



## Vault Users Guide

Conducting research on industries and companies is a crucial part of the job and internship search. Whether or not you have an idea of the industry in which you plan to work, research must be done. While a student may feel confident in choosing an industry, often they are unaware of the multitude of options available within that industry. It is important to not only research specific companies, but also the industry sectors to find where your interests lie, and your skills and competencies fit.

There are several ways in which to conduct this much needed research. One resource that brings together this industry and company research, as well as advice on how to approach the search process is **Vault**. Through a generous gift from Stephen Feehan MBA '90, Stephen Guinan, and the Northwestern Mutual Financial Network, the School of Management is able to provide access to the **Vault Online Career Library**, a wonderful addition to our collection of resources for current SOM undergraduate and graduate students.

**Vault** is a leading source in providing career information. The information found on Vault will make your efforts at researching employers, industries, and career subjects easier and more efficient. This online resource contains:

- Career Guides in PDF
- Employer Profiles in PDF
- Company Profiles
- Career Advice Articles
- Industry and Occupational Profiles
- Access to the Vault Message Boards for insider information

**To login to Vault**, visit the School of Management website at <http://som.binghamton.edu/>, go to Current Students, and scroll down to Vault. Once on the Vault login page, you must request a password. You will need to request a new password each day as passwords expire every 24 hours. You must use your Binghamton University email address when requesting the password. Non-BU email addresses will not be accepted.

Once you have logged into Vault, you may search companies, industries, read career advice articles, participate on message boards, and download career guides. The Vault Career Guides provide detailed information on many different industries and sectors, as well as advice on resumes and interviewing strategies. You may read the guides online or download as many of them as you would like. These guides, coupled with the additional resources on Vault, are a tremendous resource to students and should be thought of as a way to gain invaluable information on an industry, its sectors, and top players; not to mention an inside look at the interview process. Taking advantage of all this information will strengthen your knowledge and understanding, and ultimately make you a better prepared candidate for the search and interview process.

Vault is a resource you need to use, regardless of your concentration. A broad, but detailed selection of information can be found simply by logging in. If you have questions regarding Vault please speak with the SOM Placement Office.