



Student *Guide* to CareerOS

Landing your dream job has never been easier.





Welcome to your CareerOS Login Guide

Your University will provide you with access to many resources to boost your career.

This is a quick guide to help you get familiar with your **CareerOS account**, its most important sections and how to make the most out of it.

With CareerOS, you will be able to:

Network

Organize your job search

Tailor your resume

Use AI to optimize your job search

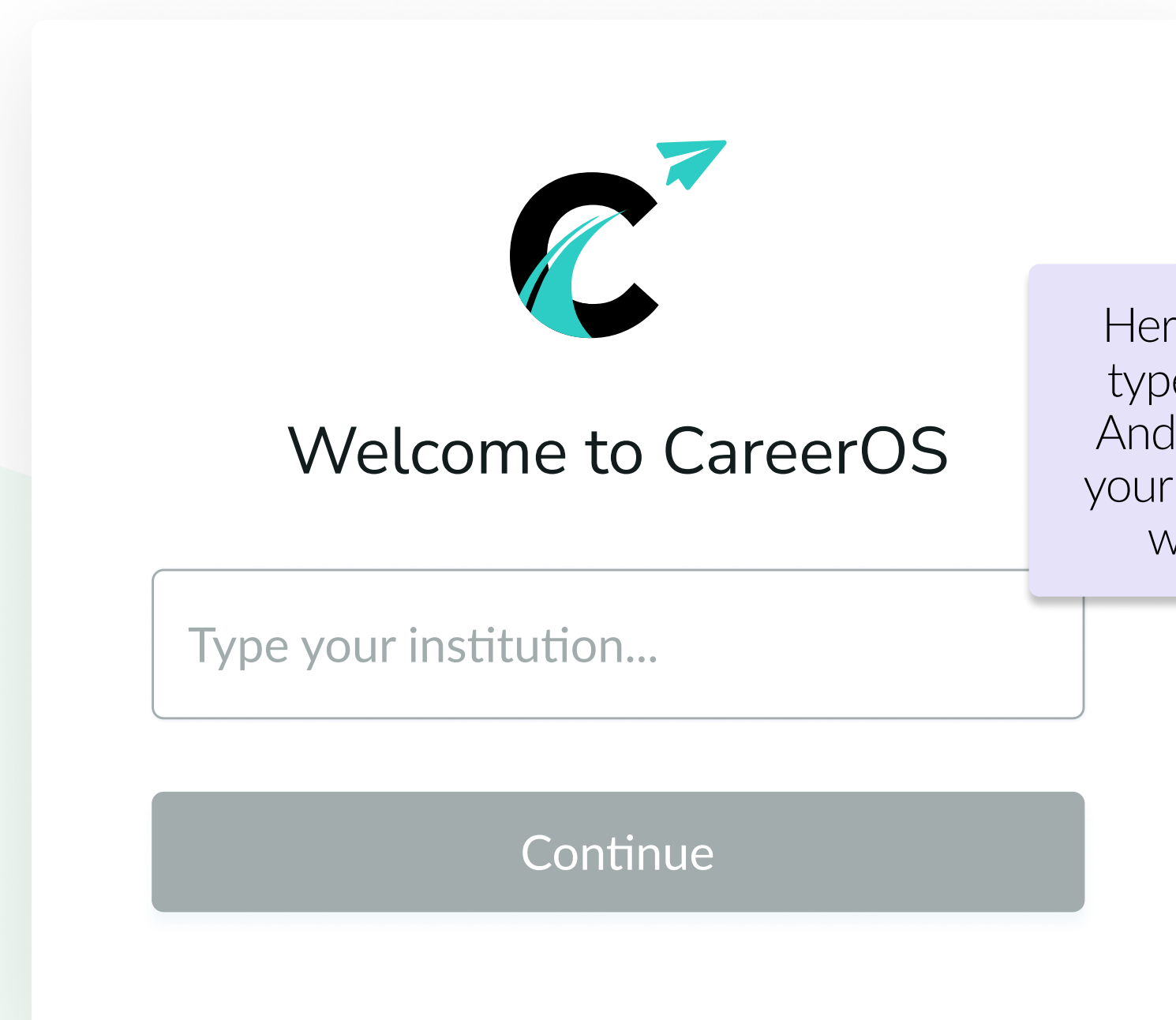
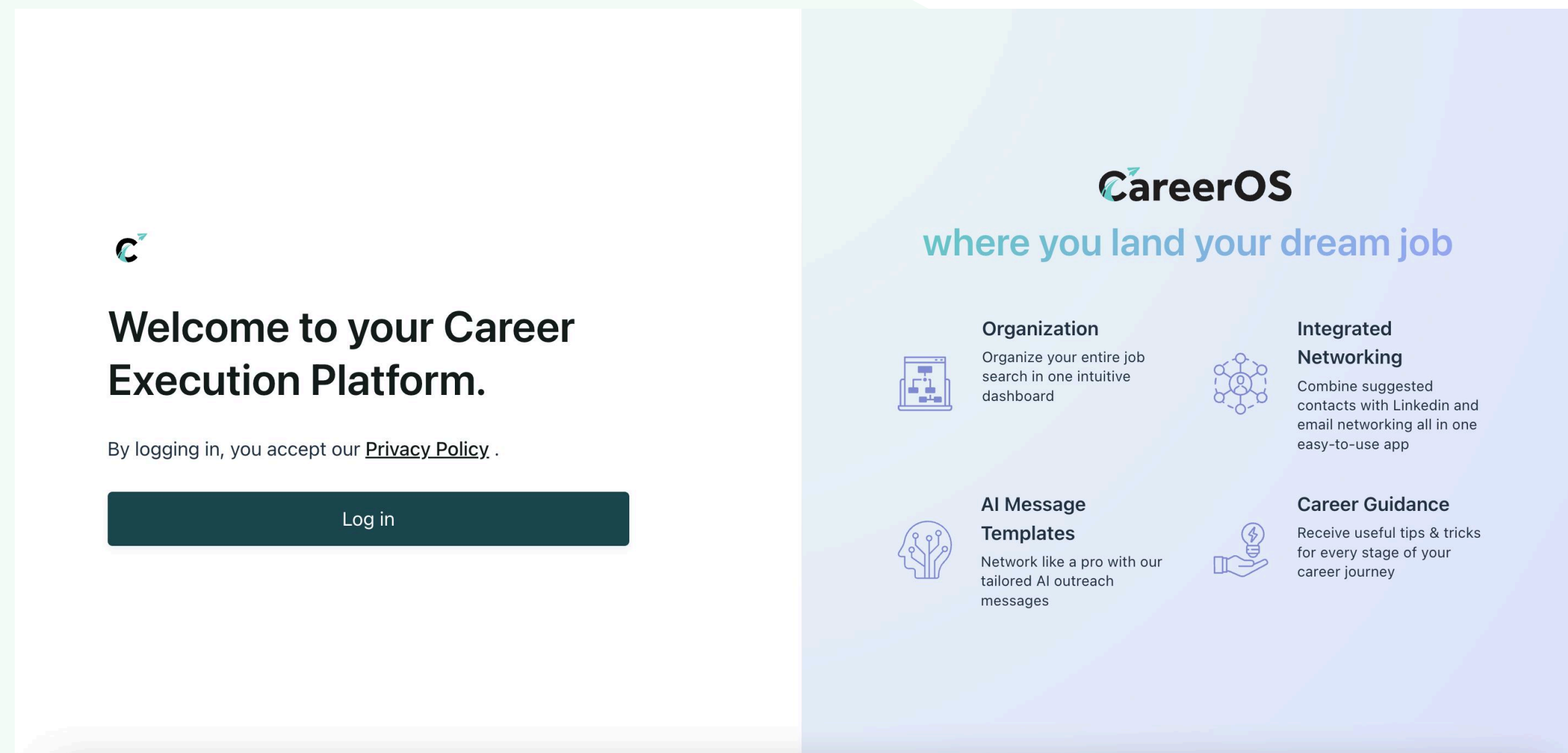
Find top companies worldwide



1. Sign in to CareerOS

Go to <https://app.thecareeros.com/>

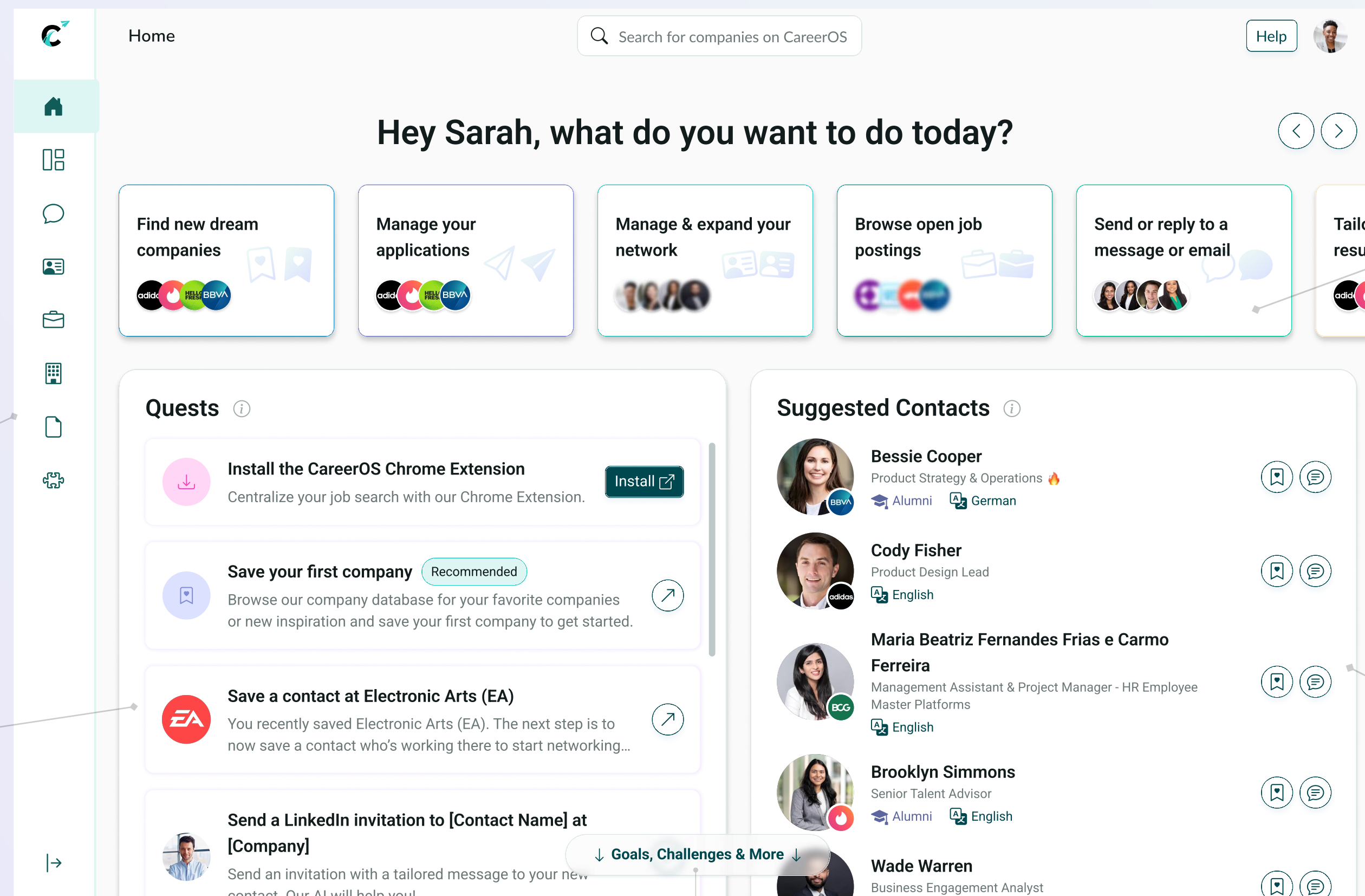
We highly recommend using our app with Google Chrome to get the full experience! This way, you will be able to use our Chrome Extension, which is a game-changer, trust us ;)



Here you will have to type your University. And remember to use your **University's email** when you log in!



2. CareerOS App - General Overview



Menu bar. Here you can change the page you are in

Quests. Tasks created based on your activity

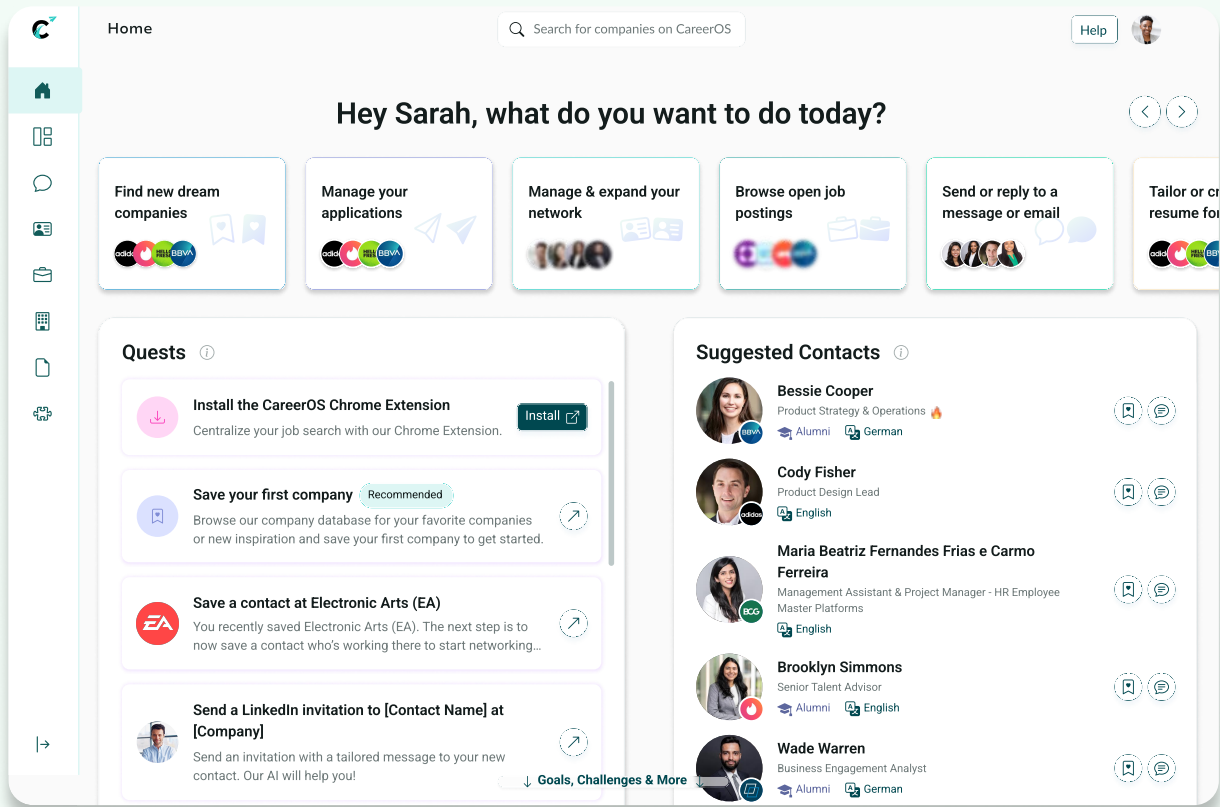
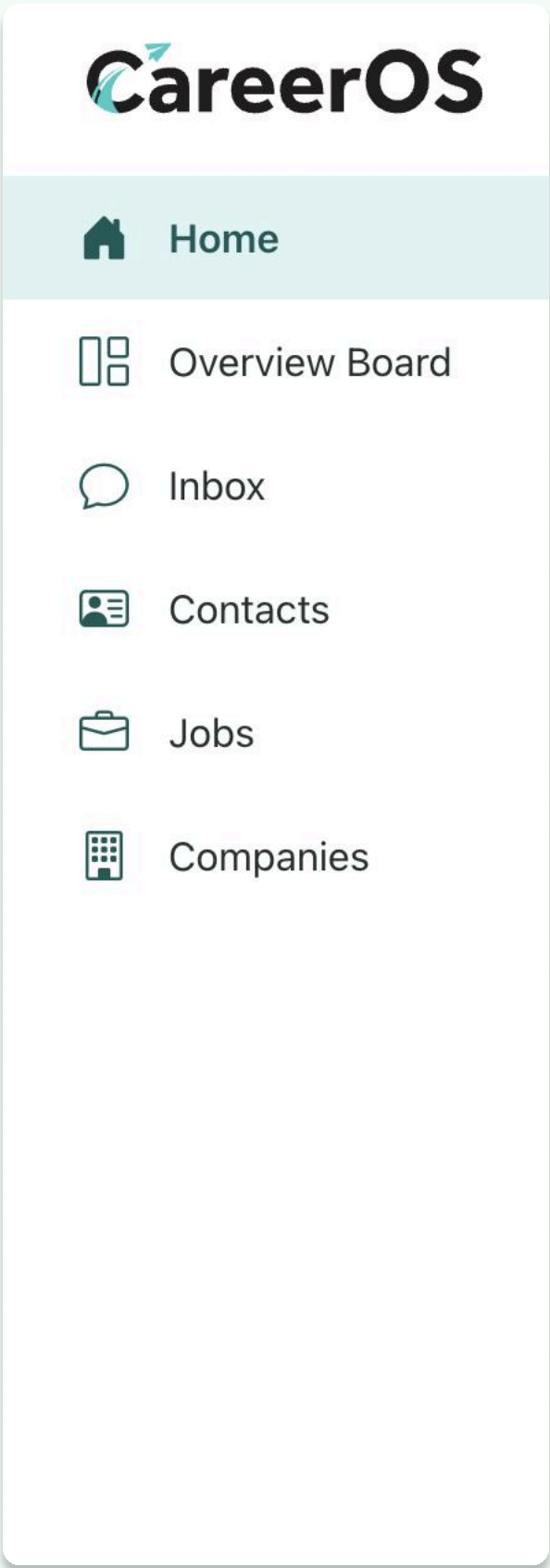
Quick tasks. An easy start your session.

Suggested contacts. Networking made easy with the contacts you can reach out to, based on your saved companies and jobs.

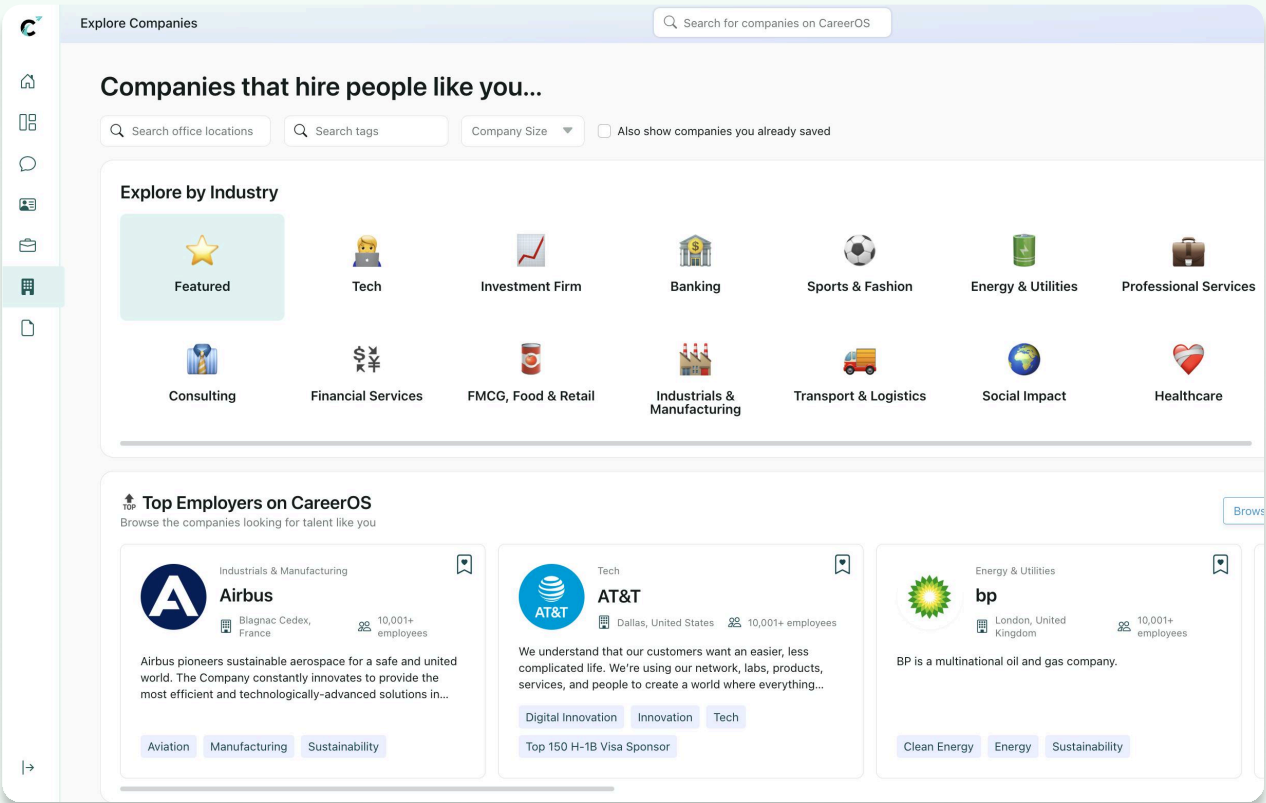
Challenges. Scroll down and you'll find some objectives to complete. You get badges each time you reach one of the goals!



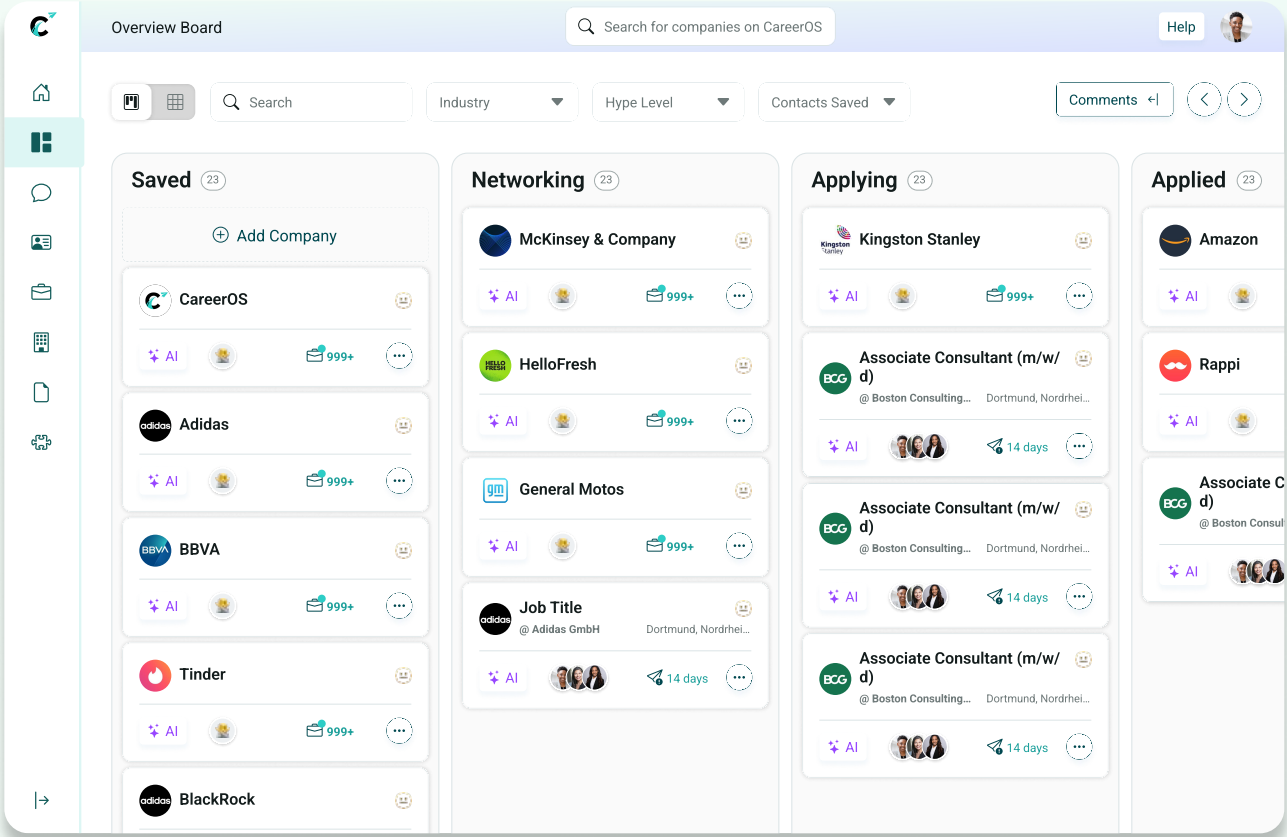
3. Discover the main tabs



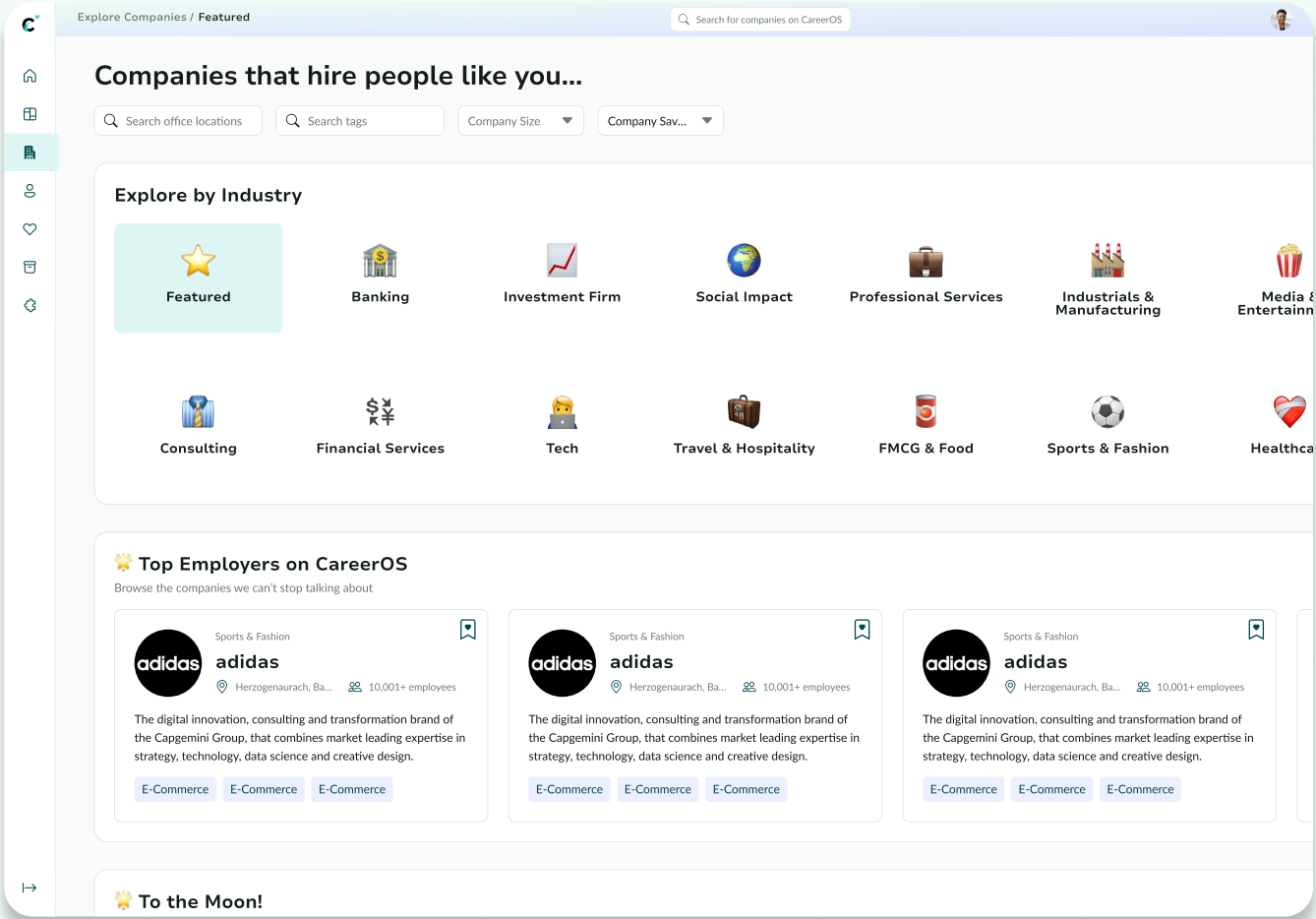
Home page.
You will enter here each time you Login to CareerOS. The place where you get a glimpse of your job search journey.



Companies.
Save your dream companies and explore new ones with our database of over 50,000 companies worldwide.



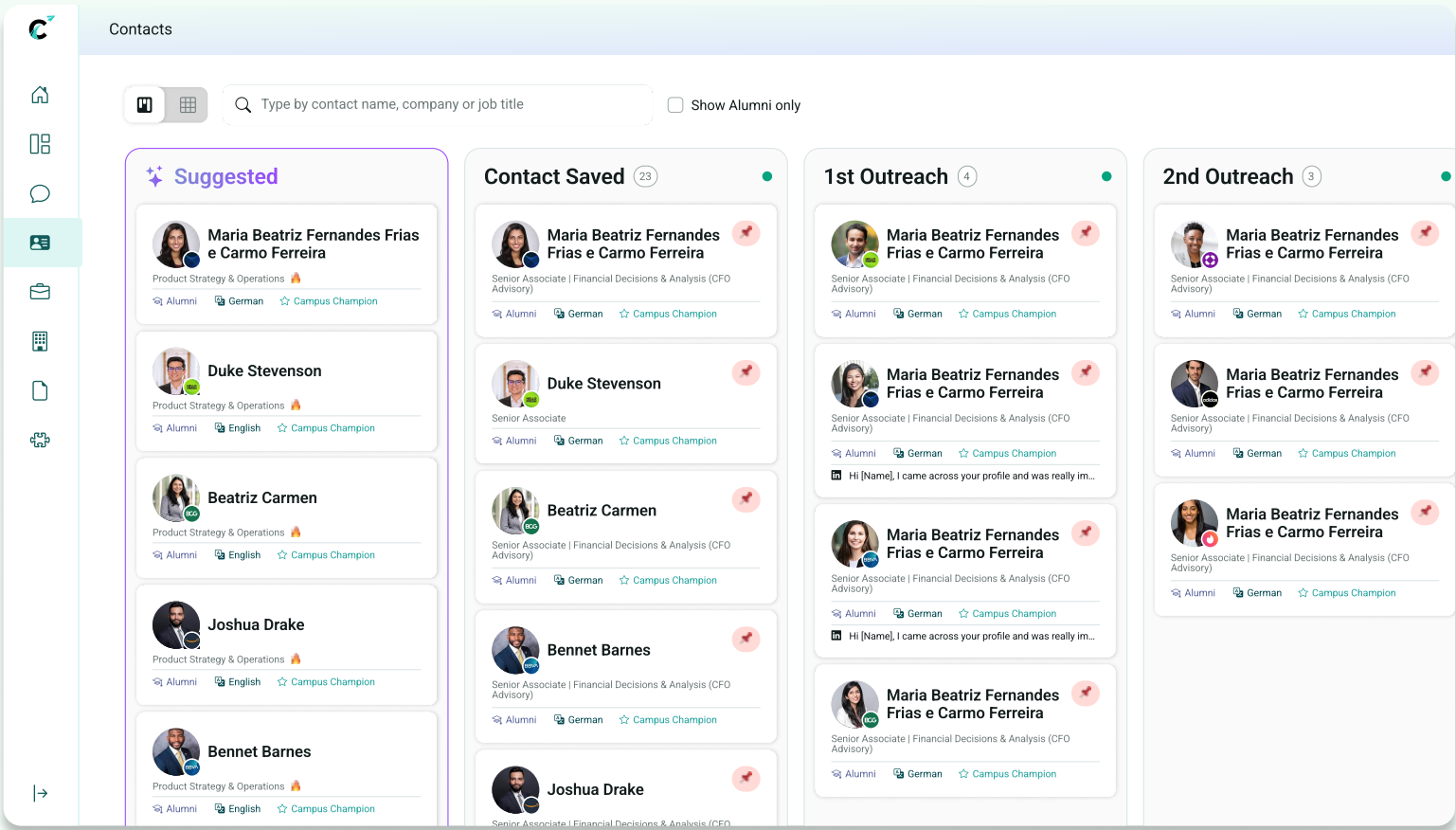
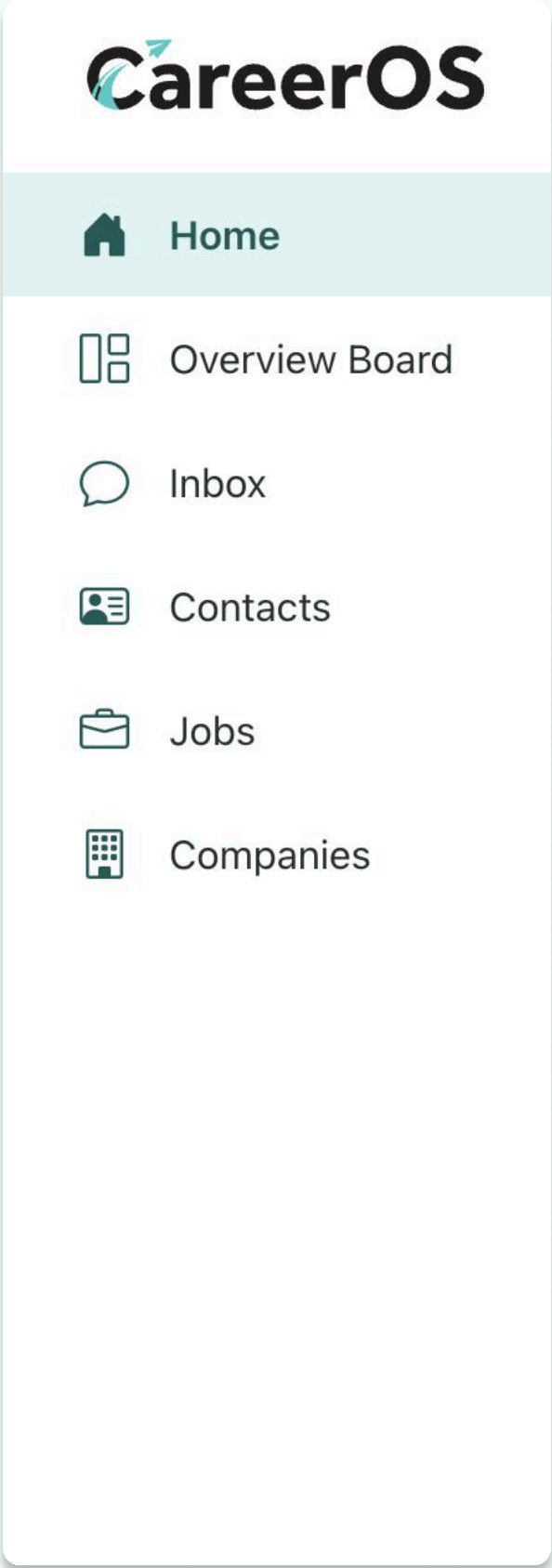
Overview board.
The place where you can move your dream companies from stage to stage, to always keep track on the step you are in.



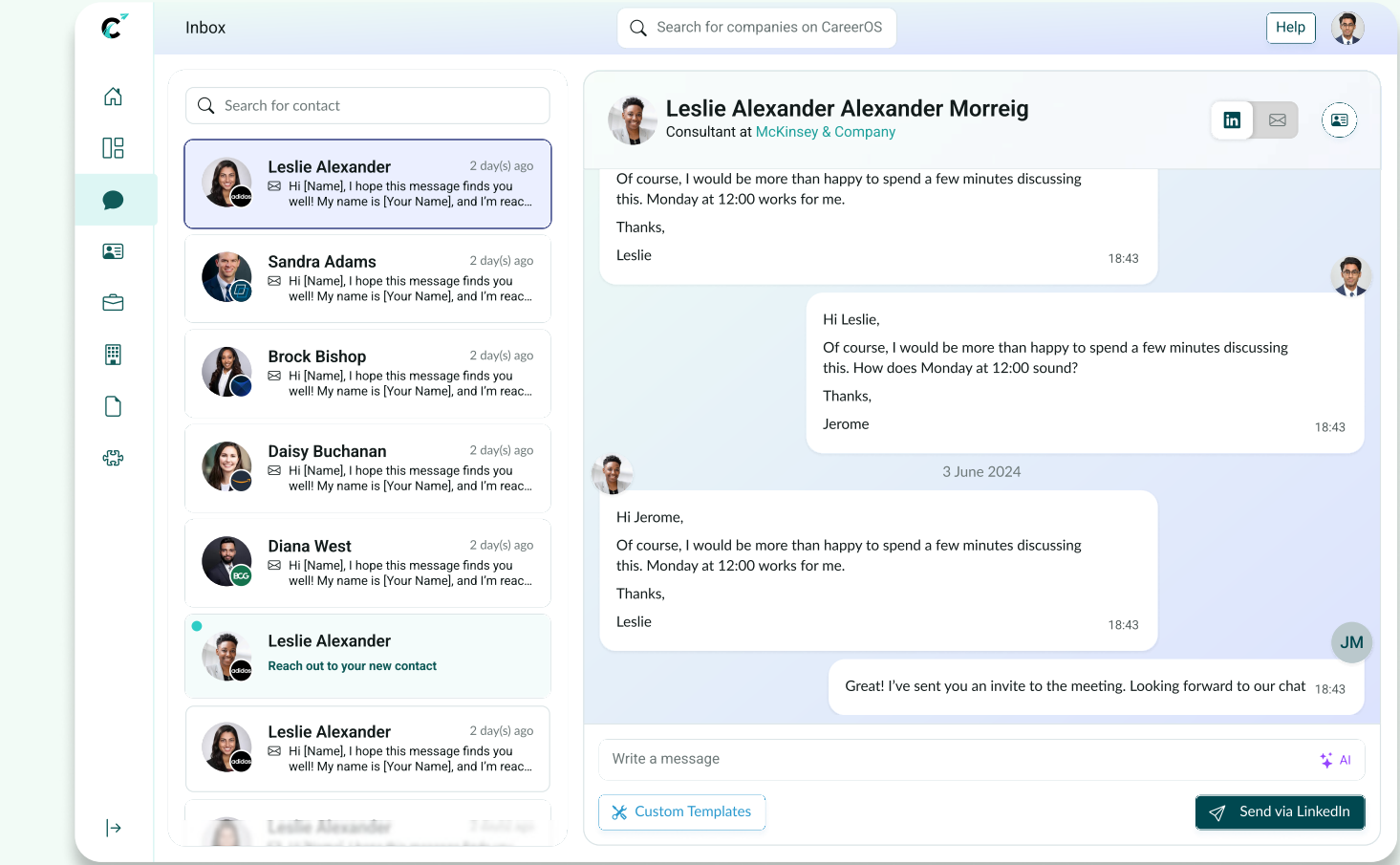
Explore companies. In this page you can find all the companies, save them and filter them based on the industries you want to work in.



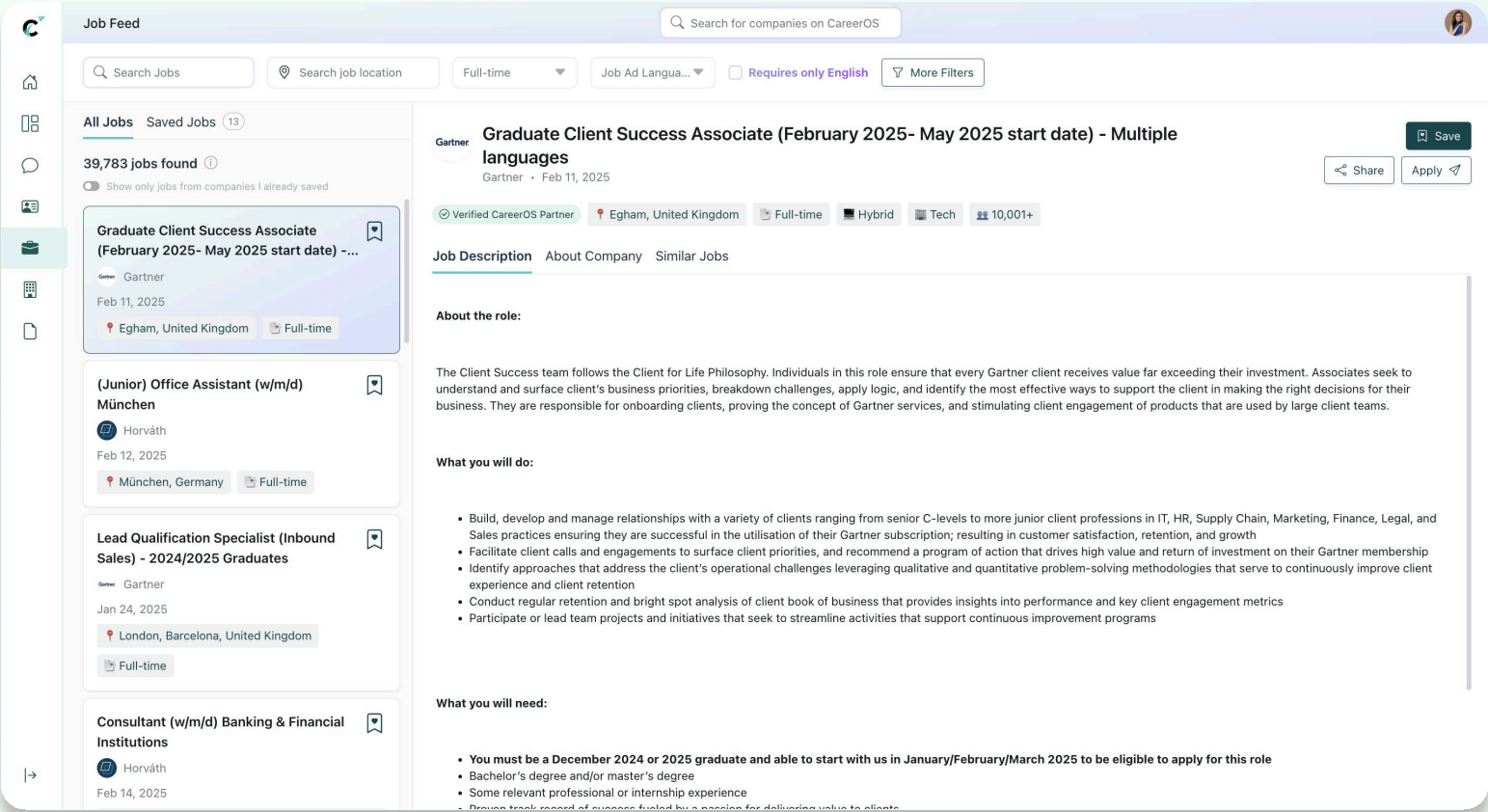
3. Discover the main tabs



Contacts.
In this page you can find both saved and suggested contacts, ordered by the stage of communication you're with.



Inbox.
With the CareerOS Chrome Extension, you can have your LinkedIn and Email messages - all in one place. Networking has never been so easy!



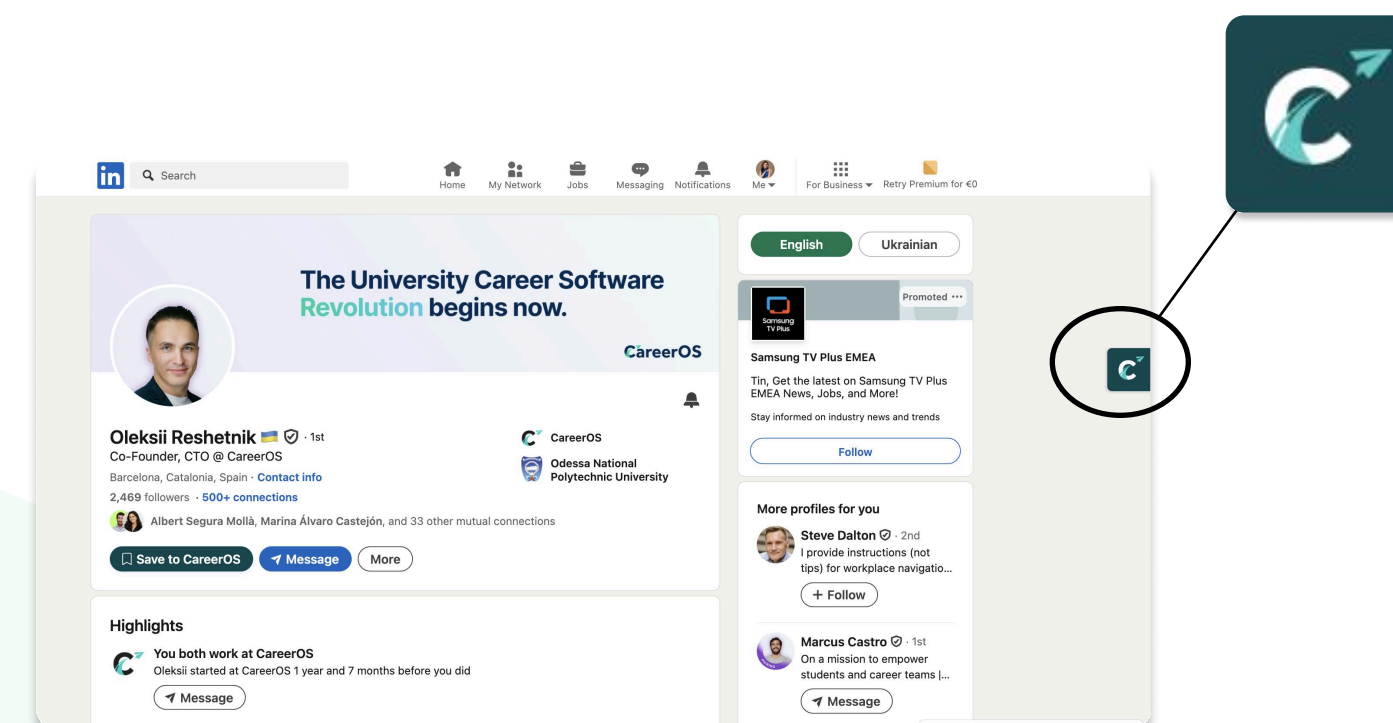
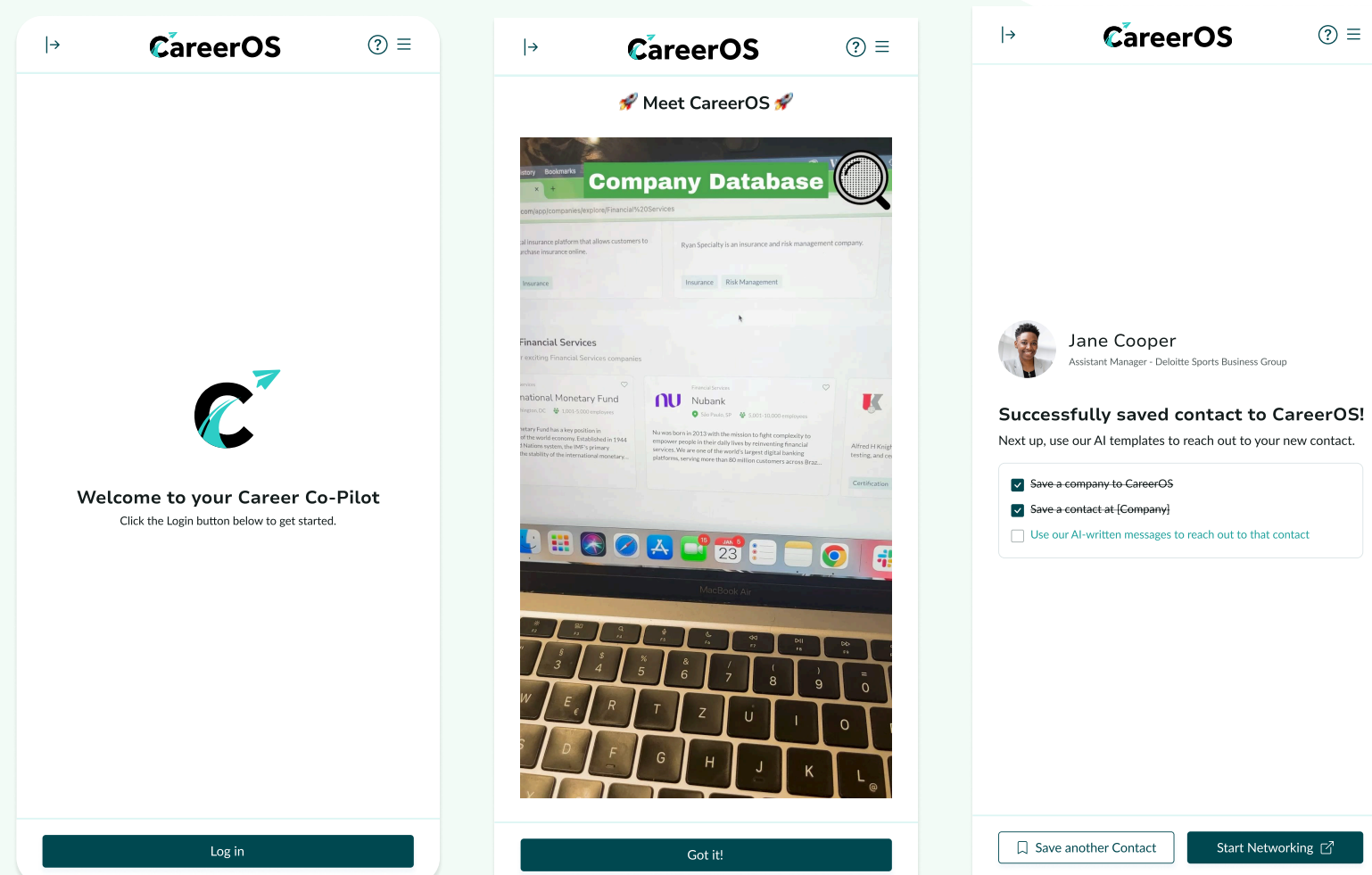
Jobs. In this page you can find job postings by different companies and can filter based on your preferences.



4. Install the Chrome Extension

Download our Chrome Extension here!

If you want to get the most out of CareerOS this is a **MUST**. That's why we highly recommend you using CareerOS in Google Chrome. With the Chrome Extension you will be able to **save jobs, companies and contacts from LinkedIn and several other job boards!**

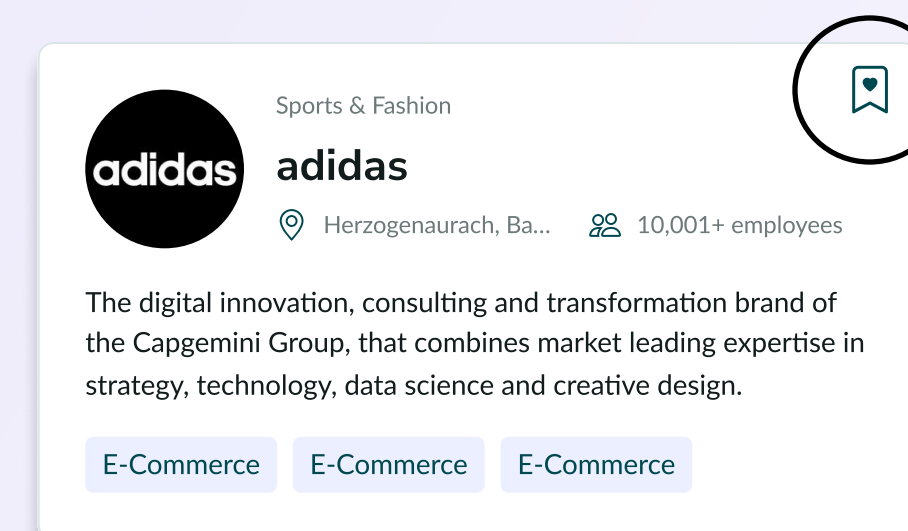
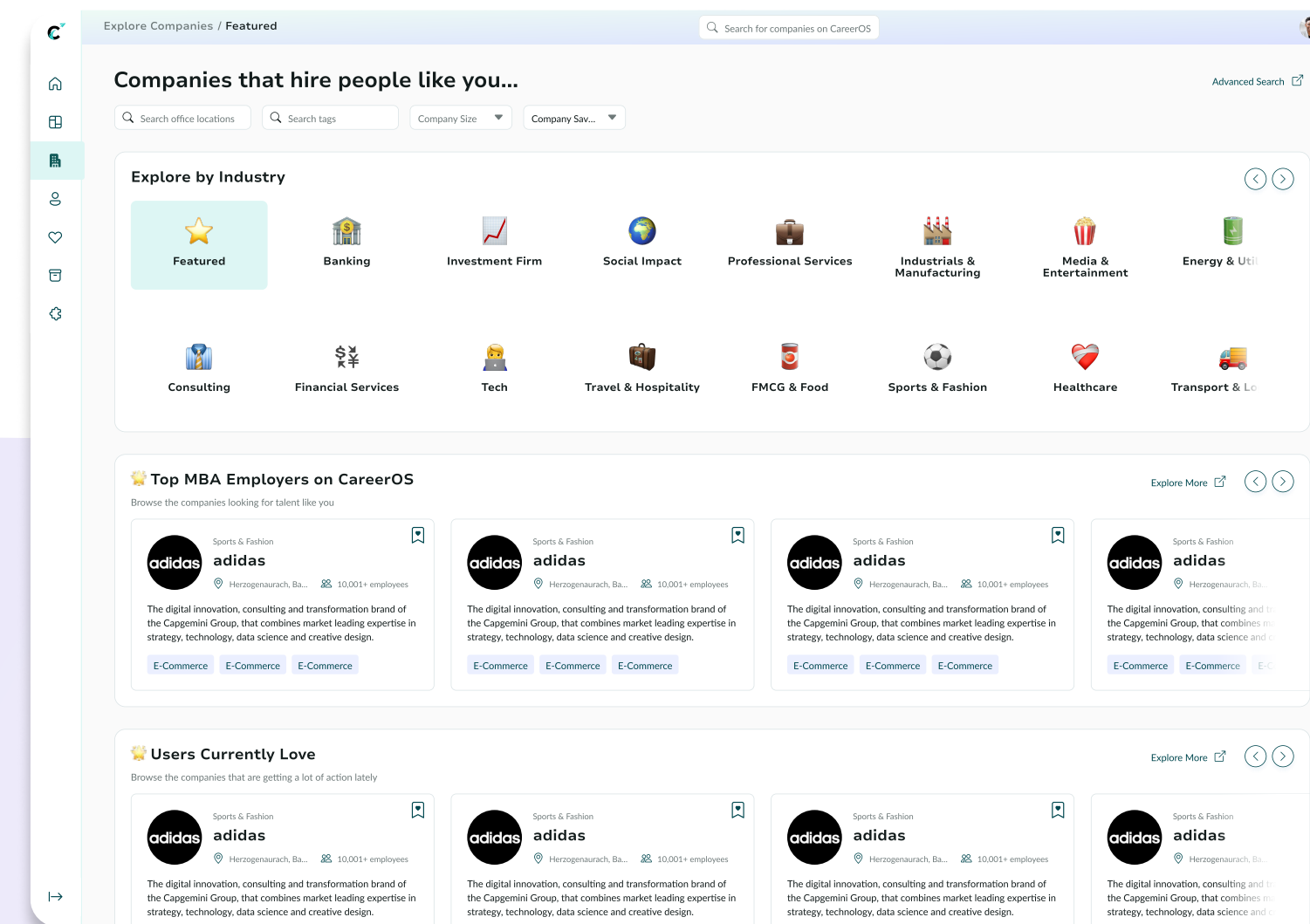


It's **really easy** to use! Just install the Chrome Extension on your browser, go to LinkedIn and click on the CareerOS logo you'll see in the right side of your screen. You will have a short tutorial video when you install if you need help. You can also check out **THIS video** for a quick overview of the extension!



5. Part 1: How to save a company on CareerOS

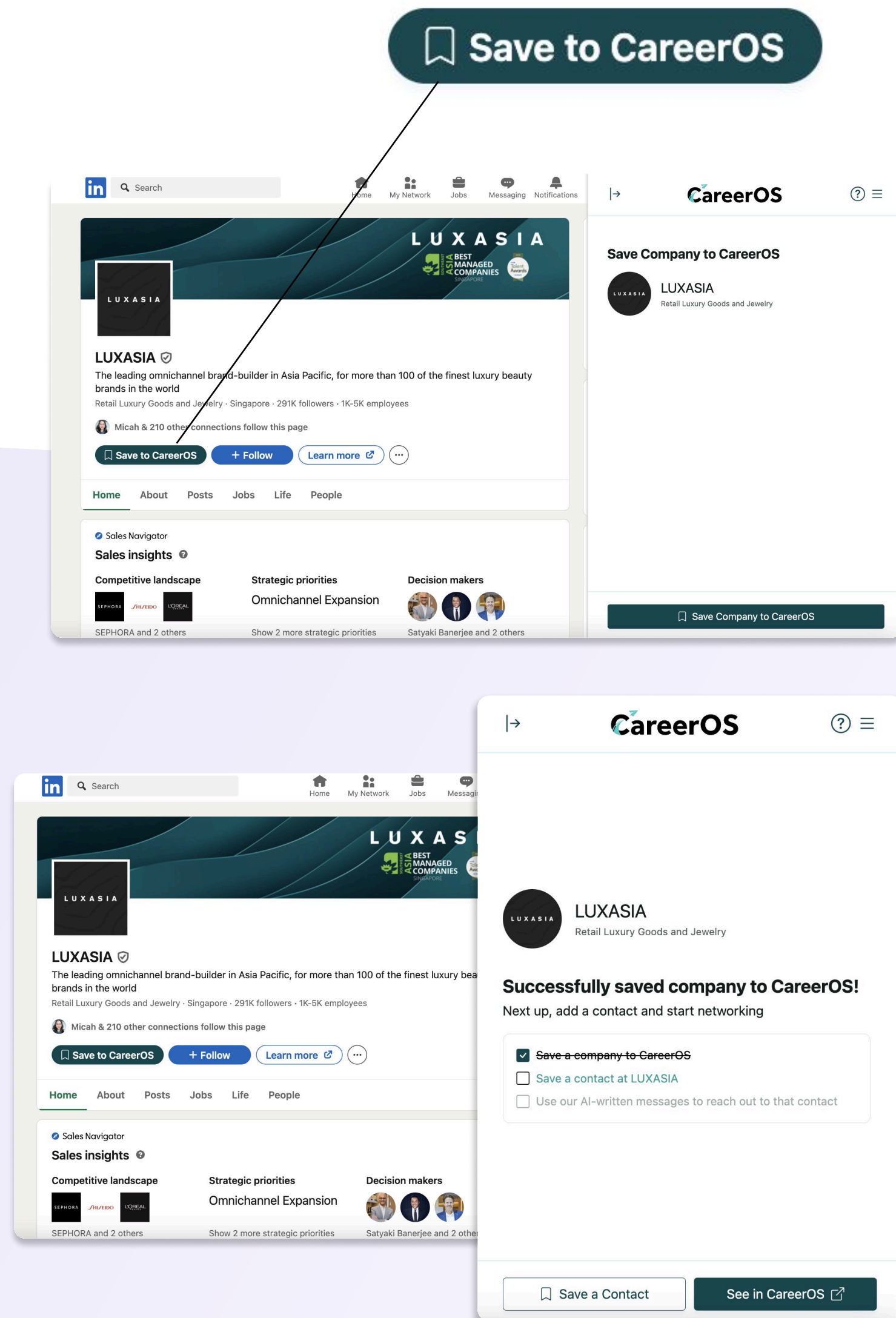
You can start saving companies from our **Companies tab** or on **LinkedIn**. If you don't find there the dream company you are looking for on CareerOS, you can go to LinkedIn and save the company from there (make sure you have the Chrome Extension!). Here we'll show you first how to save companies on CareerOS.





5. Part 2: How to save a company from LinkedIn

If you don't find there the dream company you are looking for on CareerOS, you can go to LinkedIn and save the company from there (make sure you have the Chrome Extension!). Here we'll show you first how to save companies from LinkedIn with the CareerOS Chrome Extension.



1. Go to the company page on LinkedIn, and click on **Save to CareerOS**. The extension will open and you can confirm you want to save the company to CareerOS.
2. And that's it! You can now see the company on your Overview Board on CareerOS. That was simple, right?



6. Part 1: How to save a contact on CareerOS

As with companies, you can choose if you want to save a contact directly from our app or through LinkedIn.

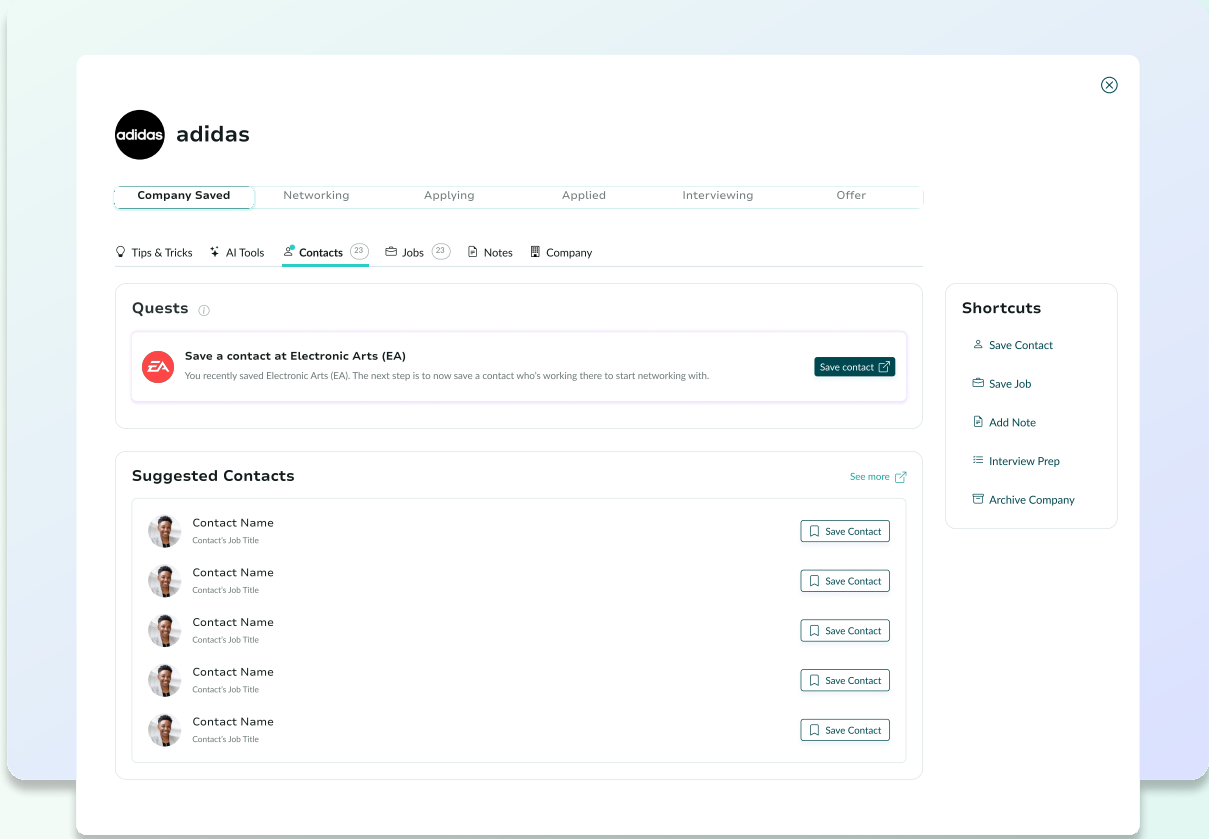
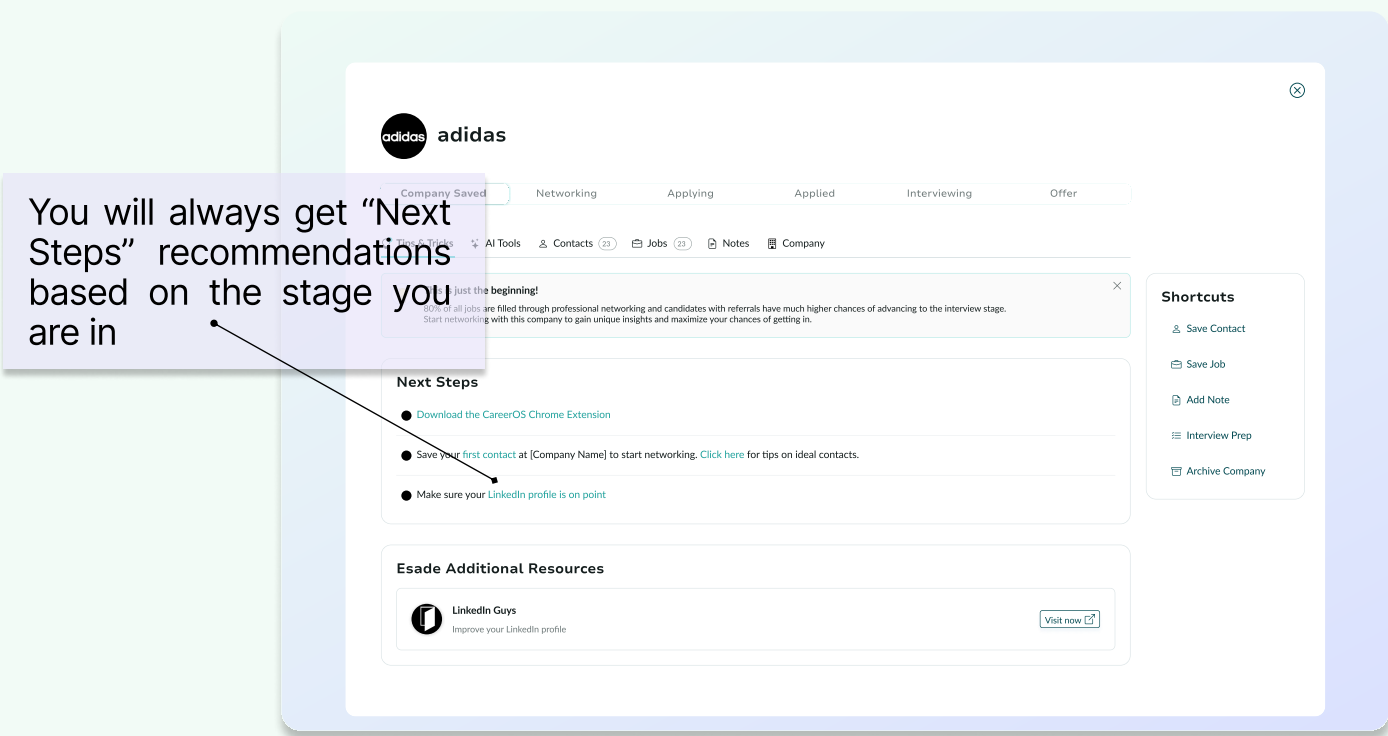
Here we will show you how to do it with CareerOS!

If you're using the CareerOS web app, you will get suggested contacts based on alumni status, location, and jobs you're interested in.

Once you have saved a company, you can click on it and go to the company's Tracker Page. It will look something like this:

If you click on "Save your first contact" you will get recommendations of people working in the company based on your profile and interests.

Done! You will have the contact saved to CareerOS and you will be able to start networking with this person!

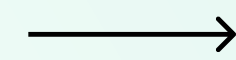




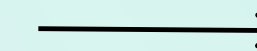
6. Part 2: How to save a contact on LinkedIn

If you want to do browse LinkedIn for your contacts, we will show you **how to save them into CareerOS directly from LinkedIn**.

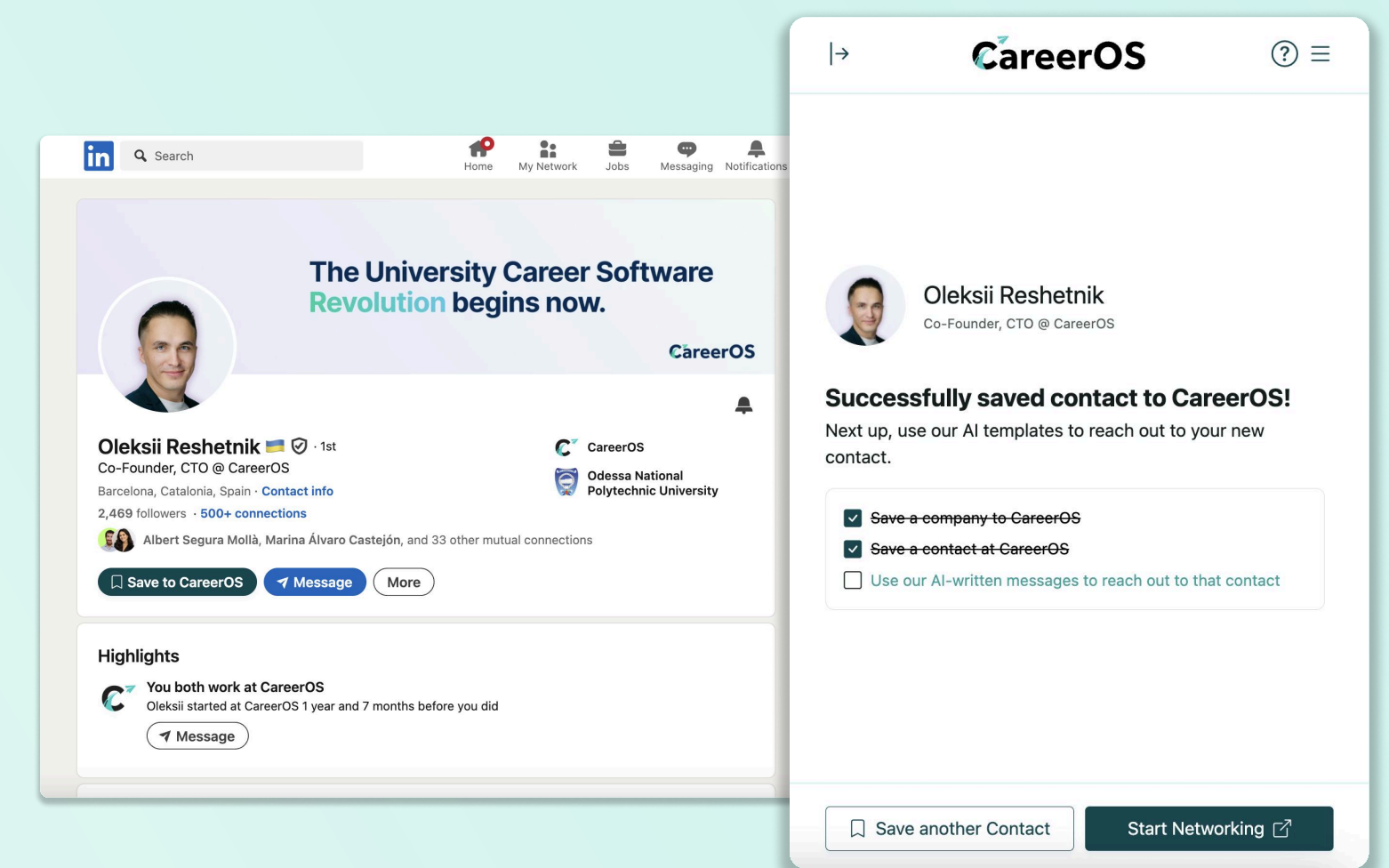
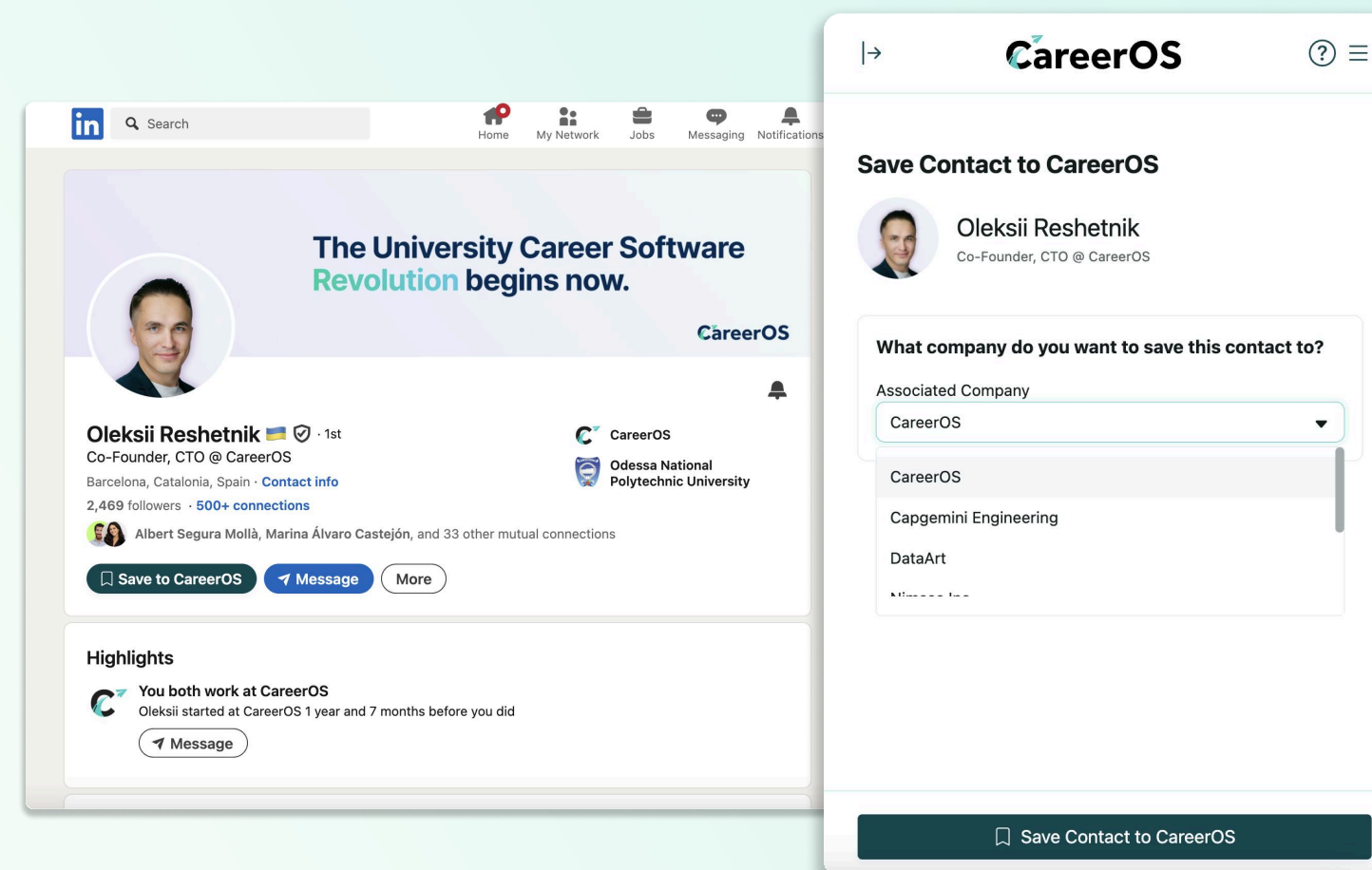
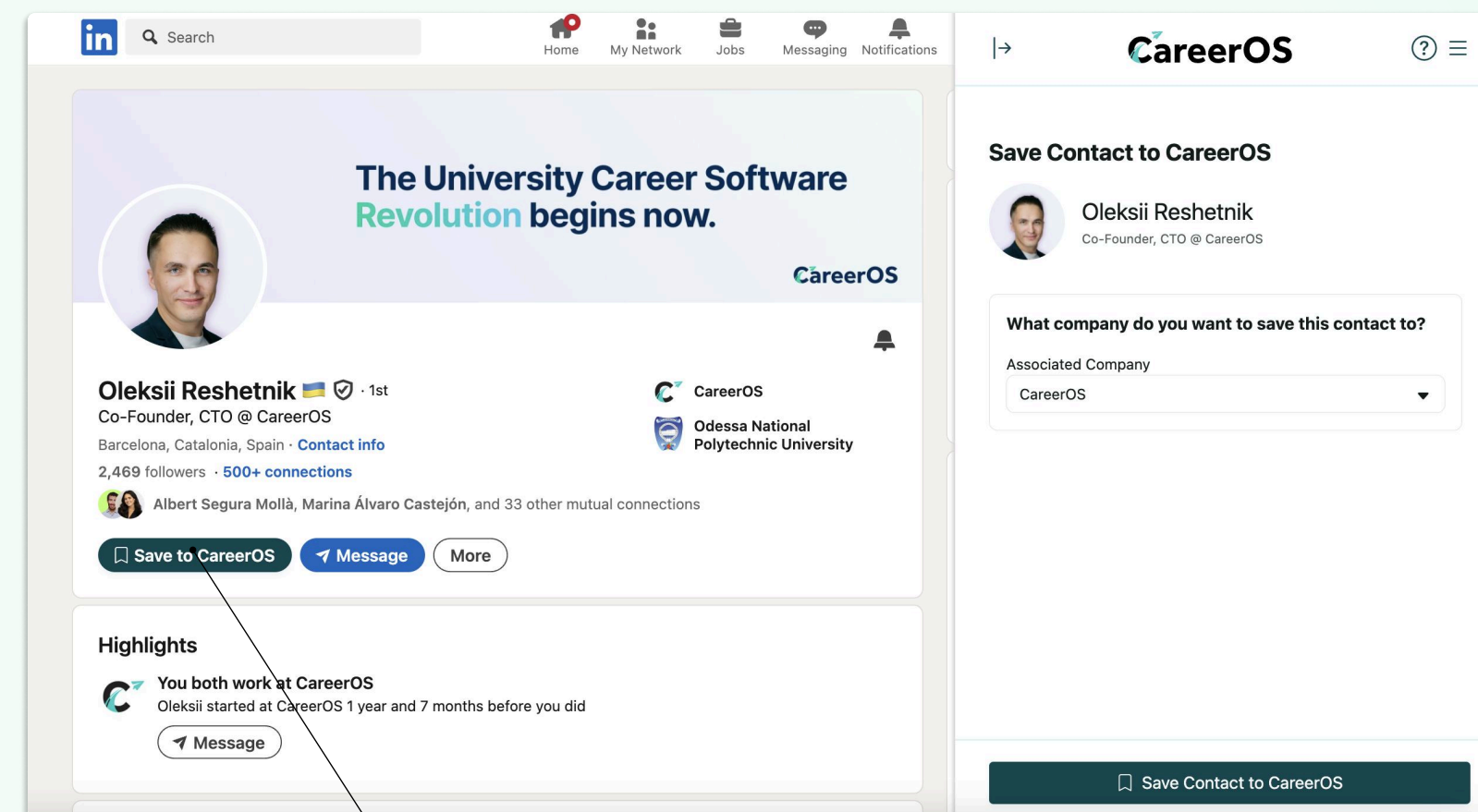
Say you're on LinkedIn after you saved a company and you want to start browsing for contacts from that company. Simply go to the profile of the contact you are interested in and click **Save to CareerOS**.



Select which **Company** you want to associate this contact with. The options will be from this person's employment record on his profile so it might include their previous companies, make sure to choose the correct one you want to associate them with!



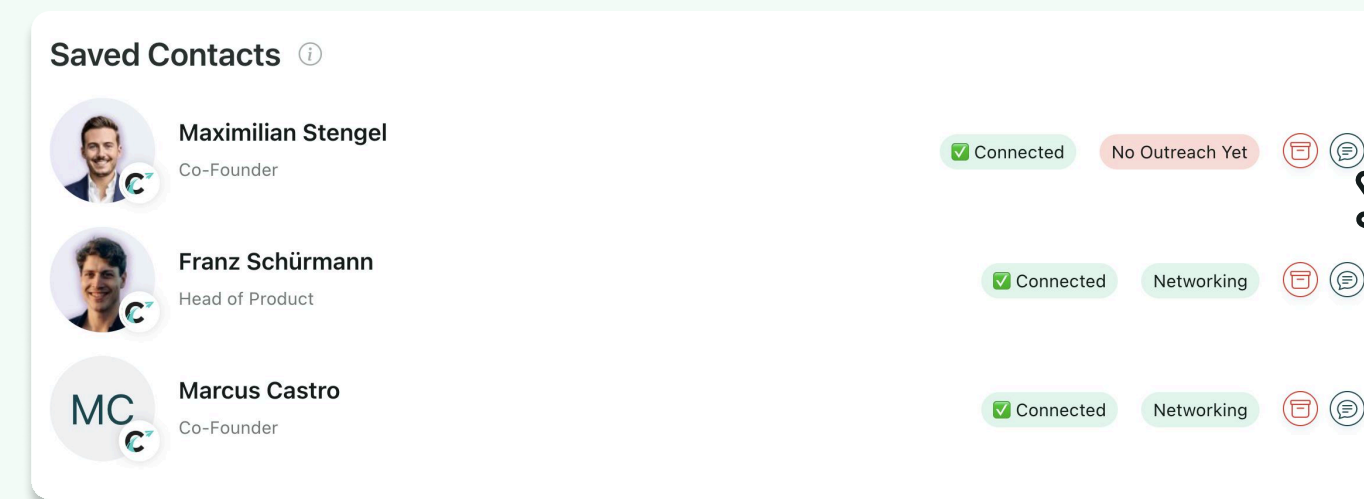
Done! You will have the contact saved to CareerOS and you will be able to start networking with this person!



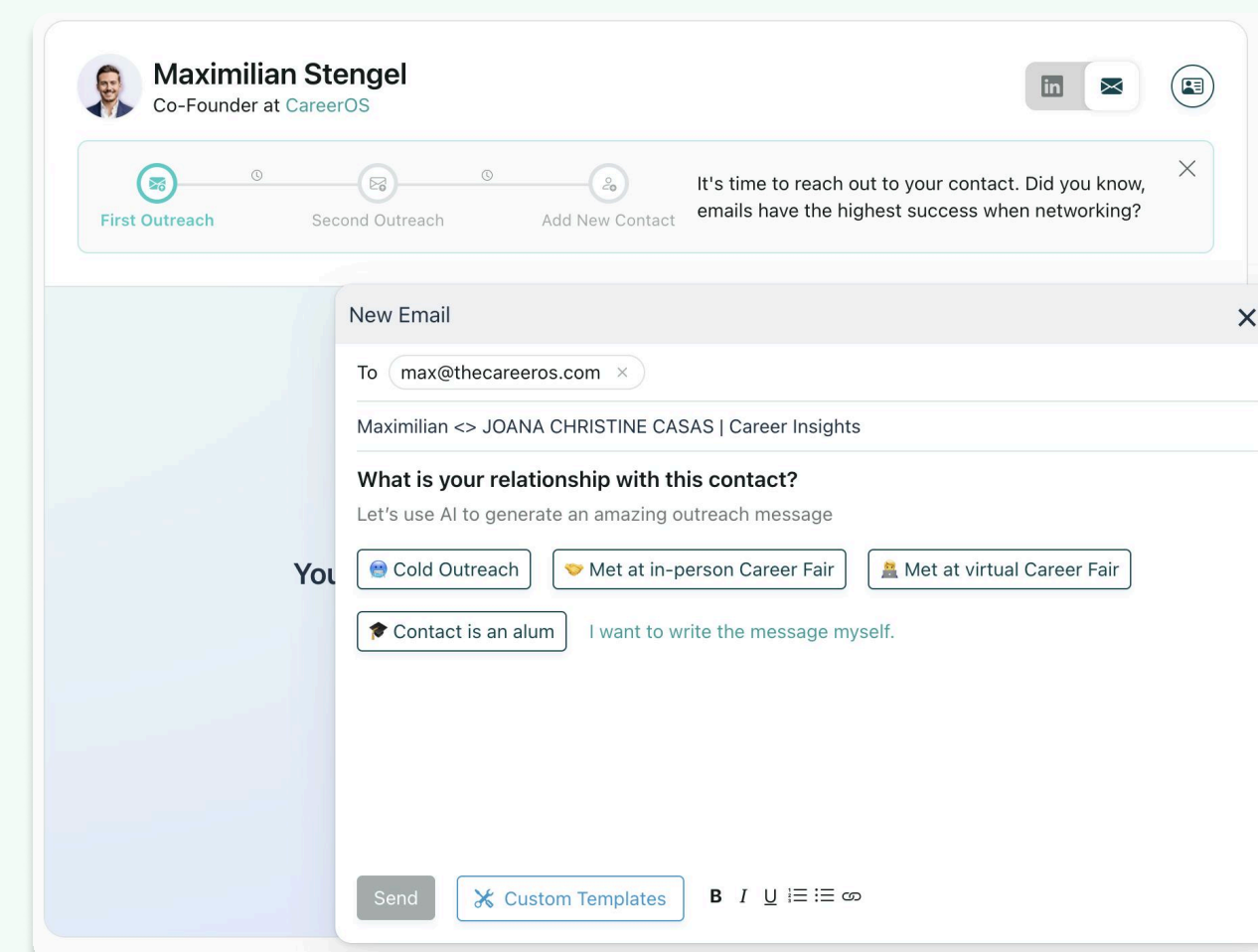


7. How to send a message

Once you have saved a contact, it's time to **start networking!** With CareerOS, it couldn't be easier:



On the same page you were before, the Tracker Page, after saving the contact, click the chat icon to send a message!



On this page, in the right side, you can add the person on LinkedIn, send LinkedIn messages or even emails. Also, if you don't know what to write, use our AI messages generator!

8. Discover all our AI features

CareerOS is full of amazing AI features with infinite possibilities, we will show you how to get the most out of it!

Generate AI Messages

In any Contact Page, when you want to start sending a message, you can click on

✦✦ Generate Message

You can regenerate it as many times as you want until you get the perfect message!

AI Tools for each company

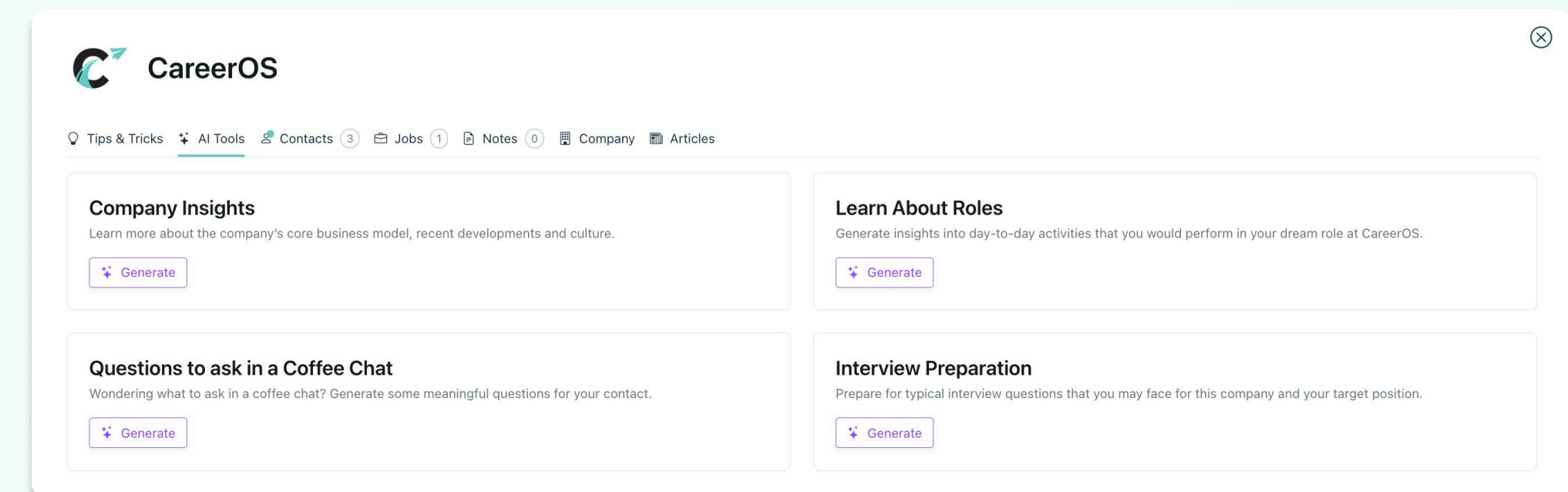
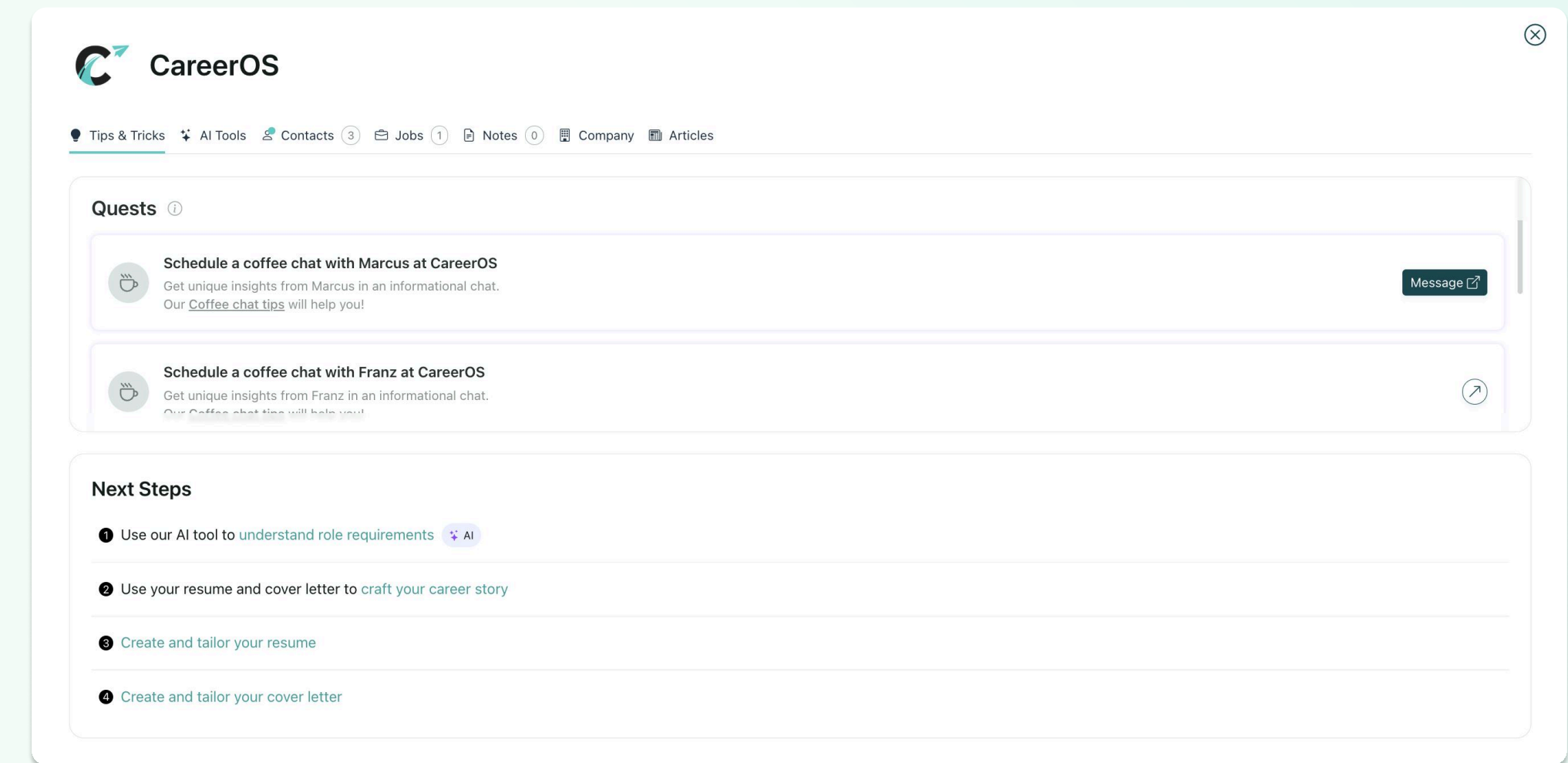
On each company's Tracker Page, you can click on "AI tools" and get interview tips, company insights and much more!

💡 Tips & Tricks ✦ AI Tools 👤 Contacts 23 📁 Jobs 23 📝 Notes 🏢 Company

8. Knowledge Library

If you feel a bit lost before a coffee chat, **don't know how** to start networking or maybe how to negotiate a salary, no worries, we got you covered!

Go to your Overview Board and select the company, and you will find **Tips & Tricks** to help with your next steps. You can also use **AI Tools** to help you prepare for interviews or coffee chats.



Above: Tips and Tricks. Below: AI Tools

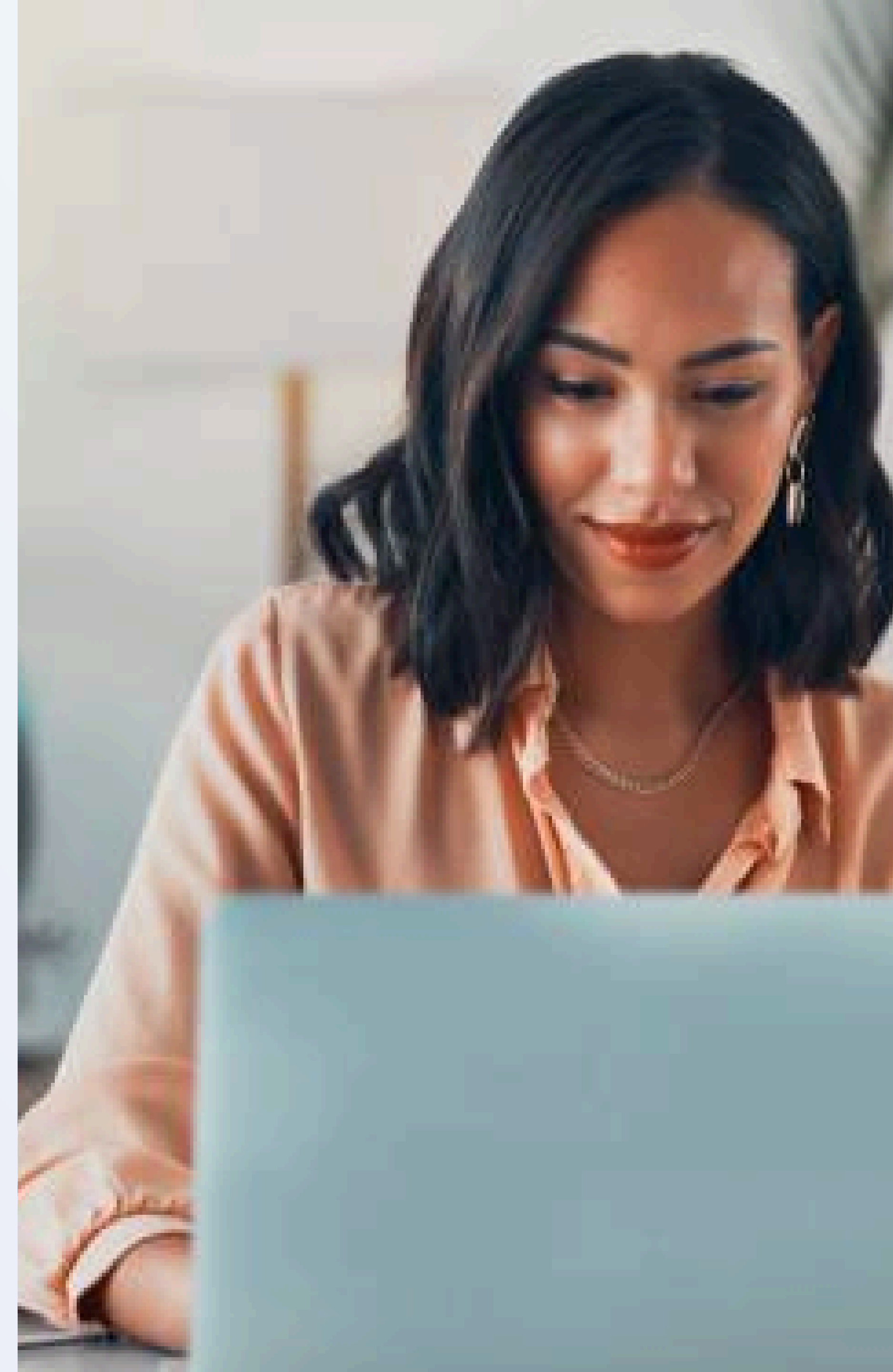


Need some *help?*

We are more than happy to talk with you!

You can either click on the help button in our app (on the right top corner) or book directly a 15-min tutorial call with a member of our team here! :)

Good luck in your job search journey!



CareerOS