As a faculty member
Career Connect allows you to:

- Review full-time/degree required and Co-op/Internship positions available to students in your major
- Find company information
- Track Co-op/Internship students and their paperwork

UND.edu/careerconnect → click on Faculty

New Users:
- Contact Career Services at 701-777-3904 or und.careerservices@und.edu to set up an account

Existing Users:
- Sign in with your User Name and Password

My Profile:
- Keep your email and profile information up-to-date.
- The major(s) you select in your profile will determine what you see when looking for active jobs.
- If you are a Co-op or Internship advisor, here is where you find the list of students linked to you.

Students Registered in Career Connect:
- You can search for students who have the same major as you have listed in your profile. We encourage all students to register. Please spread the word about this helpful program.
- Here you can also send an email to a student. Click on the blue envelope across from the student’s name.

Employer Search:
- View a list of all employers currently registered in Career Connect by selecting [Employers] in the blue navigation bar. Click [Search] for a full list. This is helpful for finding company information, websites, online application addresses, and majors they are seeking.
- Narrow your search by major, city and/or state or type in an Organization Name to get a more specific search.

Check Out Who is Attending the Career and Internship Fairs:
- In the blue navigation bar at the top of the page, click on Career Events and select [Search] to see our upcoming events. Select [Search Employers] on the right of the event to see a list of who’s registered to-date. If no events are shown, there are no current event registration opportunities available.

Jobs:
- We make it easy for you to see what’s available - click on [Jobs] and a list of all jobs with the major you chose in your profile will be shown. Update your profile to add additional majors if you want to expand your search.
- See where the jobs are located, dates they were posted and closing dates.
- Click on the column heading [Applicant Type] to group the different options together. Companies will select if the position falls into one of the two categories: Co-op or Internship, or Degree Required Employment.
- Click on the [Job ID] or [Organization Name] to see more information (i.e. qualifications, application instructions, if they have registered for a career and internship fair, etc.)

Helpful Info to Tell Your Students:
- Please encourage students to use Career Connect. Students must log-in to Career Connect using their UND credentials (the same user name and password as Campus Connection and Blackboard). If they are a new user, they will need to complete a profile. Students can find the following when they log-in: job postings for internships, co-ops and full-time degree required.

1. How to Register a Co-op/Internship:
   UND is interested in collecting data for all student co-ops and internships, whether or not they are taken for credit.
- On the students’ home page, select “Report a Co-op/Internship from the left navigation bar.
- If their Co-op/Internship is not listed under “My Jobs,” then click on “Other” to fill out the requested information.
- After filling out the Employer Name and Job Title, click on “Save.”
How to Register a Co-op/Internship (Cont.)
- Complete the required information. Any documentation needed will be uploaded by the Career Services office.
- Click “Save” when finished.

2. Upload a Résumé for an Interview Opportunity
- When students log-in, they can go to the [On-Campus Interview Opportunities] tab and click on [Your Major]. They will find a list of company interview schedules that match their applicant type, classification, and major. If no schedules are listed, there are no upcoming schedules that match their applicant type, classification, and major.
- If records are listed, they can click on the Schedule ID/Job Title to learn more and to upload a résumé. (A student must upload a default résumé under [My Account], [My Documents].)
- If they choose [All Majors] they will see a full list of companies offering interview opportunities on campus. Click the Schedule ID/Job Title to view the job(s) linked to each interview schedule to see if their profile matches the qualifications.

3. Job Agents
Career Connect will send students an email when any new/updated jobs match a saved search. The student can select [Advanced Search] and select the needed criteria, such as major. Keeping your search simple is best. Then select [Email me new Jobs]. Each morning an email will be sent when jobs matching the saved criteria are approved the day before.

Don’t Cancel Class
Let Career Services facilitate for you with a workshop regarding résumés, interviewing techniques, the job search process, etc.

Call us or go to UND.edu/careerservices.
(Please contact us at least five working days in advance.)

Follow us!
facebook.com/UNDcareer
twitter.com/UNDcareer

Questions?
701.777.3904