Career Connections Employer Guide

The St. Norbert College Career Connections system allows employers to post their own internships, part-time and full-time positions, access student and alumni resumes, schedule on-campus interviews, register for career events and in general, gain access to our students and alumni. To start, please visit the Career Connections Employer login at www.snc.edu/go/employers.

REGISTER ON CAREER CONNECTIONS

New Users:
- Choose “Click here to Register”.
- Enter company name. If your company name is not listed, click “Can’t Find Your Organization”.
- Complete required information.
- Click “Register”.

Your profile will be in pending status until it is approved by our office; please allow two business days. Once approved, you will receive an e-mail notification and you will then be able to access your account.

POST INTERNSHIPS AND JOBS

- Log on to Career Connections.
- Click the “My Jobs” tab.
- Choose “New Job”.
- Complete all required information.
- Click “Save” when finished.
- If you would like to re-post a position that has already been created, go to “My Jobs” and click “Job List”.
  - Click on the “Job ID” number for the position you would like to re-post.
  - Click “Edit” and make necessary changes.

Once you add a job or make changes to a current job, the job will be in pending status until it is approved by our office; please allow two business days.

- Positions are posted for a maximum of 30 days, but you may login and repost positions as needed.
- Job postings will no longer be viewable by students/alumni after the application deadline. If you would like to close an active job posting before the original application deadline, simply edit the application.
REPORT A HIRE

- Under "I want to..." click “Report a Hire.”
- Enter the student’s name that you hired.
- Once the student’s name is located, click "Select Student."
- Select the schedule and/or job for which the student was hired.
- Complete all information and click "Finish" when done.

SEARCH STUDENT AND ALUMNI CANDIDATES AND RESUMES

- Select “Search” under the “Student Search” tab.
- To view all available students, click on “Search”.
- To narrow your search you may enter criteria.
- Once your search is complete, you may view, sort, or create a resume packet which you can receive via email by checking the box and clicking the “Create Packet” button.

REGISTER FOR CAREER FAIRS AND WORKSHOPS

- Click on the “Register for Career Fairs and Workshops” tab.
- You will see a list of all current career events (Career Fairs, Workshops, Events, etc.).
- To view details or to register, click on the name of the career event.
- Click “Register Now”, fill out your profile and select the appropriate fees (if any).
- You will receive an e-mail from our office to confirm your registration to the event.

SCHEDULE ON-CAMPUS INTERVIEWS

To Request an On-Campus Interview Schedule:

- Before setting up a schedule, the open position(s) must first be posted on Career Connections.
- Click the “On-Campus Interview Schedules” tab.
- Choose "Submit New Schedule Request".
- Complete all required information and click "Save" when finished.

Your schedule will be in pending status until it is approved by our office; please allow 2 business days. Once your schedule is approved, students will be able to begin viewing and/or signing up for your schedule.

To View an Interview Session (Timeslots):

- Click “Schedule List” from the “Schedules” tab.
- Click on the Schedule ID number to view the schedule.
- In the Sessions section, click the Interview Date of the session you wish to view.

To View Preselect Activity:

- Click “Schedule List” from the “Schedules” tab.
- Click on the Schedule ID number to view the schedule.
- In the Preselect Activity section, click “Manage Preselects” to see the students that have submitted a request to be interviewed.

To Submit Preselect Picks:

- You will receive an e-mail notification letting you know when to submit preselect picks.
- Follow the steps in the View Preselect Activity section above.
- For each student on the list, select “Accept” or “Reject”. Accepted students will be able to sign up for available timeslots. Rejected students will not be allowed to sign up for an interview. Students will receive e-mail notification letting them know their interview status.
- After completing your picks, click “Submit”.

Thank you for your interest in St. Norbert College students and alumni!