Wednesday, April 16**

- » 3:00pm Spring Job & Intern:
- 11:00am Internships - How to
- 4:00pm Applying to Law Sc

**Friday, April 18**

- 4:30pm Applying to Medica

**Wednesday, April 23**

- 3:00pm Tech Fair @ UCSC

Student Employment  
Career Employment  
SlugQuest:

- Students
- Alumni
- Employers**
- Faculty & Staff

First Destination Survey

This will take you to the Employer login page.

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## Welcome to SlugQuest!

### Post a Job or Internship

- SlugQuest is the official job and internship website of UCSC. Posting a job is free and easy. Please log in below to get started.

### Register for a Job Fair

- Existing Employers: Log in using your email address and password and then click the "Events" tab
- New Employers: Use the Register Only button under "New Employers Only" to create an account. Once you receive your password via email, log in and click the "Events" tab.

If you have any questions, please contact us at: [slugquest@ucsc.edu](mailto:slugquest@ucsc.edu)

[More information](#) about SlugQuest including detailed instructions and policies

**Sign in** | [Forgot my password](#) | [Register for a new account](#) | [Register And Post a Job or Internship for UCSC](#) | [Register And Post Job At Multiple Schools](#)

### Log In

#### Registered Employers

Please enter your email address and password.

**Email Address**  
(your email address)

**Password**

[Forgot Password](#)

### Register for a new account

#### New Employers Only

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Click on the “Register and Post a Job or Internship for UCSC” and fill out the form. Click “Next” at the bottom.



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## Register AND Post a Job or Internship for UCSC

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**Welcome to SlugQuest**  
Use this form to register in SlugQuest for the **FIRST** time.  
You will receive an email confirmation after you submit this form, which you must respond to.  
Once you confirm your email address by responding, you will receive another email with your temporary password. You may then log in to register for a fair, post jobs or use other services.

[Sign in](#) [Forgot my password](#) [Register for a new account](#) **[Register And Post a Job or Internship for UCSC](#)** [Register And Post Job At Multiple Schools](#)

[Next](#) [X Cancel](#) \* indicates a required field

### Company Information

Please provide as much information as possible. Required fields are denoted with an asterisk (\*)

**Organization Name\*:** (Enter your name if you don't represent an organization)

**Description:** Enter a brief description of your organization.

This will take you to the job creation form. Click on “Experiential Learning” under Position Type.

[Home](#) [Account](#) [Calendar](#) [Profile](#) [Jobs](#) [On-campus recruiting \(OCR\)](#) [Employment](#) [Events](#)

[+ BACK](#) sammy slug @ test organization

# job postings

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**Attention:**  
**Note:** You will be notified as your job approaches expiration and provided an opportunity to extend the posting.  
**Note:** Job expiration date will be automatically adjusted to maximum allowed - 60 days after the posting date.

**Please Note:** On-Campus Recruiting (OCR) positions should be entered in the On-Campus Recruiting (OCR) section.

[Submit ▶](#) [Save And Finish Later](#) [✕ Cancel](#)

\* indicates a required field

## RELATED RESOURCES

Internships Paper

### Position Information

**Position Type\*:**

- ☐ Part Time Job
- ☐ Full Time Job
- ☐ Internship (Paid)
- ☐ Internship (Unpaid)
- ☐ International Job/Internship
- ☐ Volunteer (Non-Profit Only)
- ☒ **Experiential Learning**

**Copy Existing:** Pick a position from which you'd like to copy data  
Please review and edit your job title when copying a job

[Show Archived](#)

**Policy Agreement\*:** ☒ Yes, I agree to the [UCSC Job Posting and EEO Policy](#)

**Job or Internship Title\*:**

**Job Function\*:**

Accounting  
Actuarial  
Administrative/Clerical  
Advertising  
Agriculture / Natural Resources / Environment

This will change the form to the Experiential Learning form.

[Home](#) [Account](#) [Calendar](#) [Profile](#) [Jobs](#) [On-campus recruiting \(OCR\)](#) [Employment](#) [Events](#)

[+ BACK](#) sammy slug @ test organization

# job postings

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\* indicates a required field

**RELATED RESOURCES**  
 Internships Paper

## Position Information

**Position Type\*:**

☐ Part Time Job  
☐ Full Time Job  
☐ Internship (Paid)  
☐ Internship (Unpaid)  
☐ International Job/Internship  
☐ Volunteer (Non-Profit Only)  
☒ Experiential Learning

**Type of Experiential Learning Position\*:**

**Copy Existing:** Pick a position from which you'd like to copy data  
Please review and edit your job title when copying a job

[Show Archived](#)

**Number of Positions\*:** Enter the number of positions available for this job posting.

Select “Professional Career Development Program” in the Type of Experiential Learning Position field, and fill out the form. Click “Submit” at the bottom.

[Home](#) [Account](#) [Calendar](#) [Profile](#) [Jobs](#) [On-campus recruiting \(OCR\)](#) [Employment](#) [Events](#)

[+ BACK](#) sammy slug @ test organization

## job postings

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### RELATED RESOURCES

[Internships Paper](#)

### Position Information

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- ☒ Experiential Learning


**Type of Experiential Learning Position\*:** Professional Career Development Program

**Copy Existing:** Pick a position from which you'd like to copy data  
Please review and edit your job title when copying a job




**Position Description/Learning Outcomes\*:**

6


Hooray! You have created your account and posted your Experiential Learning job! Check your email to verify your account.



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### Welcome to SlugQuest

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Once you confirm your email address by responding, you will receive another email with your temporary password. You may then log in to register for a fair, post jobs or use other services.

[Sign in](#) | [Forgot my password](#) | [Register for a new account](#) | **[Register And Post a Job or Internship for UCSC](#)** | [Register And Post Job At Multiple Schools](#)



### Your job posting and registration has been successfully submitted.

An email has been sent asking you to confirm your email address.


You must confirm by clicking the link in this email message to gain access to SlugQuest.

Once you confirm your email address by responding, you will receive another email with your temporary password. password.

If you do not receive this email shortly, please contact us at [slugquest@ucsc.edu](mailto:slugquest@ucsc.edu)

Your job posting will be reviewed and approved within one business day.

**Note:** You will be notified as your job approaches expiration and provided an opportunity to extend the posting.

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Once you verify your account, an email will be sent with your username and a link to set your password.



You will be prompted to set your password.

The screenshot displays the NACElink Career Services Manager interface. At the top, the UC Santa Cruz logo is on the left, and the NACElink logo with the text 'CAREER SERVICES MANAGER MODULAR EDITION' and 'software by simplicity' is on the right. A navigation bar contains links: Home, Account, Calendar, Profile, Jobs, On-campus recruiting (OCR), Employment, and Events. Below the navigation bar, a welcome message 'Welcome, Chris Arends.' is on the left, and a user profile 'Chris Arends @ Chris Arends' with a help icon, a printer icon, a star icon, and a 'Log Out' button is on the right. The main content area is divided into three sections: a calendar for April 2014, an 'Announcements' section featuring a megaphone icon and a link to 'INTERSHIP FACTS Paid or Unpaid Internship? Fact Sheet (pdf)', and a 'SHORTCUTS' section with a list of links. A 'Your feedback is welcome.' message with an envelope icon is on the left. A 'Set Password' modal dialog is open in the center, prompting the user to set and save their password. The dialog has two input fields: 'Your new password' and 'Confirm your new password', and a 'Save' button. The footer contains the NACElink logo, the text 'NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university.', and links to 'Privacy Policy' and 'Terms of Use'.

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Home Account Calendar Profile Jobs On-campus recruiting (OCR) Employment Events

Welcome, Chris Arends.

Chris Arends @ Chris Arends ? [Printer Icon] [Star Icon] \* Log Out

April 2014

30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

Your feedback is welcome.

**Announcements**

INTERSHIP FACTS  
**Paid or Unpaid Internship?**  
Fact Sheet (pdf)

CONNECT WITH US

**SHORTCUTS**

- Create Job Posting
- View Job Postings
- View Applicants
- Post a profile
- Create New Schedule Request
- View OCR Schedules
- View OCR Interviews
- View OCR Applicants
- View OCR Wait-List
- Submit Placements Info
- Request New Information Session
- Post a Job to Multiple Schools (Fee based)
- View Multi-School Postings

**Set Password**

Please set and save your password below.

Your new password

Confirm your new password


Save

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Hooray! Now you can check the status of your job posting by clicking “View Job Postings” under the Shortcuts menu.



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[Home](#) [Account](#) [Calendar](#) [Profile](#) [Jobs](#) [On-campus recruiting \(OCR\)](#) [Employment](#) [Events](#)


Welcome, Chris Arends. Chris Arends @ Chris Arends    [Log Out](#)

 Password has been updated

◀◀ April 2014 ▶▶

30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

 Your feedback is welcome.

 **Announcements**  
  
[INTERNSHIP FACTS](#)  
**Paid or Unpaid Internship?**  
[Fact Sheet \(pdf\)](#)  
  
[CONNECT WITH US](#)  
**LinkedIn**  
[Connect with the Career Center](#)  
  
[More Announcements](#)


**SHORTCUTS**

- [Create Job Posting](#)
- [View Job Postings](#)
- [View Applicants](#)
- [Post a profile](#)
- [Create New Schedule Request](#)
- [View OCR Schedules](#)
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There it is! The Career Center will review and approve your job posting in one business day.



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HomeAccountCalendarProfileJobsOn-campus recruiting (OCR)EmploymentEvents

Welcome, Chris Arends.

Chris Arends @ Chris Arends ?     Log Out

**job postings**

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Job PostingsStudent ResumesMulti-School Postings (Paid)Archived JobsPublication Requests

Keywords


Contact Name

(searches job title, ID, description, and organization name: min. 3 characters).

SearchClear

Items 1-1 of 1

SHOW  per page

Job Title ^	ID ^	Description	Type ^	Major(s)	Start ^	End ^	Approved	Options
<a href="#">Test Internship</a>	25409		Experiential Learning		April 17, 2014	April 24, 2014		<div>Deactivate</div>

+ Add New

Items 1-1 of 1

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