

Career Connections Student and Alumni Guide

Career Connections, an online database where employers post their job and internship opportunities, allows students and alumni to access these job and internship postings, as well as on-campus interview schedules and Career Fair and Career Event information.

REGISTER ON CAREER CONNECTIONS

New Users:

- Go to www.snc.edu/careers
- On the right side of the screen under Career Connections select either the student or alumni login link.
- If you are a current SNC student a profile has been created for you, login using your St. Norbert e-mail address as your username.
- Click the "Forgot Your Password?" link to reset your password and gain access to the system. Your password will be e-mailed to your SNC e-mail account.
- If you are an Alumni, choose "Click here to Register!" and enter the required information.
- The "Allow Employer Viewing" field defaults to "yes" allowing employers to view your profile and resume. If you would prefer for employees not to view your resume, change it to "no."

Your profile will be in pending status until approved by The Office of Career & Professional Development. Please allow two business days. Once approved, you will receive an e-mail notification and have access to your account.

UPLOAD A RESUME

- To upload a resume, click "My Documents" under the "My Account" tab at the top of the page.
- Click "Add" by the Resume section. Be sure to name your document in a meaningful way. For example:
 - Last Name_Resume (for a default resume)

Your resume will be in pending status until approved by The Office of Career & Professional Development. Please allow two business days.

- If your resume is not approved, you will receive a personalized message indicating suggested changes for improvement.
- Once you make the changes, re-upload your resume for approval.
- A resume guide and samples can be found at www.snc.edu/careers/employment/resources
- Check your uploaded resume each semester to ensure it is updated.

JOB AND INTERNSHIP SEARCHING

- To start searching, click “Search” under the “Jobs/Internships” tab at the top of the page.
- Select “Advanced Search” next to the “Search” button to enter additional search criteria. Start broadly, and then narrow your search if necessary.
- Under “Position Type”, specify if you’re looking for an internship, full-time job, or part-time job.
- View position information by clicking on the position title.
 - Click “Add to Favorites” to save a position.
 - Access “My Favorites” in the green column on the left side of the page.
- If you are qualified for the position, review the application instructions as specified by the employer.
- If you are satisfied with the results your search brought up, click “Save Search” above your search results.
 - Access your “Saved Searches” in the green column on the left side of the page.
- Receive an e-mail when a new job is posted that meets your search criteria by clicking “E-mail me new jobs for this search” above search results.
 - It will then create a job agent you must name (ex: Internships).
 - To access job agents, click “My Activity” under the “My Account” tab at the top of the page.
 - Click on the “Job Agents” tab to view job agents you have saved.
- To view a larger pool of results throughout the country, check out the national job search engine tabs under your search criteria:
 - Internships.com
 - CareerRookie
 - CareerBuilder
 - Indeed Jobs

REGISTER FOR CAREER EVENTS AND WORKSHOPS

- To register for events and workshops, click on the “Events and Workshops” tab at the top of the page.
- Click on the event name to view an event description.
- To RSVP to attend an event, click on the “RSVP to Event” button.
- To view employers registered for a current event, click on “View Employers.”

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 companies scheduled to interview at St. Norbert College. To sign-up for an interview schedule, you must be qualified for each interview based on criteria set by the employer.**
- To search for on-campus interview schedules:
 - Click “Qualified Schedules” under the “On Campus Interview Schedules” at the top of the page. You will be able to view upcoming interviews that have an open resume submission period for which you are qualified.
 - By choosing “Future Schedules,” you can view all future interviews, qualifying and non-qualifying, as well as interviews whose request dates are not yet open.

- To request an interview:
 - Make sure you have a resume tailored toward the position you are applying for uploaded and approved on Career Connections.
 - Click “Request Interview” when you are on the specific interview page.
 - Select the documents you wish to submit to the company.
 - You will receive a confirmation message.
 - Your application materials will be reviewed by the employer, 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 decision (accepted or not accepted for an interview).
- To schedule an accepted interview:
 - Access available interview times by clicking the “Sign-up” button at the top of the schedule profile page.
 - Sign up when the “First Come, First Serve” sign-up date begins.

VIEWING YOUR SCHEDULED INTERVIEWS AND EVENT REGISTRATION

- To view your upcoming schedules and events, click “My Activity” under the “My Account” tab at the top of the page.
- Here you can view:
 - Upcoming Interviews
 - Submitted documents
 - Referrals
 - Events

KEEPING YOUR PROFILE UPDATED

- To update your profile, click “My Profile” under the “My Account” tab at the top of the page.
- Update your information every semester, or as needed by clicking the “Edit” button.