

# Bard Career Network (BCN)

## Getting Started

### For Alumni/ae

- Set time aside to sign up, and don't rush. Sign up takes around 8 minutes to complete.
  - Sign up using your email; DO NOT sign up using Bard SSO
- Reflect on what you can offer Bardians (mentorship, job/internship opportunities, career development skills)
- Have a photo: folks are 4x more likely to connect with you if you have a profile picture.
- Set aside 5 to 15 mins a week to connect with Bardians.
- Join one of the groups on BCN, or start one: this makes finding Bardians in a particular industry easier.

### For Students

- Set time aside to sign up, and don't rush.
  - Sign up using Bard SSO (via your Bard email)
- Reflect on what you are looking for in this phase of your journey (mentorship, job/internship opportunities, career development skills, etc.)
- Have a professional photo: folks are 4x more likely to connect with you if you have a profile picture.
- Set aside 5 to 15 mins a week to connect with Bardians.
- Join one of the groups on BCN, or start one: this makes finding Bardians in a particular industry easier and allows you to join a niche community.

## Explore the Platform

- **Homepage:** This is the first thing you see when you enter the platform. The homepage highlights tools and connections that may be of use to you based upon the info you provided when creating your account.
  - **Today, I'm here to:** Your response to this prompt will change what is suggested to you on the platform. For example, if you select that you are on the platform to discover new career paths, then you will receive more content on careers.
- **Connect (Community and Groups):** This is where you can begin to locate people within the network.

- **Community** is where you can go to explore individual members. You can filter as you search to narrow the pool of people to better supply you with the connections that best suit you.
  - **Groups** are sub-communities you can join that relate to a particular field, industry, or program you are interested in or have been involved with.
- **Career** (Career Paths and Jobs): This is where you can begin to explore career resources and opportunities.
  - The **Career Paths** tool of the platform can assist you in exploring those paths, and narrowing down your career interests. This is where you can find texts, classes, and other resources concerning careers.
  - The **Jobs** element of the platform is where you can explore or share job opportunities. You can search for specific opportunities by industry, location, and/or company. When looking at different opportunities, the network will suggest Bardians you can connect with who have experience in the type of work being described.
- **Resources:** This is where you can explore a wide range of resources ranging from texts to videos, covering subjects such as resumes and cover letters, mentorship, and anxieties when applying to jobs.
  - The **Pathways tool** is also a very useful one. This is where you can engage in small step-by-step courses to help you prepare for and navigate your career journey.
- **Inbox:** This is where you locate messages you have with the connections you make on the platform. Additionally this is where you can schedule meetings, and utilise the platform's virtual meeting tool (similar to Zoom or Google Meet). You can also record notes and set goals within individual message threads, making it easy to track your progress when connecting with mentors.

**Join the Bard Career Network using the QR code below:**



If you have any questions please,

Students contact: [cdo@bard.edu](mailto:cdo@bard.edu)

Alumni/ae contact: [trwilliams@bard.edu](mailto:trwilliams@bard.edu)