



Career Connect Instructions for Students

Click on the *Career Connect* logo from the front page

1. If you have already **established** a *Career Connect* account:
 - USERNAME = your Student ID # (i.e. W0045760)
 - PASSWORD
2. If you are a **new user** of *Career Connect*
 - Please follow the "New Users" link to complete the self-registration form
 - After completing the requested information, click on the "Register" button
 - When asked, "Submit" your registration

Menu Bar item definition and usage:

Home:

- ▶ Announcements
- ▶ Resource Library
 - Resume Resources - download sample resumes and resume templates
 - Student Resources - download your Student Guide to help navigate your account
- ▶ Quick Links
 - Report a Hire - Congratulations – you accepted a career position! Please inform us by completing this simple form
 - My Task List
 - Saved Searches – results from your Job Search or a Future Schedule action
- ▶ Calendar
 - Important events that may require your attention are listed by date and time. You may add important career events plus this system will track events of interest for you

My Account:

My Profile:

- Keep all information current (employer may view if you allow)

My Documents:

- Upload your documents needed to apply for or request an interview.
- Use the [Upload File] to left of the Employment Related Categories to name and submit your document.
- Use the [View] [Download] or [Update] to manage current available documents

My Activities:

- Activity Information – A numerical track of all of your account activities

TABS:

- **Referrals** - a referral is recorded each time you submit your resume to an employer or when an employer views your resume directly
- **Placements** - a placement is recorded each time you have a Co-op/Intern placement
- **Schedules** - all on-campus interviewing activities are recorded including sign-ups for interviews
- **Event RSVPs** - an event rsvp is recorded for an event only if you specifically submitted an rsvp

Employers:

- ▶ Search Employers within Career Connect data

How To Do a Job Search?

Jobs:

- You may use the **Keyword** search, **Organization Name** search, **Major** search or choose an **Applicant Type** from the dropdown menus
- When finished, click the **Search** button at the bottom of the screen
- **Save Search Feature:** *At the new screen, you may [Save Search] at the upper left of the Search Results bar. A [Save Search] appears on your Home page and the most current information is available*
- Click on **Job ID** or **Job Title** to see the individual job details
- You may apply directly via email when the "**Submit Application Documents**" bar appears:
 - > You must have a "**Resume**" uploaded → your "**MAJOR**" and "**APPLICATION TYPE**" on your **My Account**
 - > **My Profile** selections match the listed job requirements

Resume Referral Defined

- 1) A Resume Referral is created when employers search Career Connect and your resume is reviewed
- 2) By emailing your resume to employers using the "**Submit Application Documents**" feature above the **JOB** of interest.
- 3) When these conditions are met, your submission creates a **Resume Referral** and is tracked under **My Account -> My Activity -> Referrals**

*Job listings in Career Connect come to Career Services directly from employers seeking UND students – YOU! Therefore, employers advertising their positions on our job listing service should be considered a **PRIORITY** on your job search plan. Many employers indicate they are willing to accept on-line resumes → YOU NEED TO TAKE ADVANTAGE OF THIS OPTION. You must have established an account in the Career Connect and have your resume uploaded to have your resume referred to employers.*

Campus Interviews:

▶ **Request Interviews!**

- This feature matches your profile and the employer selected interview criteria automatically
- You **MUST** use this feature to actually "**Sign Up**" for an interview request

How To Sign up on an OPEN schedule:

- Select an interview schedule by clicking on the number under the column titled 'ID' (Details of the employers' campus interview will be displayed. These details include the dates, job descriptions, and hiring criteria)
 - Scroll down to the record titled "Sessions"
 - Click on the date under the column titled "Interview Date"
 - Scroll down to the time slots
 - Select an available time slot and click the Sign Up link to the right

How To Sign up on a PRE-SELECT schedule:

- Click the **Sign Up** pushbutton at the top of the screen
- Once the **Sign Up** pushbutton has disappeared, you know you have requested an interview with this employer. The next step will be to monitor your email and check **My Account -> My Activity -> Schedules**. When notified to **Sign-up** follow the instructions associated with the Session

▶ **Future Schedules**

- This feature allows you to search all scheduled on-campus interviews

Career Events:

- ▶ Locate and RSVP for Career Services or Interviewing Employers Sponsored events

Sign Out: