WHAT IS CAREER CONNECT?

Career Connect is your connection to UND students. You can:

- Post degree required, co-op/internship and UND research positions
- Register for Career and Internship Fairs and events hosted by Career Services

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].
- If your company name does not appear, click on [Can't Find Your Organization?]
  - Enter your employer and contact information. 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.

NOTE: Once you have “submitted” your profile, your account will be in pending status. While logged in, you will have immediate access to posting a job. Once you log out the first time, please allow 1 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. If you do not receive an email notification, please contact our office.

Existing Users:

Enter your User Name (email address) and Password (passwords are case sensitive).
- If you registered before December 1, 2014, enter the User Name you chose.
- You will be required to change your User Name to your email address once you update your profile.
Post 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 three types of positions may be posted on Career Connect:
  - Co-ops/Internships
  - Full-time, degree required
  - UND research opportunities *(posted by UND departments only)*

- Part-time and non-degree positions will not be accepted.

Proceed with filling in all pertinent data, and click [Save].

Note: 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 letters ‘P’ and ‘R’.
  - P = Placement. (This is no longer used, however.)
  - 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)
- Be sure to proof your entire job description

Note: A job can be linked to a schedule (but you can’t link a schedule to a job).

Tips for Posting Jobs:

Use Career Connect: und.edu/careerconnect
- For professional positions that require/prefer a minimum of a bachelor's degree or higher for graduating students.
- For positions that are Co-ops or Internships--career-related, paid and unpaid, work experiences.

Looking to hire someone with experience: undalumni.org, hover over Programs, then choose Career Support
- Post an open position.
- Review resumes.
- Target UND graduates and mail/email specific job openings directly to them.
Part-time Jobs--On-Campus and Local Off-Campus: und.edu/jobX
Questions? Contact our Student Employment Coordinator, 701.777.4136.
• Part-time positions located in Grand Forks/East Grand Forks.
• Part-time on-campus institutional or Work Study jobs.

All other full-time or part-time positions: jobsnd.com or jobshq.com
• Part-time/temporary/summer/full-time (not requiring a degree).

Schedule On-Campus Interviews:
To set up a new interview schedule, highlight [On-Campus Interviews], then click on
[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.

Note: If you answered Yes to [Need Information Session], after you click the [Submit Request] button you will be asked to enter the information session request form.

To view all the schedules linked to your name, click on [On Campus Interview Schedule List], under [On-Campus Interviews].

Request an Info Session:
Hover over the [Career Events] tab. Click on [New Info Session Request].
• You can link this info session to an interview schedule if you’d like. (Not required.)
• Career Services will work with you to determine the location of the event. Most likely we will host the info session in our office in McCannel Hall, Room 280.
• If you are serving food, please let us know. Our office can provide contact information for restaurants in town that deliver or for Campus Catering.
• Be sure to choose all of the majors of the students you’d like to see attend the event.
• To give students an opportunity to see the positions you have available and posted in Career Connect, you can link those under Step 3, under the Profile Information section. You do not have to link the positions, however. You can list the types of positions you’d like to fill under the Positions Available box.
• If you have any questions regarding an info session, please call 701.777.4103.

Selecting [Career Events] and [My Info Sessions] allows you to manage any information sessions you have listed. Under the Action Column you may see the following:
• Continue = Not Submitted/Not Complete
• Edit Registration = Pending (waiting approval by our office)
• Edit Event = Event has been Approved, click to see details

Register for the Career & Internship Fairs:
Hover over [Career Events] in the tabs across the top of the page. Click [Search Career Services Events].
• Enter a partial event name or leave all the blanks empty and select Search. We don’t have too many active events, so leaving all the blanks empty makes for an easy search. If your search comes up empty, that means that either a registration deadline has passed or we currently do not have upcoming events where a registration is required.
• To register: click on [Register] to the right of the page.
• For more information about an event: click on the event name.
Note: Prior to attending a Career and Internship Fair, or any event on campus, please check with your company’s IT department about the ability to access wireless with your device.

Resume Books/Student Search Process:
Click on [Resume Books/Student Search] in the bar across the top of the page.
There are two 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 in Career Connect. 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 on the resume book, click [Change Criteria] on the right.
- Click on the title of a Resume 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 (grad date, major, applicant type, etc.).
  - Select [Search].
  - Click on the name of a student to view their resume/information.

Note: You will only see names of students who have allowed employers to view their resume.

TeamND (North Dakota Consortium):
To further expand your access to students, consider creating an account with TeamND, www.teamnd.org.

TeamND is a consortium of North Dakota universities and colleges. With an account you may post your opportunities to all campuses listed with just one entry.

If you believe your organization has used TeamND in the past and you need your username and password, please call our office, 701.777.3905.

Consortium Colleges Include:
- Bismarck State College
- Dickinson State University
- Mayville State University
- Minot State University
- University of Jamestown
- University of Mary in Bismarck
- University of North Dakota
- Valley City State University

Connect with Career Services:
Follow us on:
- Facebook: facebook.com/undcareer
- Twitter: twitter.com/undcareer
- Pinterest: pinterest.com/undcareerservic
- Linkedin: linkedin.com/company/und-career-services
- Our website: und.edu/careerservices
- For part-time jobs on- or off-campus (Institutional or Federal Work Study), go to UND Student Employment: und.edu/jobx