

# Career Connect

## The Basics:

- **Career Connect** is the SOM online job database only available to current SOM students and alumnae.
- Career Connect is a customized database that houses job opportunities from employers especially interested in SOM students. Most often the CSO has a relationship with these employers. This includes alumnae employer contacts.
- The CSO also uses this database to house information about you. Information you provide in your profile section helps the CSO plan events and workshops to suit your needs.
- The CSO does not give employers direct access to Career Connect.
- Use of *Career Connect* does not eliminate the need for other search engines and job search tools.
- You are able to register yourself online.

## Access to Career Connect:

Links to *Career Connect* are available from:

- The MBA Update
- The Career Services Page for Current Students: [http://www.simmons.edu/som/career\\_services/current\\_student.html](http://www.simmons.edu/som/career_services/current_student.html)
- Career Connect student log in page: <https://www.myinterfase.com/simmons/student/home.aspx>
- The SOM Community Forum on E-Learning

This is a password-protected web-based system. Students can access Career Connect 24/7.

## Registration/Requirements:

1. From the student login page, click “Click Here to Register.”
2. Complete the student registration screen and click “Register.” Registration is required and includes completing student profile information and uploading your resume. *Requirement fields are marked with an asterisk (\*). Please note: Under “Job Search Criteria/Resume Privacy,” please select whether or not you would like to give the CSO permission to send your resume to employers. Employers do not have direct access to the system, however often times the CSO sends student resumes to employers who are interested in hiring SOM students. If you select “send resume to employers” you are giving us permission to send your resume to interested employers. If you select “do not send resume to employers”, your resume will NOT be included in such mailings. You are able to change this setting at any time.*
3. When finished, click on “Register.”
4. You will then be prompted to upload your resume.
  - Click “Upload file”
  - Name your document
  - Click “browse” and select your document
  - Click “Upload”

*You may have up to 2 documents loaded at anytime (includes cover letters, etc...). You are able to update, change and delete your documents at anytime.*
5. When you have finished uploading, you will be prompted to “Submit Registration.”
6. You are finished!

## Job Searching:

- Select “Jobs” from the menu bar.
- Click “Job Search”
- Without adding any criteria, select “Search.” This will show all jobs that have come through the CSO in the past few months.
- Set up email alerts! See instructions on the Career Connect home page.
- **New! MonsterTrak** – when you do a job search on Career Connect you will automatically do a search on MonsterTrak. You can choose to view these jobs by clicking on the MonsterTrak tab.

**Career Connect is also a good place to go find information on upcoming career related events!**

Please contact Georgette Jover at [georgette.jover@simmons.edu](mailto:georgette.jover@simmons.edu) or 617-521-3857 if you are having difficulty or have any questions. Thank you!