



Career Connections Student and Alumni Guide

Career Connections allows students and alumni access to:

- Job and internship postings.
- A resume posting database, searchable by employers.
- On-campus interview schedules.
- Career Fair and Career Events information.
- Mentors to network with.

Getting Started

- You can create an account with Career Connections by visiting snc.edu/go/careerconnections and clicking on the “Click here to Register!” link.
- Complete all sections. Required fields are marked by a red asterisk.
- Your account will be in pending status until it is approved by an administrator. When your registration is approved, you will receive an e-mail notification. Please allow two business days for approval.
- The "Allow Employer Viewing" field allows employers to view your profile and resume. This option defaults to “yes”, so you will need to change this to “no” if you would prefer for employers not to view your resume.

Upload a Resume

- You may want to upload a default (general) resume that will be viewable by all employers registered with Career Connections if you are interested in the possibility of a wide range of employers contacting you regarding potential job/internship opportunities.
- To upload a resume, select “My Account” from the menu bar and select “My Documents” on the submenu bar below.
- Choose “Upload File” under the Resume section. Be sure to name your document in a meaningful way. For example Your Name_Company (if applying for a specific job) or Your Name_General (for your default resume).
- Your account will be placed in pending status after you submit your resume, meaning that you will not have access to job and internship postings until your resume has been approved by an administrator. Please allow two business days for approval.
- If your resume is not approved, you will receive a personalized message indicating that changes are needed. If changes are not made within one month, your profile will be deleted. Our goal is to make sure that your resume is in an acceptable form to be viewed by prospective employers. A resume guide and samples can be found at snc.edu/career/students/handouts.html.

Job and Internship Searching

- Choose “Jobs” from the menu bar and select “Job Search” on the submenu bar below and choose your search criteria. We recommend you search broadly at first and then narrow your search if needed.
- If, for example, you want to see all available internships, choose “Internship” as your “Position Type” and then click “Search.” By not choosing any additional criteria, you will receive a list of all available internships.
- To choose multiple selections within a category hold down the CTRL key.
- View job information by clicking on the Job ID or Job Title for the desired job.
- If you do not meet the criteria for applying to this job, it will be noted in RED on the top of the page with the reason why you are not qualified.
- If you are qualified, review the application instructions for employer preferences of how to submit your materials.
- You can sort lists of jobs by alphabetical order by clicking on the column headers.
- You can change your search criteria by clicking on the “change criteria” link above the listed jobs.
- Click on “Save Search” to save the criteria of a specific search. These can be easily accessed from the “View Saved Search” section on the HOME page.
- **Make your job search easier!** If you would like to be e-mailed when a new job is posted or an existing job is updated that meets your saved search criteria, click the “Create a Job Agent” button. You can create an unlimited number of Job Agents. To change or disable your job agents, go to “My Account.”

Career Events: View and Register for On-Campus and Off-Campus Career Events

- To Search all upcoming career events, simply click “Search” without selecting any criteria; or you can narrow your criteria by searching by category.
- To view a career event description, click on the “Career Event Name.”
- To RSVP to attend an event, click on the “RSVP to Event” button.
- To view employers registered for a current event, click on the “Search Employers” link in the ACTION column if available.

Career Mentor Directory

Career mentors are professionals willing to network with you and share their knowledge and experiences about majors, career fields, employment, and graduate school.

- Choose “Mentor Search” from the menu bar and choose your search criteria.
- Click on the mentor’s names that you are interested in connecting with. Please note that not all mentors allow public viewing of contact information, in which case there will be a “Contact Mentor” button which allows you to send a personalized e-mail through the system.
- You may want to request an informational interview to further connect with the mentors. An informational interview guide can be found at snc.edu/career/students/handouts.html.

Applying for an On-Campus Interview

After you have registered and updated your profile and resume, you are eligible to sign-up for **on-campus interview schedules** with recruiting companies scheduled to visit St. Norbert College. To sign up for an interview schedule, you must be qualified for each interview based on criteria set by the employer.

- Search for on-campus interview schedules:
 1. Choose “Jobs” from the main bar. Under “Related Schedule Search Criteria” at the bottom of the page, click on “Only Jobs with Interview Schedules.”
 2. Choose “Schedules” from the menu bar and select “Qualified Schedules” on the submenu below. This allows you to view all the upcoming interviews that have an open resume submission period and the student is qualified for.
 3. By choosing “Schedules” from the menu bar and selecting “Future Schedules” you can view all future interviews, qualifying and non-qualifying, as well as interviews whose request dates may not yet be open.
- Before choosing “Request Interview” be sure you have a resume uploaded and approved on Career Connections that is tailored towards the position you are applying to. After selecting the documents you wish to submit to the company, you will receive a confirmation message.
- Your application materials will then be reviewed by the recruiter, who will select the candidates they wish to invite to sign up for an on-campus interview. You will receive an e-mail notification when the employer has made their decisions (accepted or not accepted for an interview).
- If you receive an e-mail indicating that you have been accepted to interview, you will want to access available interview times by clicking the “Sign-up” button at the top of the schedule profile page. You can sign-up when the “First Come, First Serve” sign-up date begins.
- Alternate candidates may sign-up for timeslots when the “Alternate Sign-Up” date begins (if applicable).

Viewing Your Scheduled Interviews, Saved Job Searches, and Event Registration

- Choose “My Account” from the menu bar and select “My Activity” on the submenu bar below. Here you can see what interviews you have signed up for, what documents were submitted, job agents you have created, referrals, events, etc.

Keep Your Profile Updated

- Choose “My Account” from the menu bar and select “My Profile” on the submenu bar below.
- Update your information every school year, or as needed (ex. GPA, major, position seeking), by clicking on the “Edit” button.

By registering on Career Connections, you give the St. Norbert College permission to release your information and resume to employers. We also have permission to verify any academic information you provide.