

## CareerConnect Log-In Instructions

1. Log-in using your Longwood email address as your username and your L number as your password and go to step 7.
  - o If logging in using your Longwood email address and L number doesn't work, you will need to register for a new account (far right of screen).
2. The following message will appear on your screen: "Your registration has been submitted. You will receive a verification email shortly. Please follow the instructions in that message to complete your registration."
3. You will receive an email from [lucareercenter@yahoo.com](mailto:lucareercenter@yahoo.com) asking you to confirm your email address. Follow the link and instructions.
4. The following message will appear on your web screen: "Your email has been confirmed. Click here to continue..." DO NOT CLICK; wait for email (see step 6)
5. Another email will appear in your IN Box. Log-in to the website listed, using the username and password provided in the email.
6. You will be directed to the HOME Page where you will see announcements, quick links, alerts, and a calendar.
7. Optional: To reset your password, go to PROFILE tab, (Password/Preferences tab), enter your old password (L number), enter your new password twice, and click SAVE.
8. Under the PROFILE tab, you will need to enter Personal Information, Current Address, Permanent Address, Academic Information, and Privacy Settings before being able to proceed.

## How to Search for Jobs & Internships

There are two main ways to search for Jobs and Internships on CareerConnect: Jobs and Internships or Employers Tab.

### ***Job and Internships Tab***

To view jobs and internships (favorites, advanced search, search agents, applications, job leads) click on the JOBS AND INTERNSHIPS tab. You will see a listing of opportunities by title, employer, location, position type, posted date, and deadline date.

1. OPTIONAL: You can narrow your search options by using the drop down menus provided.
  - a. The first drop down menu called "Show Me" has a list of predetermined categories to sort the jobs and internships such as "All Jobs & Internships," "All job Listings," or "Career Fair Postings."
  - b. The second drop down menu called "Position Type" allows you to search for the type of position the company is offering. For example, Full time, Internship, Volunteer, etc. To search for **on-campus jobs**, see information in the box below.
  - c. The third drop down menu called "Job Function" allows you to search options that fit the duties that would be performed on the job. For example, if you wanted to be in the health field you would search job functions like Nursing, Emergency Medical Technician, etc.
  - d. The last drop down menu called "Industry" allows you to search in broader terms than the Job Function menu.
  - e. The Keywords box allows you to search by typing in your own words. A good tip for this option would be to type in your major or concentration.
2. When you are on the Job and Internships tab, you can also view the Favorites tab which allows you to save jobs that interest you to view at a later date or for quick reference in the future.
  - a. In order to make a job a "Favorite," simply click "Add Favorite" under the Options column when looking in the list view of jobs/internships.

To search for **ON-CAMPUS JOBS** click on the JOBS AND INTERNSHIPS tab. Use the second drop down menu called "Position Type" to search for available positions. Select LONGWOOD WORK STUDY (these are jobs open to all students no matter their financial status) and/or FEDERAL WORK STUDY (if you have been granted a federal work study allocation through your financial aid). This will bring up a list of open positions on campus. To apply for an on-campus position, complete the Student Employment Data sheet [http://www.longwood.edu/career/student\\_employment/StudentEmploymentDataSheet.pdf](http://www.longwood.edu/career/student_employment/StudentEmploymentDataSheet.pdf), and turn it into the department where the position is located.

## **Employers Tab**

To view employer (overview and available positions), click on EMPLOYER tab. You will see a listing of employer names and websites.

1. From the Home page of CareerConnect, click the Employers tab. This tab will allow you to search for jobs and internships by the specific company's name.
  - a. The Employer's Tab will allow you to search by industry (described above) or keywords (described above). There is also an option to only view employers that are planning on visiting the Longwood campus. Again, you can just scroll through all the company's names.
  - b. There is also a Favorite's Employers Tab which works the same as the Jobs and Internships Favorites. However, this saves the company instead of the job.

Either way you search: Once you have found a position or company that you want to view, click the name of the company (underlined). There are two tabs for information about the company and positions available. The Overview tab will provide you with contact information about the employer like address, phone number, email, company's website, etc. The second tab, titled Available Positions will display the positions that the employer is seeking currently. By clicking on the specific position listed, you can find more detailed information regarding the job duties or instructions on how to apply.

## **How to Post a Resume on CareerConnect**

If you don't have a resume or cover letter prepared, we recommend that you attend a Resume or Cover Letter Building Workshop in the Academic & Career Advising Center. For a list of workshops, visit <http://www.longwood.edu/career/WorkshopCalendar.pdf>.

1. From the CareerConnect homepage, click the Documents tab. The "Documents" sub-tab will allow you to upload your resume document from your computer. It will automatically convert it to a .pdf file if it is not already in one.
  - a. To add a file, click on "Add New." The system will ask for some information about the document that you want to upload.
  - b. The first is a Label which can be whatever you want to call your document. Remember to name it something professional if you want to use some of the options where employers will have access to them.
  - c. You will then need to select what type of document you are uploading like resume, cover letter, unofficial transcript, writing sample, or other documents.
  - d. Next, use the browse option to find the document that you want to upload.
  - e. Finally, click Submit. Remember not to close your browser while the document is converting. When the system is complete, "ready" will appear in the Status column.

Note: You can always delete a document by simply clicking the Delete icon in the Options Column from the Documents page.

## **How to Submit Resumes Directly to Employers**

CareerConnect allows students to submit their resumes to employers with ease.

1. After you have found a position with an employer that interests you, you should send your resume to them directly through CareerConnect. You should already have a resume uploaded onto the CareerConnect system, if not; follow the instructions above on "How to Post a Resume."
2. The company page that describes the position in greater detail should have a notice titled "Application Status" for you in the upper right hand corner. In this box, CareerConnect will tell you if you meet the qualifications and requirements for this position. If you do not meet the qualifications and requirements for the position, it will tell you specifically why. For example, if you are graduating too late for their job opening.

3. If you do meet the criteria for the position, there will be a drop down menu available to select which resume you want to submit from a list of ones that you have uploaded to CareerConnect. Choose the one that want to send the employer and click "Submit." Your resume will be sent for viewing by that employer.

### **Pre-Selected Employers: How to Sign Up or Reschedule an Interview with an Employer**

Some employers like to interview students on campus usually in the Academic & Career Advising Center. If an employer participates in this program, they will be listed in CareerConnect as a "Pre-select" company. This can be seen in the far right column when performing a job search.

1. After submitting your resume, the employer can choose who they want to interview while they are here. Once the company has chosen to participate in an interview you, your status with that pre-select company will change from "Pending" to "Invited." An alert will also appear on your homepage that says "You may sign up for 1 Interview."
2. There are 2 ways to get to the Interview screen.
  - a. Click on the alert that reads "You may sign up for 1 Interview." This will automatically bring you to the interview requests.
  - b. OR Click on the "Interviews" tab on the top of the screen and then select "Interview Requests."
3. On the Interview Requests page, it will list the position, employers, status (which should say "Invited"), when the sign ups start and end, the documents you have submitted, and options. Under the options column, click the box named "Schedule Interviews."
4. The next page will provide you with a drop down menu in order to choose a date to interview on. These are predetermined by the company. Click on the day that you would like to interview. There will also be a list of times to choose from. Click the appropriate time slot for your schedule. At the bottom of this section, it will also list the documents that you submitted to the employer previously.
5. Click "Submit." The Interview Requests page will then become blank and state that there are "no records found." The interview has now been moved to the tab titled "Scheduled Interviews."
6. Click on the "Scheduled Interviews" tab. This page provides you with the interview date, position, employer, interview time, and documents that you have submitted; however, there are 3 new options. The first is "Review" which allows you to view more information about the position and employer. At the far right side of the screen, there are two options: "Reschedule" and "Cancel."
  - a. To reschedule an interview, simply click "reschedule." The next page displays the time slot that you currently hold. Click on your new time slot that you want and click "Submit" again. It will then take you back to the Scheduled Interviews page and should display your new interview time and date.
  - b. To cancel and interview, click on "Cancel." A pop-up will appear to make sure that you want to cancel the interview. Click on "Yes." This will remove the interview from your interview tab completely.

### **How to sign up for Workshops & Events Held at the Academic & Career Advising Center**

1. From the CareerConnect homepage, click the Events tab. This page will have three tabs: Career Fairs, Information Sessions, and Workshops.
2. Click the Workshops tab. This page will allow you to scroll through all of the workshops for the Academic & Career Advising Center on the following topics: Job & Internship Search Strategies/CareerConnect, Cover Letter & Resume Writing, Job & Internship Fair Orientation, Interviewing Skills, and Graduate and Professional School Admissions. These workshops are offered on a regular basis throughout the semester. You can also register for our special workshops which include: Professional Dining Etiquette Dinner, Diversity Career Day (held in Charlottesville, VA), and Goal 15/Internship Workshop. Note that you can also choose a workshop by searching with a time preference or keywords.
3. When you find a workshop that you want to attend, click the underlined title of the workshop on the left hand side of the screen. On the next screen, click the "RSVP" button. The screen will return to the previous one but there will be a green check in the RSVP column which shows that you are registered for that event.

4. If you have accidentally click RSVP for the wrong event or want to change your time, simply click on the event that you have already sent a RSVP to again. On the next page, click on “Cancel RSVP” which will remove you from that event. When you return to the Workshop Search Page the green check in the RSVP column should be gone.

### **How to sign up for Employer Testing & Information Sessions Held by Employers on campus**

1. From the CareerConnect homepage, click the Events tab. This page will have three tabs: Career Fairs, Information Sessions, and Workshops.
2. Click the Information Sessions tab. This page will allow you to scroll through the list of employers who are planning on coming to campus and the various times and locations.
3. When you find an employer that you want meet, click the underlined title of the company on the left hand side of the screen. On the next screen, click the “RSVP” button. The screen will return to the previous one but there will be a green check in the RSVP column which shows that you are registered for that event.
4. If you have accidentally click RSVP for the wrong employer, simply click on the employer’s name that you have already sent a RSVP to again. On the next page, click on “Cancel RSVP” which will remove you from that event. When you return to the Information Session Search Page the green check in the RSVP column should be gone.

**If you need additional assistance, please call or stop by the Academic & Career Advising Center. We will be happy to help!**

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