



## ALUMNAE GUIDE TO CAREER CONNECT

**Career Connect is the on-line career management tool for Mt Mary University students and alumnae.**

- Apply to **jobs**
- Participate in **on campus interviews** for jobs
- Review the schedule of upcoming **information sessions and events** to find the right opportunities for you
- Become eligible for the **resume referral program** allowing employers to search for your resume

### Getting Started

**ALL** Mt Mary University students\* have an account

- Easily create an account by following the directions at [www.myinterfase.com/mtmary/alumni](http://www.myinterfase.com/mtmary/alumni)

### My Account

Under this drop down you will find the following information:

- **My Profile**- Please make sure you keep your profile is kept up-to-date (ex. major, position seeking, phone number).
- **My Documents**- You can upload up to 10 resumes, 10 cover letters, unofficial transcripts and letters of recommendation. Make sure your default resume is always up-to-date.
- **My Connections** – This is where you can sign up for national job sites.
- **My Activity**- All system activity is tracked here including jobs you have applied for and employers who have viewed your resume (referrals), job agents, documents submitted, and event registrations.

### My Connections (optional)

- **LinkedIn**: The LinkedIn integration allows students to see individuals in their social networks who are connected to a specific employer or job. As students open employer or job records they will see their associated LinkedIn connections to the right of the employer or job record!
  - Allows students to see individuals in their social networks who are connected to a specific employer
  - Student have opt-out of plug-in applications at any time

### Employer Directory

Search for organizations and contact information of employers.

- All employer contacts will be shown; you can search by organization name or city or conduct an advanced search.
- Please note that not all employers allow public viewing of contact information.
- If you can't find the information you are looking for, please contact Career Development for assistance.

### Job Search

- Click on Job Search and view all active jobs and internships/co-ops posted for Mt Mary students and alumni. If you have signed up for the national job sites, you will see these search results on different tabs.
- You can do search by **keyword** (e.g. Kohl's) and **position type** (e.g. internship)
- You can also conduct an **advanced search** if you know the Job ID or to search by Job Category (e.g. Accounting)
- You can save your search by clicking on "Save Search" or sign up for **job agents\*** by clicking on "Email Me New Jobs for this Search"
  - **If you are qualified for the position**, you will see a [Submit Resume] button at the top of the page. Click this to submit your resume directly to the employer.
    - Tip: Even if the employer does not require a cover letter, we always recommend students submit a cover letter to explain your interest in the position and why you are qualified.
  - **If you do not see the submit resume button**, the employer has included alternate application instructions. Read the application instructions on the job posting carefully to learn how to apply for the position.
  - **If you do not meet the employer's qualifications**, the reason why will be noted at the top of the page.
    - Tip: You can still contact the employer to request permission to apply for the position/request an interview. Email the employer with your resume to express your interest in the position and include a short professional message to politely ask for consideration. Contact Career Development for more information.



### \*Job Agents

**Tip:** If you would like to be emailed when a new job is posted or existing job is re-posted, click the **[Email me New Jobs for this Search]** button after you do a job search.

- Give your job agent a name you will remember (ex. Milwaukee full-time teaching jobs).
- You can create an unlimited number of Job Agents.
- To change or disable your job agents, go to [My Account] then [My Activity] and click on the job agent tab.
- If you would simply like to save your job search, click the [Save Search] button.

### Career Events

#### Search for on-campus and off-campus career fairs and career events

- All upcoming career events will be shown. You can also view career events by looking at your calendar on the main page.
- You can do a search by event date or category (ex. career fair)
- **Career Fairs:**
  - To view the employers registered for a career fair, click on the [VIEW EMPLOYERS] button
- Registration may be required for some career events.

### Report a Hire

Have you recently accepted a full-time position, internship or co-op? The Report a Hire function can be used to easily report placement information to our office.

- To access Report a Hire, look under "Quick Links" on the left side tool bar and follow the prompts.
- For more information on this, please contact Career Development.

### Need Assistance?

- **Stop in our office!**
  - We are located in Haggerty Library, first floor in the Student Success Center.
  - We are open during the academic school year and in the summer.
- **Career Counseling**
  - Alumnae are welcome to attend all Career Development workshops and to attend the H.O.P.E. workshops. Contact the Alumnae Office for more information.

*By creating your Career Connect account, you give the University permission to release your information and resume to legitimate employers. Mount Mary University's Career Development Office has permission to verify all academic information. Note: Any false or incorrect information knowingly provided by a student or alum is cause for immediate and permanent removal from Career Connect.*