



# Student User Guide

Career Badger is Snow College's online system for posting Student Jobs (Work Study, Work to Learn, and Hourly), Internships and Career positions. All enrolled students have a Career Badger account and can view/apply for jobs using Career Badger.

Career Badger allows students to:

- Search for jobs in central Utah or around the United States.
- Post Resumes, Cover Letters, Class Schedule, References and other documents for employers to view.
- View contact information for hundreds of employers in and around Utah.
- Apply for positions and keep track of previous applications.
- View and register for upcoming Career Events & Workshops

Career Badger also provides students with a variety of resources including the Resume Creator tool featuring 13 different templates and a Resource Library.

## 1. How to Login to your account.

Go to <https://www.snow.edu/> and select (1) 'badgerweb login' in the top right hand corner of the screen.



Once you are on the Badger Web home page click on (2) 'Login.'



From here simply follow the on-screen instructions to login to your account using your **(3)** username and password.



**SNOW COLLEGE BADGER WEB**

[HELP](#) [EXIT](#)

## Badger Web Login

 Please enter your Snow College Username and your Password. When finished, click Login.

When you are finished, please Exit and close your browser to protect your privacy.

**NOTE - HEOA - Text book ISBN number**  
 IF you do not have an id and are trying to find **the Text book ISBN number**  
 Then select "Return to Homepage" at the bottom of this page  
 select "Courses Available by Term (includes Materials Required and Book ISBN)"

**CAUTION**  
 Safe-guard your Username & password. Any person that knows your Username & password will be able to access this site **just as you do**.  
 They will be able to view and make changes to your personal data.

If you forgot your Snow College Username, click [HERE](#)  
 If you forgot your password, click [HERE](#).

**Do Not** use your Badger ID to login. **Use your Snow College Username.**

Snow College User Name:   **(3)**

Password:   **(3)**

[Click Here for Help with Login?](#)

Once you have logged into your Badger Web account, go to the **(4)** 'Student' tab and then click on **(5)** 'Student Jobs (Career Services Online).'



**SNOW COLLEGE BADGER WEB**

**(4)**  **(4)**

[Personal Information](#) [Alumni and Friends](#) [Student](#) [Financial Aid](#) [Employee](#)

Search

### Student Services & Financial Aid

**Registration**  
 Check your registration status; Add or drop classes; Display your class schedule.

**Student Records**  
 View your holds; Display your grades and transcripts; Review charges and payments; [SIGN UP FOR A PAYMENT PLAN](#) or [Pay Tuition & Fees Online](#).

**Financial Aid**  
 Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.

**Transfer Credit Awarded**

**DegreeWorks**

**(5)**  **(5)**

**Student Jobs (Career Services Online)**  
 Click here to open up Career Badger to get help with your next Job, Paid Internship or Career

**Canvas Login**  
 Log in to Canvas

**Math Placement Exam (ALEKS)**  
 Complete math placement to assess your math ability level. Results mean possibly skipping classes your already proficient with and saving tuition

From here, you can subscribe to any of the sites listed and then click on **(6)** “Go To Dashboard” to get onto the main page.

**Career Network Registration**

CO-REGISTER WITH OTHER CAREER RESOURCES TO GIVE YOURSELF EVERY ADVANTAGE TO FIND YOUR DREAM JOB.

Select from the available career network partners below and look for your validation email to get connected:

- ☒ **the whether**  
The Whether is your personalized career guide. It delivers a year's worth of career advising in 30 minutes. Use The Whether to find jobs that align to your soft skills and values, prepare for interviews, and stand out at career fairs. [Learn more](#)
- ☒ **indeed**  
Job Search by Indeed. Search millions of jobs from thousands of job boards, newspapers, classifieds and company websites on indeed.com. [Learn more](#)
- ☒ **COLLEGE RECRUITER**  
The leading niche job board for college and university students searching for internships, part-time employment, and seasonal work and recent graduates hunting for entry-level jobs and other career opportunities. [Learn more](#)
- ☒ **snagajob**  
Register with Snagajob to enhance your hourly job search efforts. As the #1 spot for hourly jobs, Snagajob can help you find a part-time or summer job that fits perfectly with your school schedule. [Learn more](#)
- ☒ **WayUp**  
Looking for a job or internship? Get the latest WayUp jobs and career advice to your inbox weekly. [Learn more](#)
- ☒ I'd like to occasionally receive emails directly from GradLeaders about other new career resources and opportunities.

[Save](#) [Go To Dashboard](#) [Cancel](#)

**(6)**

## 2. How to upload required documents

First time users will need to fill out their general information before applying for jobs. From here, your first step should be to make sure you have all of the needed documents uploaded with updated profile information. You can update your personal information by clicking on **(1)** ‘My Profile’ on the toolbar on the dashboard and then selecting ‘Profile Summary’ where there will be an option to ‘edit’ in the top right hand corner of your contact information and your detailed profile.

**Dashboard**

**My Profile** **(1)**

Profile Summary  
Cover Letters  
Resumes  
Additional Documents  
My Scorecard

Job Search  
Events  
Interviews  
Connections  
Activity Calendar  
Document Library  
Report Employment  
Career Network Registration

**Attention!**  
Welcome to Snow  
AUGUST 1 is the date that you can begin to view and apply for Campus Jobs on Career Badger - Review the employer requirements and upload any documents they may ask for such as a cover letter, unofficial transcripts, class schedule, references, etc. to ensure that the Apply button appears in the top of the job description.  
[continue reading](#)

**Scorecard**  
Tuesday, May 15, 2018

May 14, 2018  
Last Login

37  
Web Logins

Contact Information

43.00%  
Profile Information

Resume Uploaded

**New Job Listings**  
Jobs you may be interested in.

Embrace the Exceptional Work at Camco	ENGLISH LANGUAGE ASSISTANT	Certified Nursing Assistant (CNA)	Licensed Practical Nurse (LPN)	Registered Nurse (RN)	Customer Service Representative	GIS Intern	Government
Multiple Bamapo for Children Application Due: 6/14/2018	Education Programs AC Application Due: 6/15/2018	Healthcare/Health Services Sunstone Healthcare, a subsidiary of-- Application Due: 6/9/2018	Healthcare/Health Services Sunstone Healthcare, a subsidiary of-- Application Due: 6/9/2018	Healthcare/Health Services Sunstone Healthcare, a subsidiary of-- Application Due: 6/9/2018	Government/Public Administration City of Spanish Fork, Utah Application Due: 6/16/2018	Government/Public Administration City of Spanish Fork, Utah Application Due: 5/21/2018	Government City of Spanish Fork, Utah Application Due: 5/21/2018

Search by Most Recent    Search by US Region    Search by Global Region

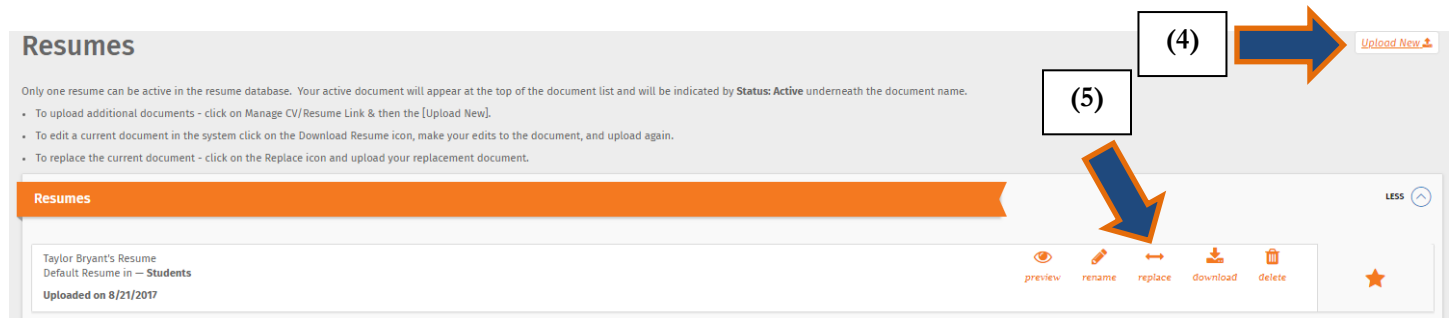
Important Messages    My Profile & Resume(s)    Announcements

To upload necessary documents, you may click on 'My Profile' again from the toolbar and then click on 'Cover Letters', 'Resumes', or 'Additional Documents.' In the right hand corner of these pages, you may click on (2) 'Upload New' to add these documents.

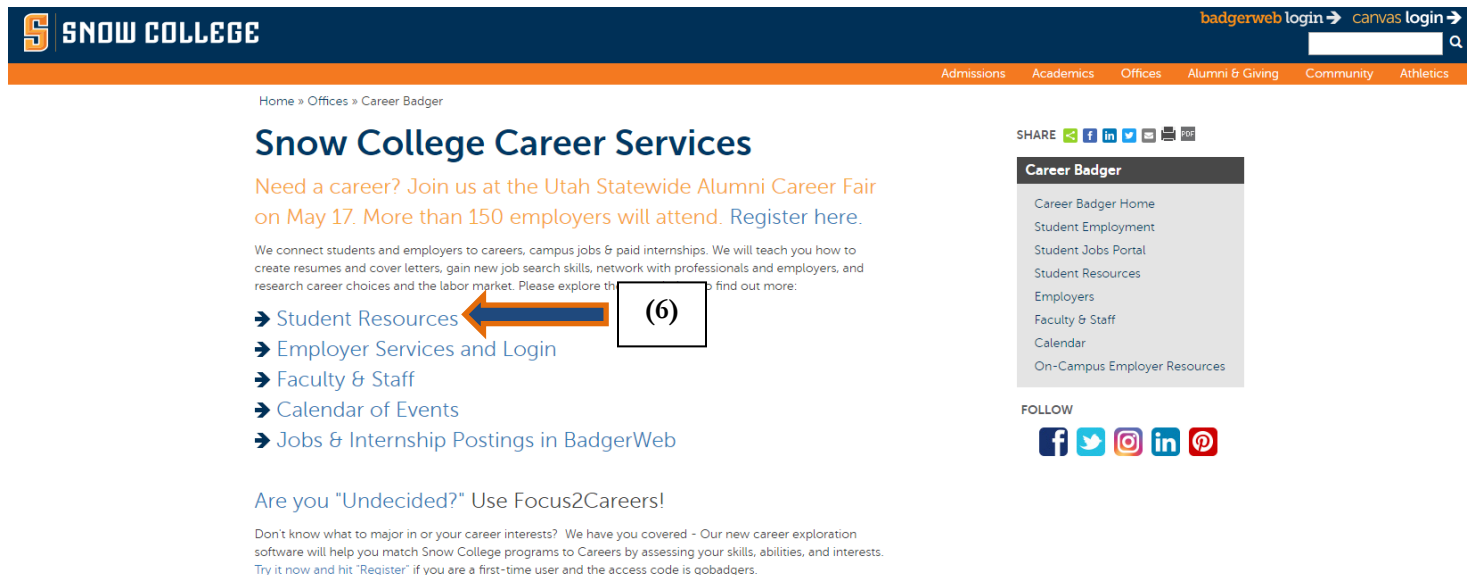
A (3) link may be displayed to get more information on how to write these documents.



Only one **resume** can be active in the resume database. You may click on (4) 'Upload New' or (5) 'replace' on the Resume page if you already have one updated and need to replace it with a new one.



If there are any further questions on how a cover letter or resume should be written, you can go to [snow.edu/careerbadger](https://snow.edu/careerbadger) and click on (6) 'Student Resources.'



Once you have clicked on 'Student Resources' you may select (7) 'Resumes and Cover Letters' for additional information and for links to examples or templates to use.

SNOW COLLEGE

badgerweb login → canvas login →

Admissions Academics Offices Alumni & Giving Community Athletics

Home » Offices » Career Badger » Employment Resources for Students

## Student Employment Resources

We have prepared several resources to help you with common career related topics, click on any of the following links for more information.

- [Resumes and Cover Letters](#)
- [The Job Search Process](#)
- [Interviews](#)
- [LinkedIn](#)
- [Career Badger Student Guide](#)
- [Summer Sales](#)
- [Working From Home](#)
- [Website Links](#)

SHARE

**Career Badger**

- Career Badger Home
- Student Employment
- Student Jobs Portal
- Student Resources
- Employers
- Faculty & Staff
- Calendar
- On-Campus Employer Resources

FOLLOW

Any other **additional documents**, such as letters of recommendations or class schedules, can be added by selecting (8) 'Upload New.' From that point, you are able to (9) select one of your own saved files and (10) name the document under 'document title.'

### Additional Documents

Manager Additional Documents

Additional Documents LESS

### Upload Additional Document

Click on Upload to upload a new document

(9) DOCUMENT FILENAME\*  
select file

(10) DOCUMENT TITLE\*  
document title

Save Cancel

### Uploading a Class Schedule:

To upload your **Class Schedule** you will first need to log onto your Badger Web account. Click on the (1) 'Student' tab and then select (2) 'Registration'

SNOW COLLEGE  
BADGER WEB

Personal Information Alumni and Friends **Student** Financial Aid Employee

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

### Student Services & Financial Aid

(2) **Registration**  
Check your registration status; Add or drop classes; Display your class schedule.

**Student Records**  
View your holds; Display your grades and transcripts; Review charges and payments; [SIGN UP FOR A PAYMENT PLAN](#) or [Pay Tuition & Fees Online](#).

**Financial Aid**  
Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.

**Transfer Credit Awarded**

**DegreeWorks**

**Student Jobs (Career Services Online)**  
Click here to open up Career Badger to get help with your next Job, Paid Internship or Career

**Canvas Login**  
Log in to Canvas

**Math Placement Exam (ALEKS)**  
Complete math placement to assess your math ability level. Results mean possibly skipping classes your already proficient with and saving tuition

Select (3) 'Student Schedule by Day & Time' to open your schedule.



**SNOW COLLEGE BADGER WEB**

Personal Information Alumni and Friends **Student** Financial Aid Employee

Search  Go

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Registration

Select Term

\* on-line BOOKSTORE  
AFTER REGISTERING - Buy your books for your classes from the on-line bookstore.

[Add/Drop Classes](#)

[Open Class List A-Z ==> EPHRAIM / MAIN CAMPUS](#)

[Open Class List A-Z ==> Richfield Campus](#)

[Look-up Classes to Add](#)

[Student Schedule by Day & Time](#) (3)

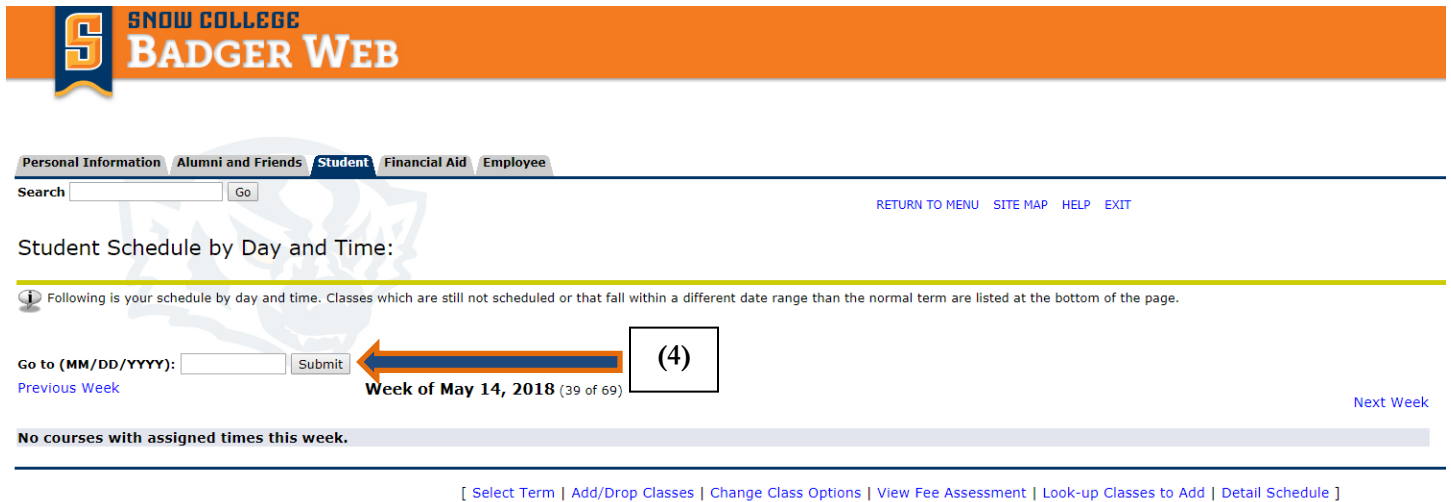
[Student Detail Schedule](#)

[Registration Fee Assessment](#)

[Withdrawal Information](#)

[Check Your Registration Status](#)

You will need to pick which week you would like to view the schedule. (4)



**SNOW COLLEGE BADGER WEB**

Personal Information Alumni and Friends **Student** Financial Aid Employee

Search  Go

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Student Schedule by Day and Time:

Following is your schedule by day and time. Classes which are still not scheduled or that fall within a different date range than the normal term are listed at the bottom of the page.

Go to (MM/DD/YYYY):  Submit

[Previous Week](#) **Week of May 14, 2018 (39 of 69)** [Next Week](#) (4)

No courses with assigned times this week.

[ [Select Term](#) | [Add/Drop Classes](#) | [Change Class Options](#) | [View Fee Assessment](#) | [Look-up Classes to Add](#) | [Detail Schedule](#) ]

Once your schedule is opened, it should look something like this. Adjust the view so your entire schedule fits on the screen. You can then use the *Snipping Tool* to take a screenshot and save it to your desktop. The *Snipping Tool* can be

Student Schedule by Day and Time:

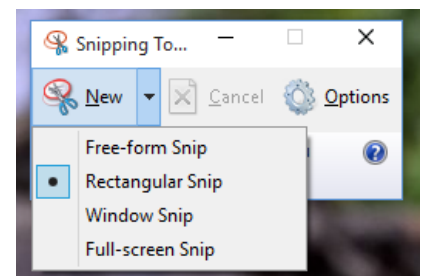
Following is your schedule by day and time. Classes which are still not scheduled or that fall within a different date range than the normal term are listed at the bottom of the page.

Go to (MM/DD/YYYY):  Submit

[Previous Week](#) **Week of Aug 27, 2018 (54 of 69)** [Next Week](#)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am	MATH 2040-001 4093 Class 8:00 am-9:20 am NOYES 130	ECON 2010-001 4093 Class 8:00 am-9:15 am SOCS 102	MATH 2040-001 4093 Class 8:00 am-9:20 am NOYES 130	ECON 2010-001 4093 Class 8:00 am-9:15 am SOCS 102	MATH 2040-001 4093 Class 8:00 am-9:20 am NOYES 130		
9am							
10am							
11am	COMM 1500-001 4107 Class 10:30 am-11:20 am HUMAN 104	BUS 2200-001 5023 Class 11:00 am-12:15 pm BUSB 104	COMM 1500-001 4107 Class 10:30 am-11:20 am HUMAN 104	BUS 2200-001 5023 Class 11:00 am-12:15 pm BUSB 104	COMM 1500-001 4107 Class 10:30 am-11:20 am HUMAN 104		
12pm							
1pm	ACCT 2010-100 5451 Class 12:30 pm-1:20 pm BUSB 102		ACCT 2010-100 5451 Class 12:30 pm-1:20 pm BUSB 102		ACCT 2010-100 5451 Class 12:30 pm-1:20 pm BUSB 102		

found if you go to your start menu from your computer and search 'Snipping Tool.'



Once you have clicked on the snipping tool, you can create a box around your schedule that you will be able to save to your personal files on your computer. You can also right click to copy the image. Now open up a blank Word Document and paste your screenshot by inserting a picture or by clicking 'Paste.' Once you have your schedule the way you would like it displayed, you may upload it to **(5)** 'Additional Documents' and click **(6)** 'Upload New.'

**Additional Documents**  
Manager Additional Documents

Additional Documents LESS

**3. How to search for jobs**

From any page on Career Badger, you can access the toolbar on the left-hand side of the screen. Many options are available to you through the toolbar to help you on your job search. Click on **(1)** 'Job Search'. Once the drop down menu for that tab opens, click on **(2)** 'Job Search.'

**Dashboard**

**My Profile**

**Job Search** (1)

**Events**

**Interviews**

**Companies**

**Activity Calendar**

**Document Library**

**Report Employment**

**Career Network Registration**

**Dashboard**

**My Profile**

**Job Search** (2)

**Hotlist**

**Applications**

**Saved Searches & Agents**

**Events**

**Interviews**

**Companies**

**Activity Calendar**

**Document Library**

**Report Employment**

**Career Network Registration**

This will bring you to the job search screen where you can enter in your search criteria and browse for jobs.

At the top of the top of the page, you will find **(3)** multiple filters to use to help make your job search easier. You can access more filters by clicking on the **(4)** orange arrow. You can also click on the **(5)** orange star for any job that you would like to save to your 'hotlist.' If you want to open more than one job, you can click on the orange icon next to the job title. **(6)**

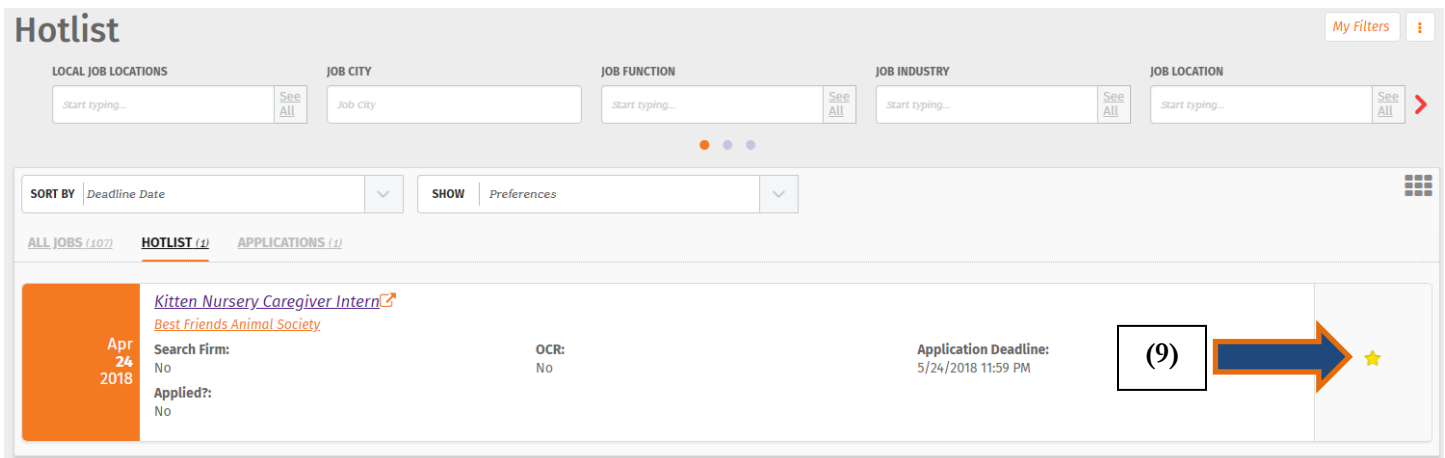
The screenshot shows the 'Job Search' interface. At the top, there are five filter sections: 'LOCAL JOB LOCATIONS', 'JOB CITY', 'JOB FUNCTION', 'JOB INDUSTRY', and 'JOB LOCATION'. Each section has a search input field and a 'See All' button. A box labeled **(3)** is positioned above these filters. Below the filters, there are tabs for 'ALL JOBS (107)', 'HOTLIST (0)', and 'APPLICATIONS (1)'. A box labeled **(4)** points to an orange arrow icon in the top right corner. Below the tabs, there is a list of job listings. Each listing includes a date in an orange box, the job title, the search firm, 'Search Firm: No', 'Applied?: No', 'OCR: No', and 'Application Deadline:'. A box labeled **(5)** points to an orange star icon next to the 'Application Deadline' of the second job listing. A box labeled **(6)** points to an orange icon next to the job title of the first job listing.

Once you have clicked on the orange star and the job has saved to your hotlist, you can access these jobs by clicking on **(7)** 'Job Search' from the toolbar and then **(8)** 'Hotlist.'

The screenshot shows the navigation toolbar and sidebar. The toolbar has five items: 'Dashboard', 'My Profile', 'Job Search', 'Events', and 'Interviews'. A box labeled **(7)** points to the 'Job Search' item. The sidebar has five items: 'Dashboard', 'My Profile', 'Job Search', 'Hotlist', and 'Applications'. A box labeled **(8)** points to the 'Hotlist' item.



Once you get to the Hotlist homepage, you can see a list of all of the jobs that you starred. To remove a job from your hotlist, just click on the **(9)** star again.




**Hotlist** My Filters

LOCAL JOB LOCATIONS See All JOB CITY Job City JOB FUNCTION Start typing... See All JOB INDUSTRY Start typing... See All JOB LOCATION Start typing... See All

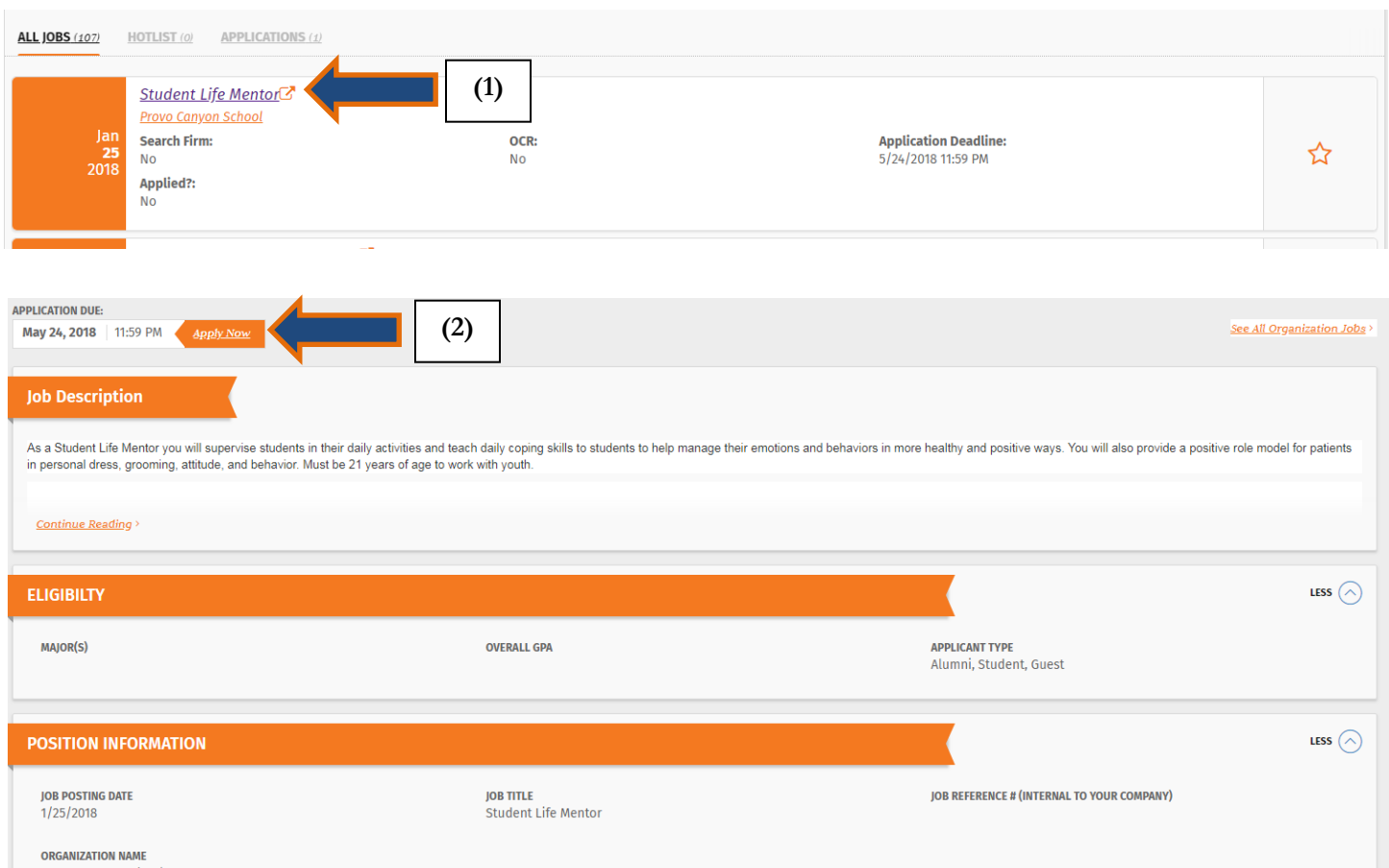
SORT BY Deadline Date SHOW Preferences

ALL JOBS (107) **HOTLIST (1)** APPLICATIONS (1)


<p>Apr 24 2018</p> <p><a href="#">Kitten Nursery Caregiver Intern</a> <a href="#">Best Friends Animal Society</a></p> <p>Search Firm: No</p> <p>Applied?: No</p>	<p>OCR: No</p>	<p>Application Deadline: 5/24/2018 11:59 PM</p>	<p><b>(9)</b> </p>
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Remember that you can access multiple features through the toolbar from any screen on Career Badger. You can navigate these features to see what each tab offers to help you on your job search.

Once you have found a job that you are interested in, clicking on the **(1)** job title will bring you to the posting for the position, allowing you to apply for any job you qualify for. If you meet the necessary qualifications for the job, an **(2)** 'Apply Now' button will be located at the top of the page. If you do not have the necessary qualifications, the 'Apply Now' button will not appear.



ALL JOBS (107) **HOTLIST (0)** APPLICATIONS (1)

<p>Jan 25 2018</p> <p><a href="#">Student Life Mentor</a> <a href="#">Provo Canyon School</a></p> <p>Search Firm: No</p> <p>Applied?: No</p>	<p>OCR: No</p>	<p>Application Deadline: 5/24/2018 11:59 PM</p>	<p></p>
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APPLICATION DUE: May 24, 2018 11:59 PM **Apply Now** See All Organization Jobs

### Job Description

As a Student Life Mentor you will supervise students in their daily activities and teach daily coping skills to students to help manage their emotions and behaviors in more healthy and positive ways. You will also provide a positive role model for patients in personal dress, grooming, attitude, and behavior. Must be 21 years of age to work with youth.

[Continue Reading](#)

### ELIGIBILITY

MAJOR(S) OVERALL GPA APPLICANT TYPE  
Alumni, Student, Guest

### POSITION INFORMATION

JOB POSTING DATE 1/25/2018 JOB TITLE Student Life Mentor JOB REFERENCE # (INTERNAL TO YOUR COMPANY)

ORGANIZATION NAME Provo Canyon School

Once you hit the apply button, it will direct you to the bottom of the page where you can find **(3)** application instructions and the **(4)** application. You can upload the correct documents at this time, and then click **(5)** 'Apply Now' to send in your application.

The screenshot shows a web interface for job applications. It is divided into three main sections, each with a numbered callout:

- (3) APPLICATION INSTRUCTIONS:** This section contains details about the application deadline (5/24/2018), whether additional documents are required (No), job application instructions (Send resume to Cory at [cory.collard@uhsinc.com](mailto:cory.collard@uhsinc.com); Apply on our website: [provocanyon.com/careers](http://provocanyon.com/careers)), whether a posting cover letter is required (No), and the application web site.
- (4) Application:** This section is for the candidate to fill out. It includes a 'NAME' field (Taylor Bryant), a 'SUBJECT' field (Subject), a 'MESSAGE' field (Enter text here...), an 'ATTACH RESUME' dropdown (Taylor Bryant's Resume), and an 'ATTACH COVER LETTER' dropdown (Select one...). There are links to 'Browse To Upload New Resume' and 'Browse To Upload New Cover Letter'. A 'CC Me' checkbox is also present.
- (5):** This points to the bottom of the application section where there are three buttons: 'Apply Now' (in orange), 'Preview' (in grey), and 'Cancel' (in orange).

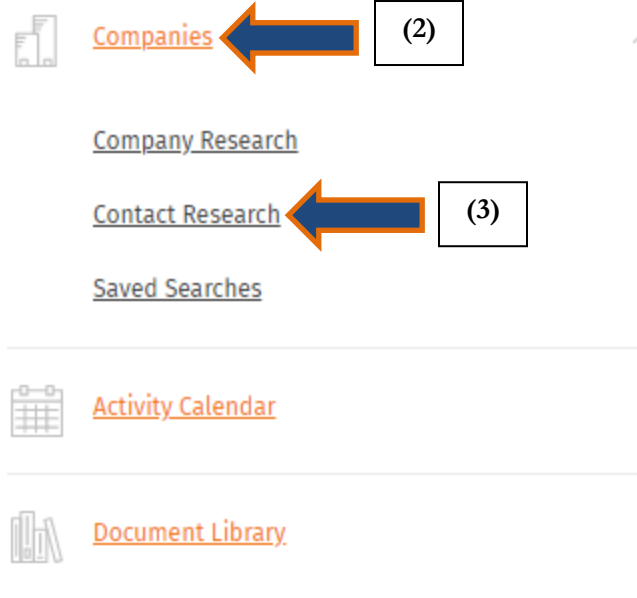
#### 4. How to search for contacts and following up on applications

Reaching out to contacts associated with job postings or within companies you want to learn more about is the best way to help you show your interest and get an interview. You can find these contacts in two different ways. First, the **(1)** primary job contact is located just underneath the application section.

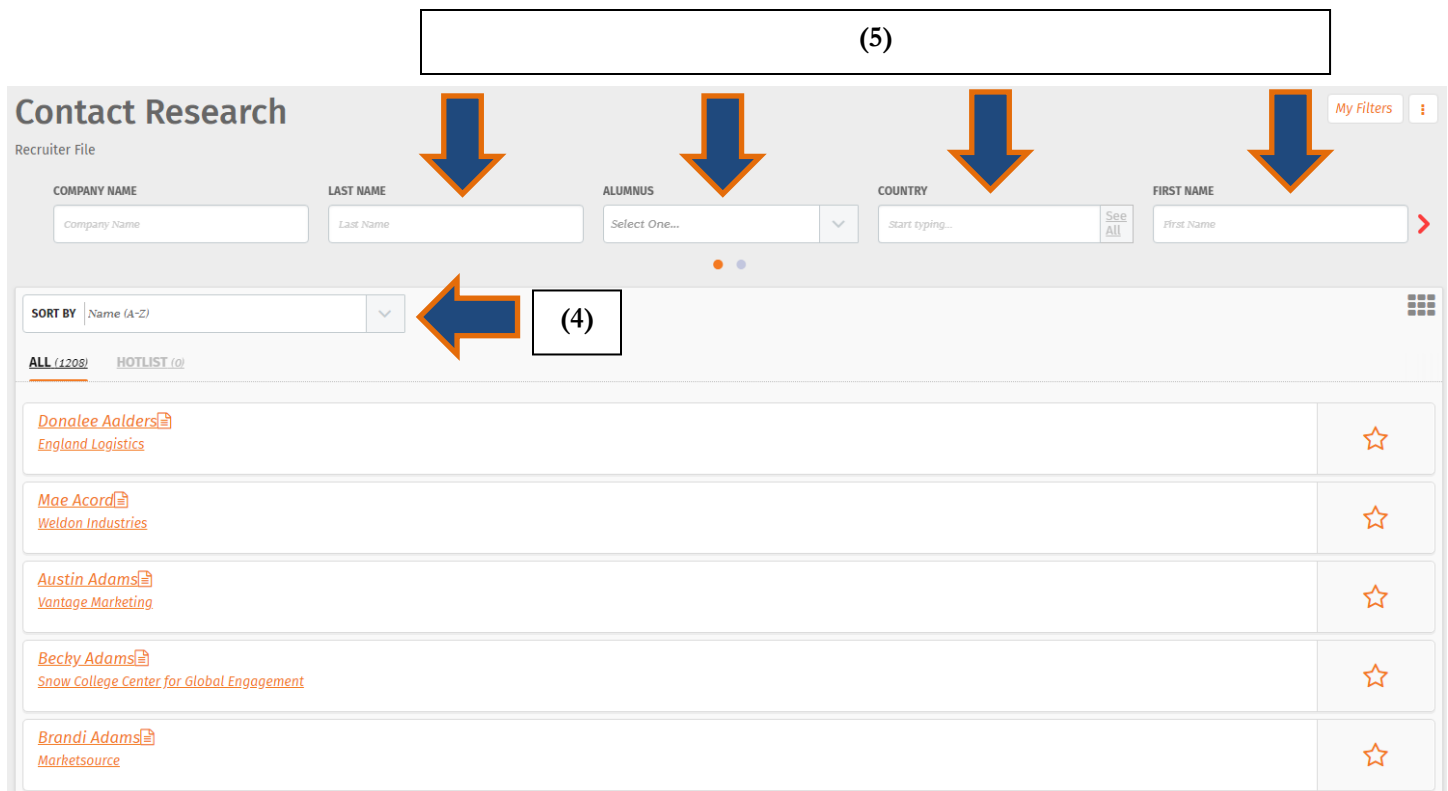
The screenshot shows the 'Primary Job Contact' section, which is highlighted with a blue arrow and callout **(1)**. The contact information for Cory Collard is displayed:

- Cory Collard** (in orange)
- Recruiter
- 4501 N University Ave
- Provo, UT 84604
- United States
- [Send Email](#) (in orange)
- P: 382-201-4323

You can also access these contacts by going to the Toolbar, clicking **(2)** 'Companies' and then **(3)** 'Contact Research.'

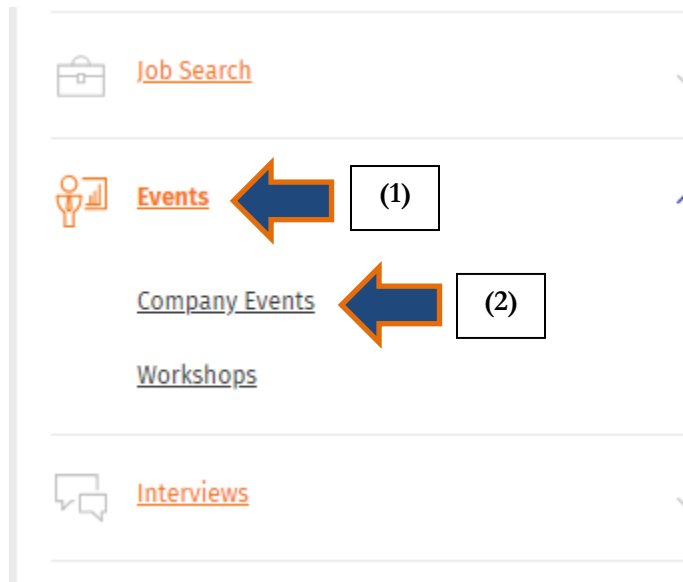


You will be able to **(4)** sort contacts by name or organization and the **(5)** multiple filters at the top of the screen will make it easier to find who you are looking for.

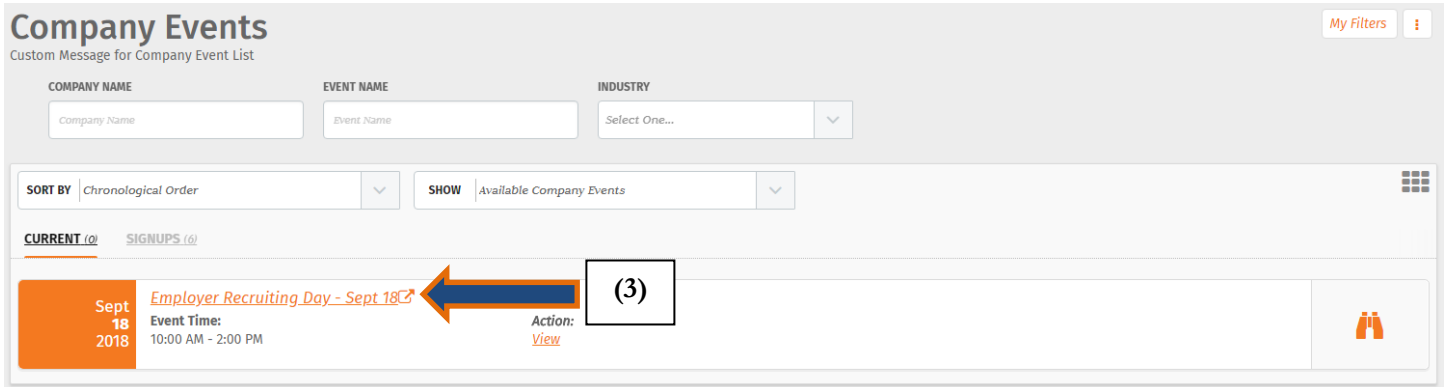


## 5. Career Events & Workshops

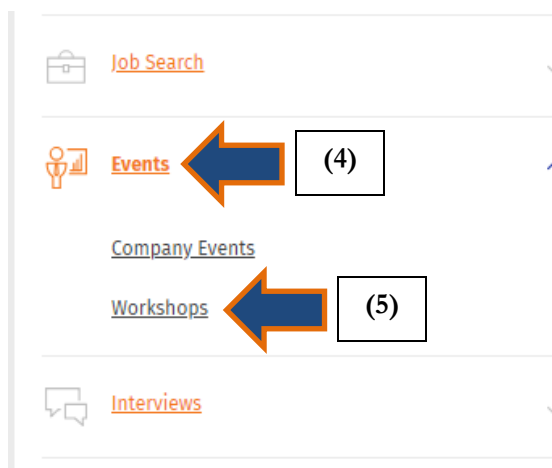
You can also access a list of career events to attend by clicking on 'Events' from the Toolbar. Next, click on 'Company Events.'



Once you have clicked on 'Company Events,' you will see a list of the events that are coming up and you can click on the (3) title of the event to get more information such as: when and where they will be held.



You can also view workshops that will be happening under (4) 'Events' in the Toolbar and then (5) 'Workshops'



## Contact Information



**For additional questions, feel free to contact Snow College Career Services:**

**Stacie Durrance**, Career Services Advisor, [stacie.durrance@snow.edu](mailto:stacie.durrance@snow.edu) (435)-283-7648

**Lisa Laird**, Career Services Manager, [lisa.laird@snow.edu](mailto:lisa.laird@snow.edu) (435)-893-2221

**General Office:** [career.services@snow.edu](mailto:career.services@snow.edu) (435)-283-7648