Und.edu/careerconnect ➔ click on Students

Log in using your Campus Connection Username (firstname.lastname) and Password.

My Profile: (found under My Account)
- Click the [Edit Profile] tab at the top of the page or the [Edit] link next to each section to update information regarding major, applicant type, classification, etc.
- Review each section and complete all of the fields. Click on the [Save] button.
  • Note: The more complete your profile, the better your opportunity to connect with employers.

My Documents:
- Upload your resume, transcripts and other documents requested by employers.
- Click on the [Add] link to the right of the category heading.
- Click the [Choose File] button to find and select the correct document.
- Give your document a name (i.e., Current Résumé).
- Click the [Upload] button.
  • Note: When uploading more than one document, make sure your most marketable résumé is your default. You can change your default to a different résumé when you have made changes specific to a certain position. Remember to change back your default so you don’t accidentally upload the more specific résumé for other positions. Your default résumé is also the document that employers may view when accessing our system if you have selected “Yes” to Allow Employer Viewing under My Profile/Additional Information.

Employer Search:
- View a list of all employers currently registered in Career Connect.
- Research a specific company.
- Use the Advanced Search to narrow your search to companies seeking your major, a specific city and/or specific state.

Job Search:
Search by “Co-ops or Internships,” “Degree Required Employment,” or by “All Applicant Types” (shows a list of all positions posted in Career Connect).
- See a job of interest in your search results? Click [★Add To Favorites] to the right of the job title. This will save the job in your [★My Favorites] on the green task bar.
- [View Interview Schedule] button: there is an employer schedule linked to this job. You may qualify to upload your résumé for an interview opportunity.
- [View Event]: this will show you if the employer is attending an upcoming Career & Internship Fair.

Job Agent - Let the Job Search Come to You:
- While doing a search of the jobs posted in Career Connect, you can choose [Email me new Jobs] - this creates a Job Agent. Job Agents will send you an e-mail when any new/updated jobs matching your search are available. These are typically sent early in the morning.
- Keep your search simple. Choose Applicant Type (whether you are looking for an internship or a full-time position) and your major. You can add other details too, but by narrowing the search too much you might miss some wonderful opportunities.
- You can access your existing job agents in [My Activity].
- You can have more than one Job Agent.
- If you no longer wish to receive an e-mail for a particular Job Agent, in the email you receive click the [Disable] link next to it. The Job Agent will not be deleted from your account and can be enabled again by logging into your account and accessing your Job Agents in My Activity.
**On-Campus Interviews:**
- Under the [On-Campus Interview Opportunities] tab, click [Your Major] to see a list of company interview schedules that match your applicant type, classification and major. If no companies are listed, there are no upcoming schedules that match your applicant type, classification and major.
- If companies are listed, click on the Schedule ID/Job Title to learn more.
- From the Schedule screen, clicking on the [Request Interview] button submits your default résumé for consideration for an interview.
  - You must have a résumé uploaded in Career Connect under [My Account], [My Documents] in order to request an interview.
  - After clicking on the Schedule ID, if you cannot see the [Request Interview] button, this means you do not have a résumé uploaded or you do not match the company’s qualifications for applicant type, classification and major in your profile.
- Deadlines vary for each interview schedule.

**Reporting an Internship or Co-op:**
- In the green navigation bar on the left of your Home Page, under the heading "I Want To," click on "Report a Co-op/Internship."
- Follow the directions on the screen, completing the required and/or applicable information.

---

**Follow us!**

facebook.com/UNDcareer
twitter.com/UNDcareer

**Questions?**

701.777.3904