

### I've signed up! Now What?

Signing up for Inspire Rock County is just the first step in engaging with students and teachers. Once you have completed the process, go to [www.careercruising.com/partner](http://www.careercruising.com/partner) and log in to your profile. Keeping an updated profile is important, since this is how students and teachers will learn about your company when exploring careers.

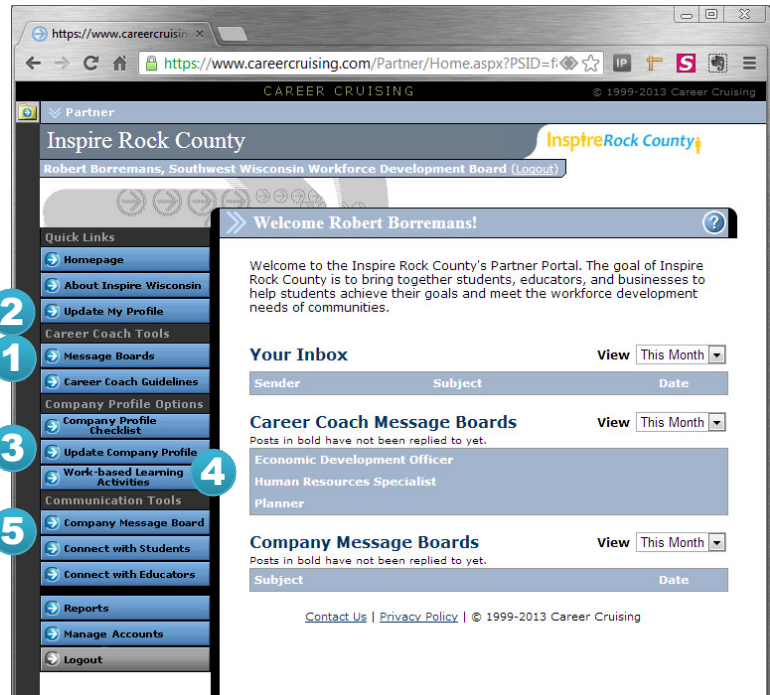
### What next?

Once logged into your account and depending\*\* on what you have signed up for, you can manage your information by doing any one of the following:

**1 Message Boards** – are a really easy way to get involved by discussing the careers that you have associated yourself with. Create a dialog with students about your real-world experiences!

**2 Update my profile** - allows you to edit/update your personal information, career information, and your career history. This gives students and teachers an understanding of your background and experiences throughout your career.

**3 Update Company Profile** (only for companies) – allows you to change your company information such as company description, locations of where your company is, careers that can be associated with your company and description of your hiring practices. Note: adding careers and industries associated with your company will give your company more visibility as students and teachers explore Career Cruising.



**4 Work-based Activities** – participate in work-based learning activities available in your area. These in-person programs help you connect with your future workforce.

**5 Communication Tools** – connects you with students and educators through Career Cruising's messaging system and company discussion board.

### Account Management Tips

#### I've signed up for a Company Profile

If you have signed up a company profile, please fill in as many fields as you can.

- Description and Details** - Be sure to fill in as many fields as you can. The information here is what students/career seekers first see when viewing your company – put your best foot forward. Be sure to include what industries your company is in – associating with at least two industries gives you a larger exposure when students/career seekers view companies in a particular industry.
- Locations** – if you have multiple locations, add more. Students/Career Seekers can narrow down by distance and by city when searching for companies – the more the locations, the greater your companies exposure.
- Career Profile Links** – Associate your company with as many careers – the more careers, the greater your companies exposure as students/career seekers are learning more about a career.
- Who We Hire** – if you have a jobs page on your website or one specifically focused for youth/young adults, then add the URL and description.

## Account Management Tips (cont.)

### I've signed up as a career coach (Companies and Volunteers)

Career Coaching is the easiest way to get involved. If you have an internet connection or smartphone – you can be a career coach! Go to the *Update My Profile* section.

1. If you are not a Career Coach – contact a Inspire Rock County administrator to give you access.
2. If you are a Career Coach – you can participate on more than one Career Coach Discussion board! Just select *Edit Career List* and filter for careers that you have experience in. The more Career Coach Discussion Boards – the better!

### I've signed up for Work-based Learning Activities (Companies and Volunteers)

Work-Based Learning Activities allows your company to provide in-school/out-of-school experiences for Students and Career Seekers looking to get a better understanding of your company and the careers you offer.

1. *Potential Work-based Learning Activities* – If your company has no formal work-based learning activities but want to participate, simply select the work-based learning activities that best fits your commitment level.
2. *Existing Work-based Learning Activities* - If your company already has a work-based learning activity /program that you want highlighted for students, enter in all the details regarding this activity. Fill in the fields that are applicable.

### I've received a Work-based Learning Activity (WLA) Request – Now What? (Companies and Volunteers)

You will be notified by email when a Work-Based Learning Activity request is created. Simply click the link in the email, log into your account and depending on what stage the request is at; follow the directions.

If you have accepted a request, please call the designated Work-based Learning Activity coordinator shown in the contact information section of the request. Once a WLA request has been accepted, the coordinator will be working with you to arrange all the details.



| Step | Action   | WLA Request Status                                   |
|------|--|--|
| 1    | Search and select a Work-based Learning Activity (WLA). View the WLA description and make a request using the online form. NOTE: The WLA company contact will automatically receive an email notification once the request has been submitted. | Requested (student) or<br>Pending volunteer approval |
| 2    | Skip this step if you made the WLA request yourself. If you are the WLA coordinator for your school and Step 1 was completed by a student, approve WLA request in Manage WLA Requests section.   | Pending volunteer approval                           |
| 3    | Once the company contact (provider) accepts the request, get in touch with the provider directly by email or phone to discuss details such as date, time, or number of participants.   | Arrangements in progress                             |
| 4    | When WLA details are finalized, enter dates and additional details agreed upon and click on the Arrangements Complete button.  | Pending Confirmation                                 |
| 5    | The WLA request is complete when the provider confirms the details that you entered.   | Confirmed  |

### Tips

- Use the “Filter list” dropdown found in the *Manage WLA Requests* page to perform a quick filter of the requests.
- Requests that require your attention are marked by a red exclamation point. ( ! )