

# Instructions

## To access Career Connections:

- Go to the Career Center website [www.muhlenberg.edu/careercenter](http://www.muhlenberg.edu/careercenter) and click on the Career Connections icon.
- Login: Username: “**muh**” plus the 7 last digits of your ‘Berg ID (muh1234567)  
Password: “**mules**” (*change your password the first time you log-in*)

## Getting Started: Your First Log-in

- Complete your initial profile. You will be able to edit this information later if anything changes.
- Decide if you would like to receive notices from Experience, the company that powers the Career Connections system. This is generally a good idea.
- You will be invited to upload a resume at this time. This step can be skipped for now. Click “Home” at the top right of the screen to be taken to you Career Connections “Home Page”.

## Your Career Connections Home Page

- Search for upcoming Career Center events as well as jobs and internships right from here.

## Editing your Student Profile

- Mouse-over **Profile** on the navigation bar and click “View/Edit Profile Data”.
- There are 5 components of your profile: *Personal Info, Academic Info, Career Preferences, Continued Academics, and Administration.*
- Edit the information in each of these areas by clicking the appropriate link and then on “Edit Your \_\_\_\_\_ Information”. Click “Save” at the bottom of each page.
- It is very important to complete and update this section frequently! The Career Center will use this information to tell you about events and opportunities of specific interest to you.


## Uploading Documents

- Mouse-over **Documents** and click “Upload a Document”. Resumes, cover letters, writing samples, etc. must be in MS Word format. Be sure to give each document a unique name using the format: *J.Smith.Resume.Organization.doc* or *J.Smith.Letter.Organization.doc*.
- Select the document type and click “Next”. Browse for the file, select it, and click “Upload”.
- View the document by clicking on the file name. Be sure to choose the appropriate resume to be your “Primary resume”. You can also rename or delete documents here. It is a good idea to delete old versions of your resume once you upload revised versions to avoid confusion.

## Publishing Resumes & Getting your Resume Critiqued

- Mouse-over **Documents** and select “Publish a Resume”. Scroll down to the list of resume books, find the one you need, select a resume from the drop-down menu, and click “Save”.
- “*Resumes for Critique*”: Upload your resume to this resume book to get it critiqued by a Counselor or Career Assistant. The resume will be removed from the book and you will be notified when to come pick it up at the Career Center.
- Do not publish your resume to any other book until it has been critiqued and approved.
- *The Experience Network* allows you to add your resume to their resume book here as well.

## Finding Jobs and Internships

- Mouse-over **Jobs & Internships** and select “Job/Internship Search” to conduct searches of the database. Opportunities come from the Career Center and many other sources.
- Conduct one of the searches listed, or select a 1-click option. Multi-select job functions and industries to broaden the search by holding the “Ctrl” key. Be broad when entering search criteria. Try many different searches to see what you get. **Save your Search!**
- You can also choose to receive an e-mail when jobs are added that meet your criteria.
- A  symbol indicates that the employer has scheduled a date to come to Muhlenberg to interview candidates for the position.
- Click on the job title to view the details of the position, including how to apply.

### Favorite Jobs/Job Folders

- Save specific job listings by selecting the checkboxes. Choose an existing folder from the drop down menu or “Create a new folder”. Manage the contents by clicking on “Favorite Jobs” link under **Jobs and Internships**.

### Applying for Jobs and Internships

- Many positions will allow you to apply online through Career Connections. There will be a box at the bottom of the page telling you how to apply, what documents you need to submit and whether or not you can do it online through the system. (You may need to apply “off-line”.)
- Remember, documents must be uploaded to the system before you can apply!
- If you apply through the system, the job will appear in the **Applications** section. The details page will tell the date you applied and which resume and cover letter you sent. If it is an on-campus interview it will also state when the interview will take place, the employer’s decision, and the interview slot you selected.

### Signing up for an Interview

- If you have been accepted for an interview on-campus it will be indicated on the application details page. You will see a link reading “Sign up for an interview”.
- **Never** decline an on-campus interview for which you have been selected. Click the sign-up link and select the radio button for an available time slot. Click “Save” and you will receive a confirmation e-mail from the system and the interview will appear on your calendar.
- If you have a problem or conflict, contact the Career Center immediately!

### Employers and Employer Folders

- Mouse-over **Employers** on the navigation bar to conduct an “employers search”. You can search for employers by name or industry, and save employers in a folder. Create folders the same way you would create Job folders, as noted above.

### Calendar

- Mouse-over **Calendar** on the navigation bar and choose to view the Career Center calendar, search for a specific event, or see your upcoming events.
- Most Career Center events request that you sign up via Career Connections. To attend the event, click “Sign-up”. You may also delete an event by clicking “Withdraw” at the bottom.

### Career Research

- Mouse-over the **Experience** tab on the navigation bar, then “Careers, Tips and Tools”, to research your intended career path. Gain valuable information about industries by searching the various channels in the Experience section. To return to Muhlenberg’s Career Connections, click on the “Return to your School” link in the top right corner of the screen.

### Experience Connections

- **Experience**, the company that powers the system, has set up a networking section that you may choose to utilize (or not). Much like other networking sites, you create a profile and invite people to connect with you online. This can also be found under the **Experience** tab. (Remember, this is a professional site to help you find a job or internship, so don’t post or say anything inappropriate here.)

### Questions?

- Email us at [careers@muhlenberg.edu](mailto:careers@muhlenberg.edu), call 484-664-3170, or stop by our office in the Lower Level of Seegers Union, across from the bookstore.



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