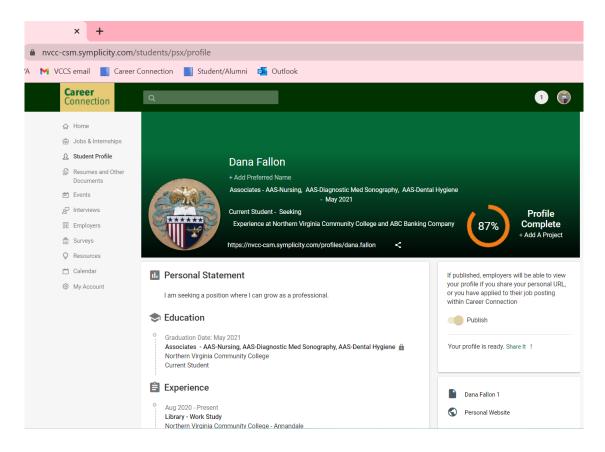


Career Connection Profile Guide

Student Profile

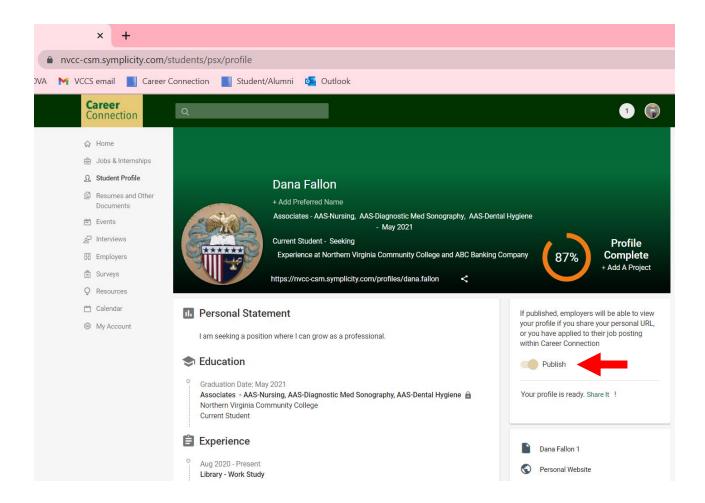
If you click on your student profile, you can build your profile with not only basic items such as your name and photo, but also a personal statement, work experience, education, and projects.

Employers and Career Services team members and Career Counselors have access to your profile, so the information on your page can be very helpful in your career search process. Under certain circumstances, employers will be able to view your profile, so it is important that you take the time to update your profile regularly. This customization helps Career Connection filter and recommend employment opportunities and career events that might be of interest, as well as send targeted Job Blasts and other emails to them. Below are some additional tips for setting up a Career Connection account.



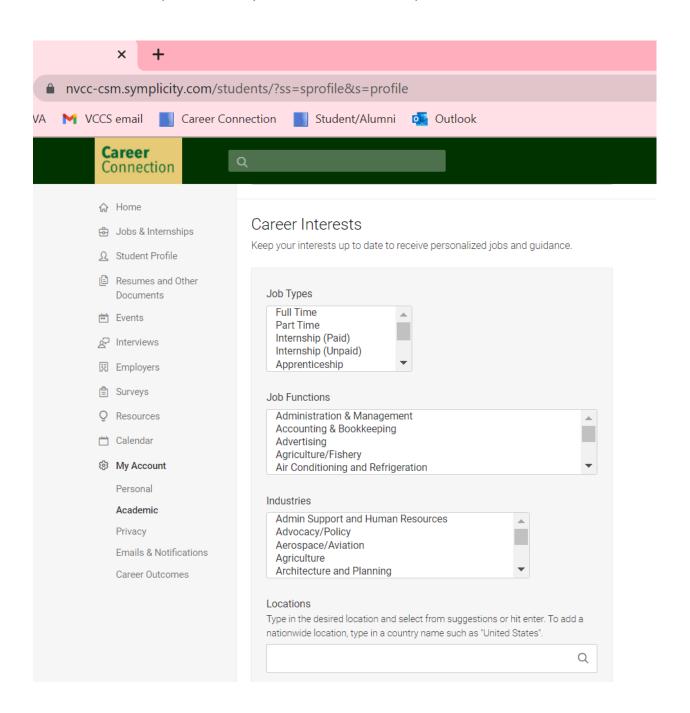
Publish Your Account

- Once you finish updating your account, a great first step to making the best out of your
 Career Connection account is to publish your account.
- If published, employers will be able to view your profile if you share your personal URL,
 or you have applied to their job posting within Career Connection.
- Once you are ready, click on the "Publish" button on the right-hand side of your profile
 and your profile will officially be public to employers. Under this button, you can choose
 to share your profile by selecting "Share It," allowing you to copy your profile link and
 share it directly to Facebook, Twitter or LinkedIn.



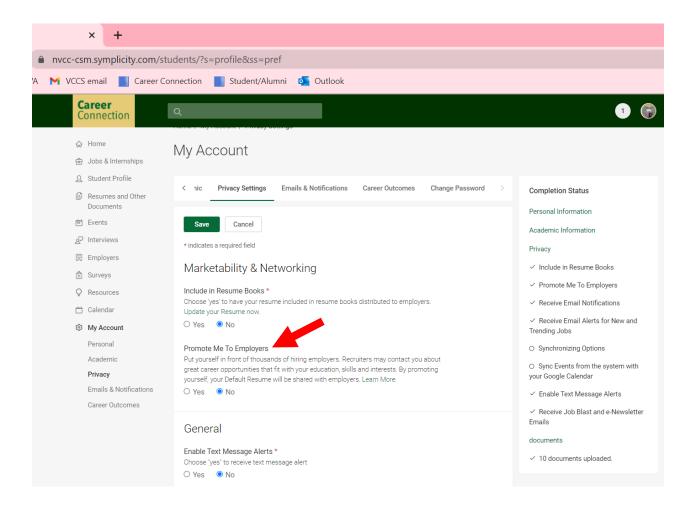
Career Interests

- The Career Interests section is located under "My Account Academic Profile." "Career Interests" allows students to fill in what types of opportunities they are interested in so that the system can provide personalized job recommendation and guidance. Some of the other information on this page is the same as the Student Profile.
- When students/alumni complete information in one place, it will automatically populate in the other profile, so they do not need to fill in duplicate fields twice.



Promote Yourself to Employers

- You can choose whether you want your student profile visible and searchable by recruiting employers.
- If you want your profile to be visible to employers, you must give permission under the
 "My Account Privacy Settings" page and select "Promote Me to Employers Yes." This
 selection allows vetted employers to see the information that you share on your default
 resume and profile. This includes current academic information, email address, and
 resume.
- Being part of 'Promote Me' is entirely optional, and students can opt in or out at any time. 'Promote Me' makes it easy for employers to find students, creating another way for students to find out about opportunities.



Convert Your Profile to a Resume

- One great feature of Career Connection is the ability to create and build a resume using
 the information uploaded to a student profile. This allows students to create a resume
 that has relevant information for employers while choosing from a variety of layouts
 and styles.
- To generate a resume from information on your profile, hover to the right-hand side of your profile and locate a widget that features a default resume or personal website.
- If you select the resume, the option to "Generate Resume" will drop down and when selected will take you to the Resume Builder module. From there, all the information uploaded to your profile will appear in the draft resume and can be edited if needed.
- Once you are finished, you can save the resume to your documents folder and share this new resume to your profile for employers to view!

