

TUFTS CAREER CENTER
STAFF TRAINING

1. GO OVER REGISTRATION PROCESS AS A FACULTY/STAFF

2. GO OVER PROFILE

3. GO OVER PREFERENCES

A. NOTIFICATIONS

B. PRIVACY

C. AVAILABILITY

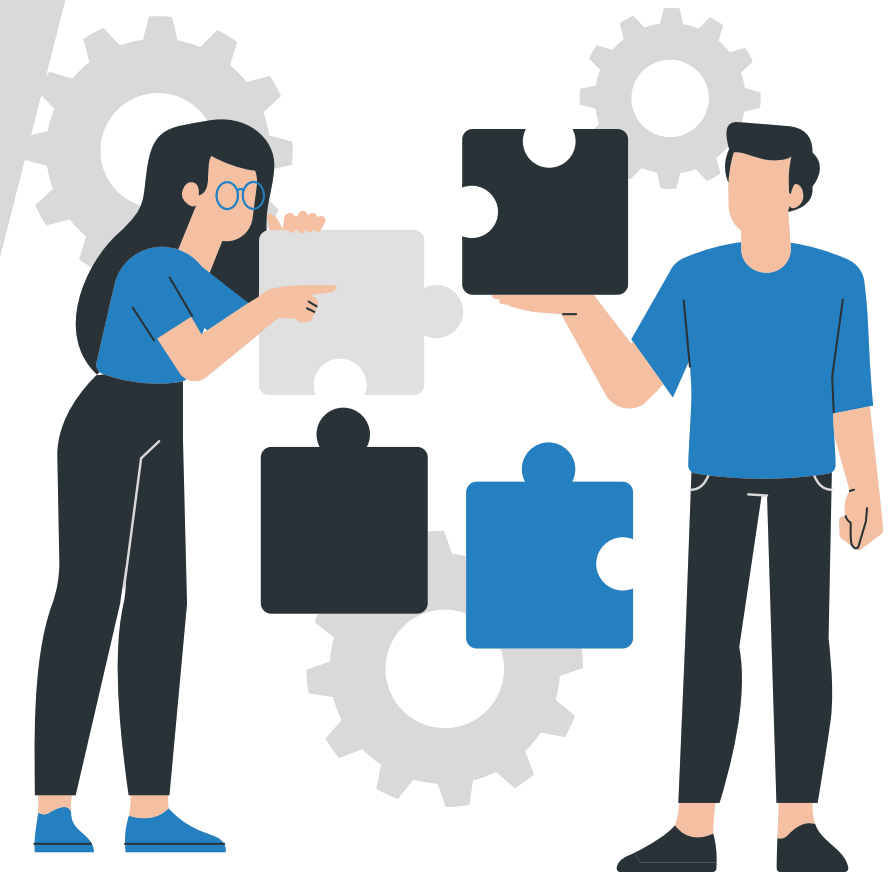
D. ACCOUNT

E. MANAGE CALENDAR

F. MATCHING QUIZ

THE BASICS

- LOG IN TO THE HOME PAGE
[HTTPS://TUFTS.PEOPLEGROVE.COM/](https://tufts.peoplegrove.com/)
 - SIGN-IN WITH SSO
-



tufts.peoplegrove.com/vz/

The Herd Gmail YouTube Maps Translate News HR

THE HERD

Helping you navigate life's journey.

Figure out your next step. Find your next job. Share your expertise. Become a mentor. Sign up in less than 2 minutes and connect with Tufts' Arts & Sciences, Engineering and SMFA communities.

Sign In Join Our Community

Welcome to The Herd 🙌

Welcome to The Herd -- your supportive and passionate community for life's ever-changing journey.

First Name * **Last Name ***

Enter your first name Enter your last name

Email *

natalia.menard@tufts.edu

I agree to PeopleGrove's [Privacy Policy](#) and [Terms of Service](#)

Create Account

Sign in

Welcome Back! 🙌

Welcome back to The Herd -- your supportive and passionate community for life's ever-changing journey.

Tufts SSO

Continue with LinkedIn

Continue with Email

Don't have an account? [Sign Up](#)

Student
I'm a current student / member of this community.

Alum
I'm a graduate or former student / member of this community.

Faculty & Staff
I'm a faculty / staff member of this community.













Friend of the Community
I'm a friend of this community, but neither a student nor an alum/na.

THESE ARE THE NEW QUESTIONS ON VERSION 2

YOU CAN UPDATE THIS AT A LATER TIME WHEN YOU VIEW YOUR PROFILE.

What motivates you? ✨

Select up to 3 motivators. We use this to provide you with relevant recommendations and ideas for potential career paths.

 Achieving goals	 Being challenged	 Being creative
 Building things	 Helping others	 Learning new things
 Planning/Organizing	 Problem solving	 Selling stuff
 Teaching/Mentoring	 Working independently	 Working with others

What industries do you have experience in? 🤗

Select the industries you have experience in. We use this to provide you with relevant recommendations and ideas for potential career paths.


🔍 Search by topic or industry

Selected Options

Higher Education ×

Other Education ×

Non-Profit ×

 Agriculture & Natural Resources

Agriculture

Animal and Wildlife

Environmental Services

Farming, Ranching, and Fishing

Forestry

Natural Resources

 Architecture, Real Estate & Construction

Architecture and Planning

Civil Engineering

Construction

Interior Design

Landscaping

Real Estate

 Arts, Entertainment & Recreation

Fashion

Interactive Arts and Media

Movies, TV, and Music

Outdoor Recreation

Performing and Fine Arts

Sports and Leisure

 Education

My latest experience

Role *

Company/Organization *



I don't have any experience yet

Add a photo to 4x your engagement!

Members with profile picture experience higher engagement in the community.



[Upload profile picture](#)


Supports JPG, PNG files upto 10MB

We strongly recommend uploading a picture to improve your experience

Don't have a photo handy? No worries!





Tap other account(s) for easy access.

 Sync LinkedIn Profile

 Use Google Photo

STEPS 1-6 ARE SHOWN IN THE VIDEO BELOW

I am joining as a 👤

-  **Student**
I'm a current student / member of this community.
-  **Alum**
I'm a graduate or former student / member of this community.
-  **Faculty & Staff**
I'm a faculty / staff member of this community.
-  **Friend of the Community**
I'm a friend of this community, but neither a student nor an alum/na.

Next

THE QUESTION BELOW IS NEW TO VERSION 2
THIS SELECTION CAN BE UPDATED AT A LATER TIME IN YOUR PROFILE.

Where are you in your career today?

Select the one that best matches your current status. You can update this at any time.



I have no idea what I want to do next.



I'm interested in a few careers and want to find the right fit.



I know what I want to do next and need help getting there.



I'd like to share my career experience to help others.

Additional questions

You're almost there! After this, you can start making career connections.

I participated in the following clubs and organizations while at Tufts

Search clubs and organizations

I participated in the following sport(s) at Tufts

Select all that apply

I identify with the following groups/programs:

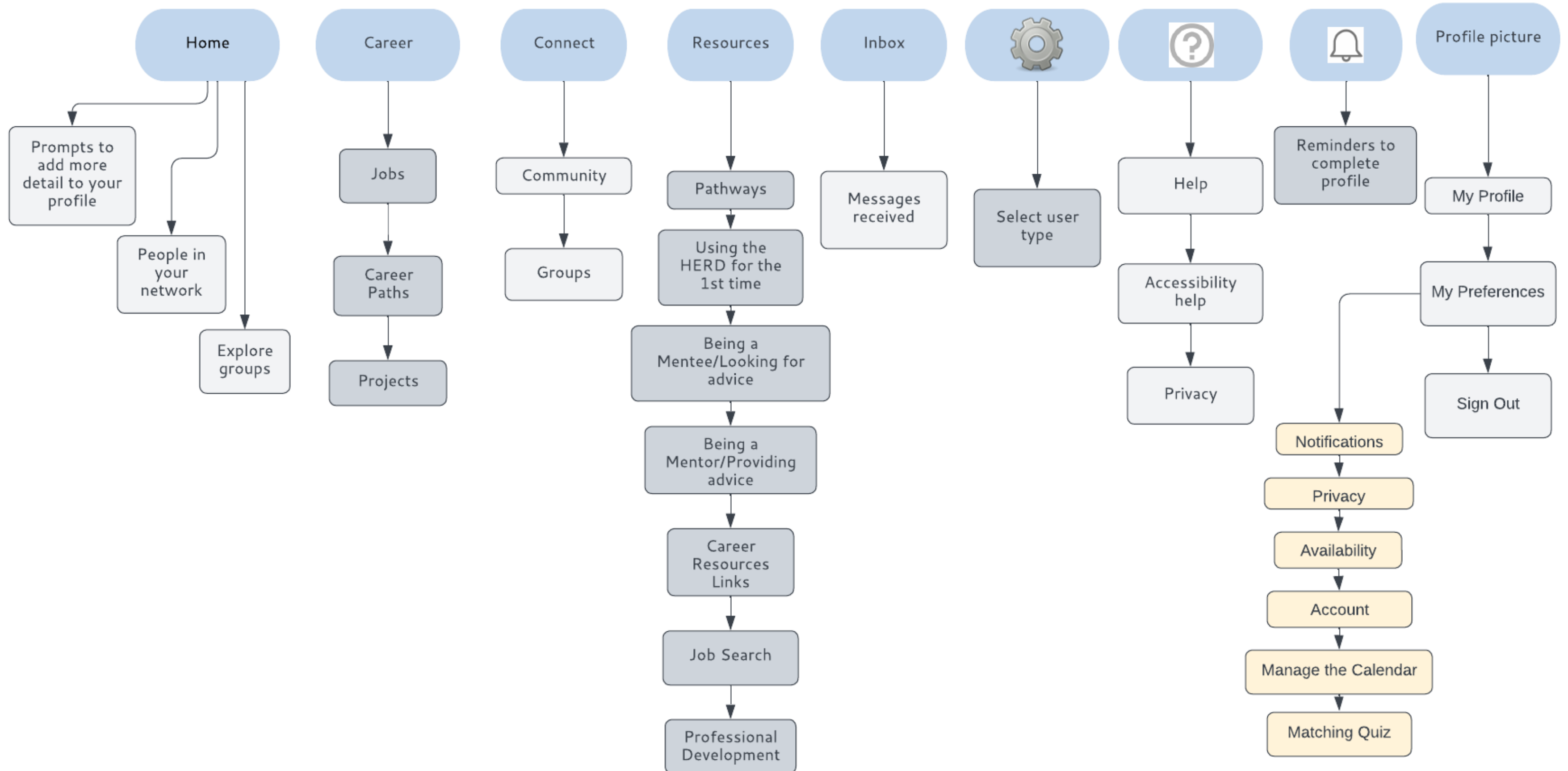
Select all that apply

THESE 3 QUESTIONS WERE ALREADY IN VERSION 1.
ALL OF THEM CAN ALSO BE UPDATED AT ANY TIME
(IN YOUR PROFILE).

Back

Finish

SITEMAP - FOR YOUR REFERENCE AS YOU NAVIGATE THE HERD



PROFILE

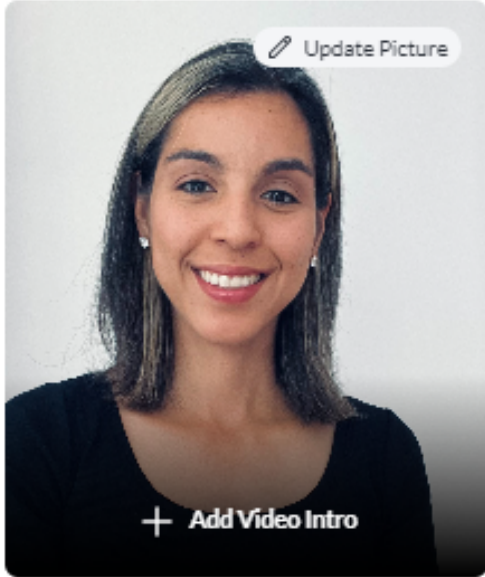
TAKE A LOOK AT WHAT NEEDS TO BE COMPLETED ON YOUR PROFILE.

Profile Score

83%

Adding a video intro will increase your score to 100%

[Add Video Intro](#)



[Update Picture](#)

[+ Add Video Intro](#)

Select topics to let others know how you can help

[Diversity and inclusion](#) [Re-entering the workforce](#) [+ Edit Help Topic](#)

[Sync My LinkedIn Profile](#)

Hi, I'm Natalia Menard [✎](#)

I work as an Assistant Director, Career Mentoring at Tufts University. [✎](#)

I earned my Master's from Harvard Graduate School of Education in Mind, Brain, & Education in 2015. [✎](#) I'm currently living in Massachusetts, USA. [✎](#)

Job Functions

[+ Add Job Functions](#)

Industries

[Other Education](#) [Non-Profit](#) [Higher Education](#)

[+ Edit Industries](#)

My Career Story

[Import LinkedIn info](#)

[+ Add Professional Experience](#) [+ Add Educational Experience](#)

UNDER PREFERENCES

NOTIFICATIONS- YOU CAN CHOOSE RECEIVE TEXT NOTIFICATIONS. PLEASE NOTE THIS IS NOT A REQUIREMENT

Notifications

Privacy

Availability

Account

Manage Calendar

Matching Quiz

SMS Preferences

Enter your mobile phone number to enable SMS (text) notifications. We'll let you know when someone asks to connect, you have an upcoming meeting, or when you have a new message. Your number will only be visible to platform admins and advisor

SMS Phone Number

Save Changes

Notification Preferences

Set up email and SMS notifications to receive connection and meeting updates.

Unsubscribe from all emails

This will unsubscribe you from all emails within this platform, except when someone directly reaches out to you.

Configure Notifications

Choose communication you wish to receive and the type of communication medium you prefer for each.

Connections & Messaging

New meeting requests	E-Mail <input checked="" type="checkbox"/>	SMS <input type="checkbox"/>
Get notified when a new user sends you a connection request		
Upcoming meeting reminders	E-Mail <input checked="" type="checkbox"/>	SMS <input type="checkbox"/>
Get notified for upcoming meetings		

PRIVACY

WHO CAN FIND MY PROFILE AND CONNECT WITH ME?

WE ENCOURAGE STAFF TO HAVE FREEDOM IN CHOOSING NOT BE VISIBLE TO ALUMS OR STUDENTS (SINCE YOU ARE ALREADY TAKING ADVISING APPOINTMENTS)

tufts.peoplegrove.com/preferences/privacy

Tufts THE HERD

Home Career Connect Resources Inbox

My Preferences

Notifications

Privacy

Availability

Account

Manage Calendar

Matching Quiz

Profile Visibility

Privacy Preferences

Who can find my profile and connect with me?
(It may take upto 24 hours to completely reflect these changes on the platform.)

Allow other members of the community to see when I'm online

Keep my basic information from appearing on publicly visible web pages. ⓘ

You may be surfaced as a recommended industry expert on certain job listings to help seekers. Enable this checkbox to hide profile from all jobs.
(Note : It may take upto 24 hours to hide you as recommended industry expert from jobs.)

Allow Alumni to reach out to me

User Blocking

'User Blocking' is a privacy option that lets you hide your profile from specific users.

Specific User Types

All approved users

Approved users in shared Groups and Progra...

No one at this time

Specific User Types

PRIVACY

THE OPTIONS UNDER THE SPECIFIC USER TYPES INCLUDE:
ALUM, STUDENT, FACULTY & STAFF, AND FRIEND OF THE COMMUNITY.
ONLY FACULTY/STAFF CAN SEE OTHER SPECIFIC USER TYPES.

Notifications

Privacy

Availability

Account

Manage Calendar

Matching Quiz

Profile Visibility

Privacy Preferences

Who can find my profile and connect with me?


(It may take upto 24 hours to completely reflect these changes on the platform.)

Specific User Types

- Alum
- Student
- Faculty & Staff
- Friend of the Community

Allow other members of the community to see when I'm online



Keep my basic information from appearing on publicly visible web pages. 



You may be surfaced as a recommended industry expert on certain job listings to help seekers. Enable this checkbox to hide profile from all jobs.

(Note : It may take upto 24 hours to hide you as recommended industry expert from jobs.)

User Blocking

'User Blocking' is a privacy option that lets you hide your profile from specific users.

Here's what happens when you block a user:

IN THE SNAPSHOT BELOW, THESE ARE THE AVAILABILITY OPTIONS AVAILABLE

Availability

Decide your meeting availability with others in the community. You may choose if you are available and to how many people in one month.

Request Meeting

How many meetings are you open to having each month?

Unlimited



ACCOUNT PREFERENCES

Tufts **HERD** | Home Career ▾ Connect ▾ Resources ▾ Inbox

My Preferences

Notifications

Privacy

Availability

Account

Manage Calendar

Matching Quiz

Email ID and Password

* Email Password [Reset Password](#)

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply. [Save Changes](#)

Link Accounts

Connecting your social accounts will auto-complete relevant areas of your profile. You will also be able to sign in using any linked social account.

Hul **1** nected ⓘ
nots ifts.edu

LinkedIn not connected [Connect LinkedIn](#)

Google not connected [Connect Google](#)

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Timezone

Current Timezone

[Save Changes](#)

MANAGE CALENDAR

My Preferences

Notifications

Privacy

Availability

Account

Manage Calendar

Matching Quiz

Calendar Settings

Configure your calendar settings & preferences for your scheduled meetings.


- No Calendar Management
- Platform Managed Calendar
Easily set your availability, appointment types, and blackout dates. Meetings will be auto accepted during timeslots you choose.
- Personal Calendar Sync
Easily set your availability, appointment types, and blackout dates plus sync your iCloud, Google, Office365, Outlook, or Exchange calendar.

Shared Contact Information


Select/Add phone number that you would like to be shared with other approved users on the platform.

Phone Number

- Use my SMS Phone Number
- Use a different Phone Number

 Enter phone number






Physical Location

 Massachusetts, USA

 Edit Location

Save Changes

MATCHING QUIZ

Home Career ▾ Connect ▾ Resources ▾ Inbox    

My Preferences

Notifications

Privacy

Availability

Account

Manage Calendar


Matching Quiz

Matching Quiz

Update your matching quiz to get recommended users for connections.

Update Matching Preferences Edit Responses

No data



Matching Quiz for The Herd



I am interested in meeting others in...

Add cities of interest (optional)

Go Back

Step 1 of 4

Next

Matching Quiz for The Herd



I am interested in the following industries...

Select all that apply

Accounting

Advertising, PR, and Marketing

Aerospace

Agriculture

Animal and Wildlife

Architecture and Planning

Automotive

Biotech and Life Sciences

Civil Engineering

Commercial Banking and Credit

Computer Networking

Construction

Consumer Packaged Goods (CPG)

Defense

Design

Electronic and Computer Hardware

Go Back

Step 2 of 4

Next

Matching Quiz for The Herd



I am interested in the following job functions...

Select all that apply

Accounting Actuary Administration Advertising, Media & PR Architecture & Planning

Business Development Community & Social Services Construction / Contracting

Consulting Content Creation Counseling Customer / Technical Support

Data & Analytics Design / Art Diversity, Equity, and Inclusion

Go Back

Step 4 of 4

Save



WE APPRECIATE YOUR TIME!