Scheduling an On-Campus Interview:
To set up a new interview schedule, highlight [On-Campus Interviews], then click [On-Campus Interview Schedule Request].
- Step 1: Enter your Interview Request Preferences. Click on [Save & Continue]
- Step 2: Choose any existing jobs you would like linked to the schedule, or add a new job
- Step 3: Review your information and submit your request
  • To view all schedules linked to your name, click [On-Campus Interview Schedule List], located under [On-Campus Interviews].

Registering for Career & Internship Fairs:
Hover over [Career Events] in the top navigation bar.

Click [Search Career Services Events]
- Enter a partial event name or leave all the blanks empty and select [Search]
  • If your search comes up empty, that means either a registration deadline has passed, or we currently do not have upcoming events where registration is required.
- To register, click [Register], to the right of the page
- For more information about an event, click on the event name

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Questions?
701.777.3904

und.careerservices@und.edu
UND.edu/careerservices
701.777.3904
- Post full-time, degree required jobs, co-op or internship positions available to UND students
- Arrange a schedule for conducting on-campus interviews
- Register for career fairs and other events hosted by Career Services
- Search and review UND student résumés

www.UND.edu/careerconnect ➔ click on Employers

New Users:
Click [Start Here]
- Enter a portion of your company name. As you type, company names will prepopulate.
  • If your company name appears, put a check mark next to it and click [Continue]
  • Fill in your contact information and click [Register]
  • When complete, you will receive this message: "Congratulations! Your profile is now complete. Click the Submit Profile button below to send your information to our office for approval."

NOTE: Think you have already registered as a contact for your company? Registering more than once affects what you can access. Contact our office to see if you already have a profile.
  • Once you have "submitted" your profile, your account will be in pending status. Please allow for one business day for your profile to be approved by our office before logging back in. When your registration is approved, you will receive an email notification.

Posting Jobs:
Hover over the [My Jobs] tab at the top of the page
- Click on [Add A New Job] to add a new job.
  Only 2 types of positions may be posted on Career Connect:
  • Co-ops/Internships
  • Full-time, degree required
  • Part-time and non-degree positions will not be accepted (Post those at www.UND.edu/jobx)
Proceed with filling in all pertinent data, and click [Save].
- Job postings go into pending status and are approved daily by our office.
Hover over the [My Jobs] tab and click on [Active/Inactive] to view all the positions linked to your name.
To view any activity associated with your jobs (such as applications or placements), in the Activity column on the right you should see the letter ‘R’.
  - R = Referrals: Referrals are recorded each time a student sends their resume to you. If the R is bold then there has been activity on the job. Click on the letter to see who has applied to your job.

NOTE: Some of the existing jobs may be inactive and can be copied, edited and reactivated instead of retyping the same position each time you would like to post it.
- If copying and submitting a revised job using an old posting:
  • Review the text to be sure it’s still pertinent to the new position, update the posting date, check the majors (sometimes we update the majors on the Career Services side, so things may change in your job posting), and be sure to proof your entire job description.

Searching for Student Candidates:
Click on [Resume Books/Student Search] in the navigation bar across the top of the page.
- There are 2 ways to search for students:
  • Define your own search by selecting [All Students] from the predefined options provided. You can enter information in the fields provided, or you can just select [Search] and see all students with an active record. You can check the boxes of individual students or choose the [Select All] button at the bottom. Create a packet now or check the box to have the packet emailed. To perform a different search, click [Change Criteria] on the right.
  • Click on the title of a Résumé Book as defined by major. You will then be taken to a search page where you can narrow down your search if needed.
    • Choose the College/Major of the type of student you would like to search for
    • Enter your criteria (grade date, major, applicant type, etc.)
    • Select [Search]
    • Click on the name of a student to view their résumé/information