

BENNINGTON

Accessing FWT Job Archives on WorkLink

1. Log in to WorkLink and from your homepage, select Document Library from the Career Resources tab of the green menu bar.

The screenshot shows the WorkLink homepage. On the left is a green navigation menu with options: Home, Jobs, Profile, Your Documents, Employers, Career Resources, Career Explorer, Career Finder, Document Library, and My Account. The 'Document Library' option is highlighted with a red arrow. The main content area features a search bar, a user profile for 'Test Student' (3rd Term Sophomore, Graduating Jun 2017, Agriculture) with a 'Profile 16% Complete' badge, and statistics: '3 Applications Submitted' and '1 Employers Followed'. A notification bar at the top provides contact information for FWT. On the right, there are sections for 'FWT' (2017- Advertised Positions, Register & View your FWT Records, Meet with FWT Staff!) and 'Job Listings' (Campus jobs, Bennington Area Jobs, Summer jobs, Recent Grads & Young Alum Opportunities, Postbac & Premed Opportunities). A 'News Feed' section at the bottom left mentions 'Job Finder has matches for you' and '77 Recommended Jobs'.

2. Once in the Document Library, select More Filters.

The screenshot shows the 'Document Library' section of the WorkLink interface. The navigation menu on the left is the same as in the previous screenshot, with 'Document Library' highlighted. The main content area has tabs for 'CAREER EXPLORER', 'CAREER FINDER', and 'DOCUMENT LIBRARY'. Below the tabs is a search bar with the placeholder text 'Keywords' and 'Searches document name and description.' Below the search bar are two buttons: 'SEARCH' and 'MORE FILTERS'. A red arrow points to the 'MORE FILTERS' button. At the bottom, it shows 'Showing 1-20 of 62 results' and sorting options: 'SORT BY: Name', 'Showing 20 per page', 'Page 1', and a 'Next' link. The footer of the page reads 'Action Verbs for Resume Writing' and 'Career Resources -'.

3. Select the Type menu dropdown, select FWT Job Archives and hit Search.

4. A list of FWT Job Archives will appear. Click on the name of the archive you wish to view. and it will open in a google sheet.

5. The archive will open in a 'view only' Google Sheet.

FWT Archive Listings- Farming-Agriculture (All locations)

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	A	B	C	D	E	F	G	H	I	J
	Employer	Job Title	Job Description	Job Function	Number of Students Who Completed FWT with Employer (student names denote those willing to share reflective work)	Field Work Term	Contact Name	Contact Email	Contact Phone	C
1	Azienda Agricola Arpisson	Farmhand	Learn how to make cheese	Agriculture/farming	1	2011 FWT	Attilio Colajanni	carolyna@alice.it	0165842937	
2	Bear Mountain National Park	Zookeeping Intern	The intern will be feeding and	Other, Public Related	1 -Emily Mikucki	2012 FWT	Melissa Giller	Melissa.Giller@pa	845-786-2701	
3	Bennington College (Environment)	Student Garden In	Job Description: This position will require pres	Agriculture/farming,	1 -Sofie Sherman-Burton	2011 Summer			4866	
4			• Visiting local farms and stu • Soliciting student volunteer • Maintenance and upkeep o • Weekly community outreach • Detailed record-keeping of							

6. The Google Sheet contains all locations where FWTs were completed. To filter for specific cities, states or countries, use the temporary filter view by selecting the filter button .

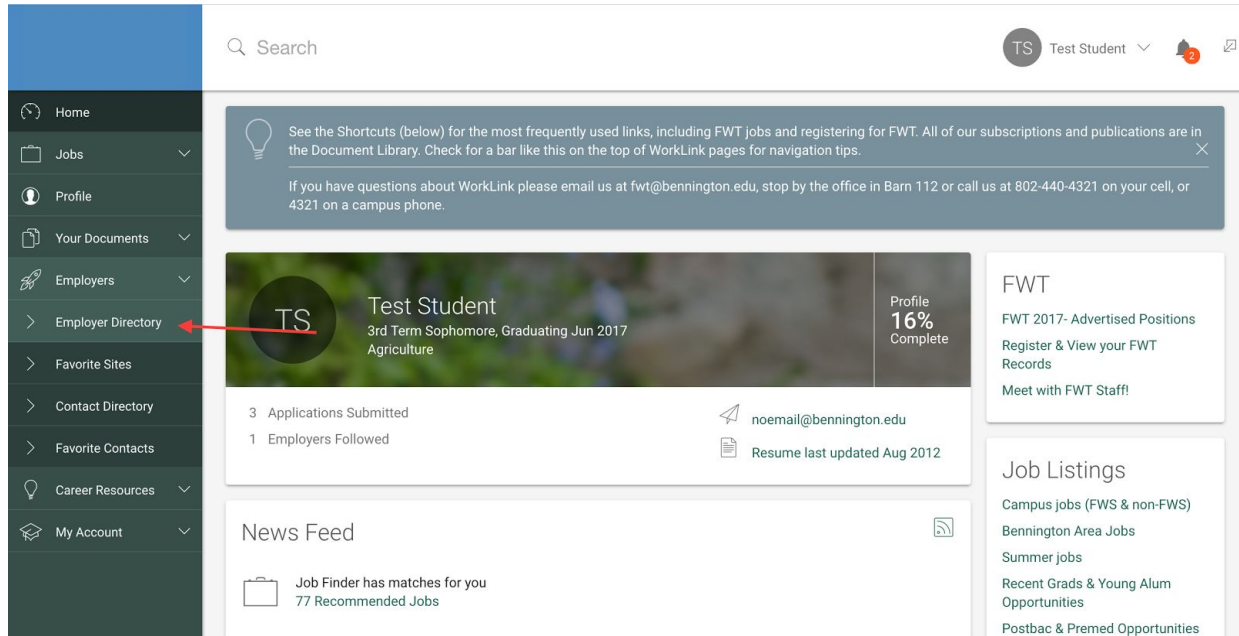


Reminder: FWT Job Archives are listings of previous FWTs only and are not a list of currently advertising organizations. Some organizations listed in the archives may also advertise on WorkLink every year so be sure to check current listings. Please be aware that this is historical information and, as such, contact information may no longer be valid and organizations may no longer exist.

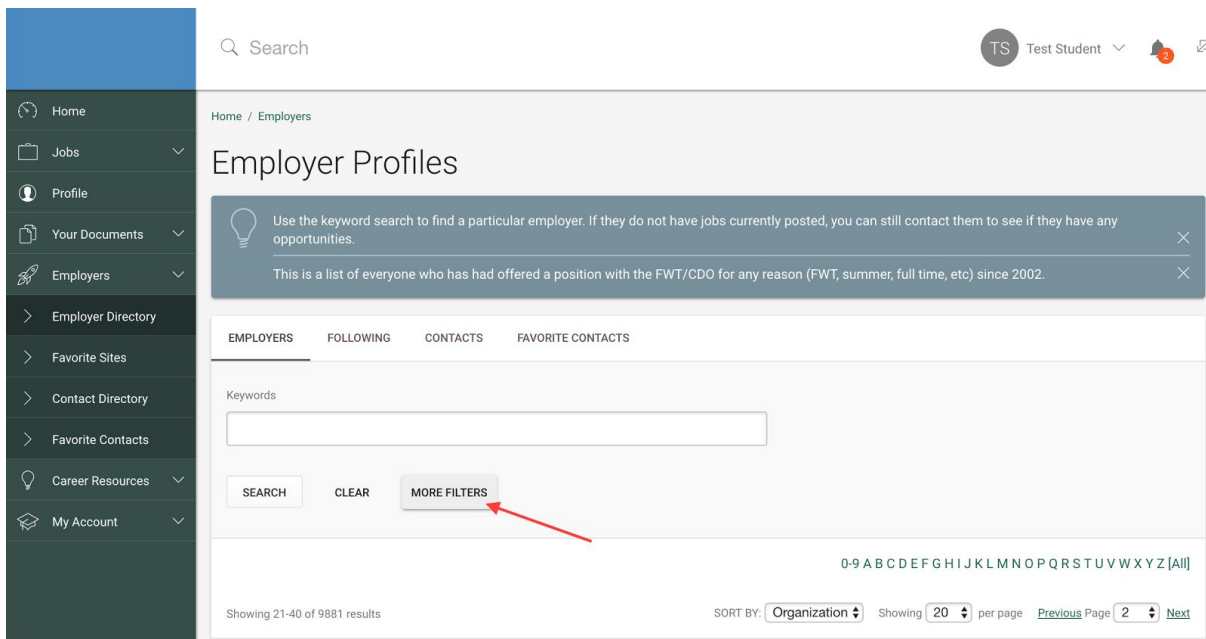
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Accessing the Employer Directory on WorkLink

1. Log in to WorkLink and from your homepage, select Employer Directory from the Employers tab of the green menu bar.



2. Once in the Employer Directory, you can view the complete alphabetized Employer Directory, narrow your search by using keywords or use More Filters to have a greater selection of search parameters.



3. If you view more filters, you can search by industry and/or location. Select your parameters and then hit Search.

The screenshot shows the NACElink search interface. On the left is a dark sidebar with navigation links: Home, Jobs, Profile, Your Documents, Employers, Employer Directory, Favorite Sites, Contact Directory, Favorite Contacts, Career Resources, and My Account. The main content area has a search bar at the top with a magnifying glass icon and the text 'Search'. Below the search bar, there are filter sections. The 'Industry' section has a dropdown menu with options: Animal Rights/Animal Care, Architecture/Urban Planning, Arts and Entertainment (highlighted), Automotive/Transportation, Biotech & Pharmaceuticals, and Building and Construction. Below this is a 'Boolean Search' section with radio buttons for 'And' (selected) and 'Or'. The 'City' section has a text input field with 'Los Angeles'. The 'State' section has a dropdown menu with 'California'. The 'Country' section has a dropdown menu with 'United States of America'. At the bottom of the filters, there is a section for 'Exp. Learning Evaluations' with radio buttons for 'yes' and 'no'. Below these are three buttons: 'SEARCH', 'CLEAR', and 'FEWER FILTERS'. In the top right corner, there is a user profile icon with the initials 'TS' and the name 'Test Student', along with a notification bell icon showing '2' notifications.

4. A list of employers will appear with their industry and website. Click on the name of the employer you wish to view and a page will open with more information about the organization.

The screenshot shows the NACElink employer profile page for American Contemporary Ballet. The top navigation bar includes 'OVERVIEW', 'AVAILABLE POSITIONS', 'JOB LEADS', and 'VIDEO'. The 'OVERVIEW' tab is selected. The main content area features a large text box with a welcome message: 'Welcome to American Contemporary Ballet! We produce original contemporary classical ballets in Los Angeles, California- works that are built upon the foundation of classical ballet, and which extend the art into our own time. ACB's repertoire is choreographed by Artistic Director Lincoln Jones to music by Stravinsky, Beethoven, Tchaikovsky, Schoenberg, and other great composers of the past and present.' Below this is an 'Overview' section with the same text. To the right of the main content is a sidebar with 'Actions' (a star icon), 'Address' (5803 W. Olympic Boulevard, Los Angeles, CA 90036 United States of America), and 'Links' (a website icon and the text 'Website'). At the bottom of the page, there is a footer with the NACElink logo and the text 'NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university. Privacy Policy | Terms of Use'.

Reminder: Please be aware that this is historical information and, as such, contact information may no longer be valid and organizations may no longer exist.