

Introduction: *Career Connect*

The Basics:

- ***Career Connect*** is the SOM online job database.
- You are able to register yourself online.
- Use of *Career Connect* does not eliminate the need for other search engines and job search tools.
- The CSO does not give employers direct access to *Career Connect*.

Access to *Career Connect*: Links to *Career Connect* are available from:

- The Career Services Page for Current Students:
http://www.simmons.edu/som/career_services/current_student.html
- WebCT
- The MBA Update

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.*
3. When finished, click on “Register.”
4. You will then be prompted to upload your resume.
 - Click “Upload file”
 - Name your document
 - Click on “browse” and select your document
 - Click on “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. Once you have finished uploading your resume, you will be prompted to “Submit Registration.”
6. You are finished! Your profile will be sent to the CSO for Diana’s approval.

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.

Any questions can be directed to Diana Cook, Coordinator, Career Services at diana.cook@simmons.edu or (617) 521-3857.