

## Using Career Connection in your Job & Internship Search

### Create an Account

(If you've already done this, skip to Step 2)

1. Go to [www.gcsu.edu/career](http://www.gcsu.edu/career) and the link to Career Connection in the student section.
2. Choose "Click here to register." Complete information and click "Register."
3. Then choose "Submit Profile." Choose the correct major, graduation date and complete all required fields.
4. The Career Center will approve your account and you will receive an email within 24 hours (unless it's the weekend). It will have your username and password in the email – so save it!

### Once you have a final resume, upload it for employers and the Career Center to access!

1. Once you've updated your resume, login to Career Connection with your username and password.
2. Click on the "My Account" tab and then "My Documents."
3. Scroll down to "Resumes" and choose the "Upload File" button which will be on the right.
4. Name your document and browse for it. Click "Upload" to finalize your selection.
5. If your academic department is participating in an online resume book, your uploaded resume must be reviewed by the Career Center.

### IMPORTANT FEATURES TO USE

#### Job and Internship Database

1. Use the "Job Search" tab.
2. Create a search but don't eliminate too many areas. You might want to search by "position type."
3. Click on positions that interest you and follow application instructions. To apply online through Career Connection you will have to upload a resume.
4. To create a job search agent, choose "Create a Job Search Agent" once your list of organizations appears.

#### Employer Directory

1. Use the "Employer Directory" tab to research over 1000 companies that work with the Career Center.
2. Don't be discouraged if a company has not posted a job to Career Connection. Instead, use the database to connect with the company's online job board so you have the most recent information on their open positions.

#### Career Fairs and Workshops

1. Choose the "Career Fairs and Events" tab.
2. Events are listed in chronological order. If you are seeking a specific one, use the filter feature.
3. For a career fair, choose "Search Employers" on the right to pull up the list of organizations. Each organization will have a profile available and may have contact information.
4. **ALWAYS** research the companies attending before you attend a career fair.
5. **To RSVP**, click on the name of the event and select "Register for the event" at the top of the page.

#### Campus Interviews

1. Choose the "On Campus Interview" tab at the top. Choose "All Interviews I Qualify For" which is determined by your profile information.
2. Choose the Organization you want to interview with. If you want to read about the job opportunity, click on the Job ID # before choosing a time. If you know you definitely want to interview, simply choose "Sign-up" at the top of the page.
3. You will see a list of interview times. Select one. You will then be prompted to select the resume you want to use. Finalize your choice and select "Sign-up."
4. Now you will be successfully signed up. Write down your interview time!

#### Career Resource Library

Through this section, you can access resume samples, career packets, and other handouts.

#### Network with Alumni and Friends of Georgia College

Choose the "Network with Alumni" tab at the top of the page. Select search to see which alumni and friends have offered to provide advice to students. This list updates throughout the year based on alumni interest.