BELLEVUE COLLEGE
CENTER FOR CAREER CONNECTIONS AND WOMEN'S CENTER

CONNECT!
Job & Internship Postings

# Guide to Using CONNECT

## Bellevue College's Job & Internship Site

CONNECT is a free resource for Bellevue College students, alumni, and community members. On this website you will find announcements for internships and volunteer opportunities, as well as part-time, full-time, temporary and Work-Study jobs. You can apply to many of these positions directly through this site. Students registered in the Academic Internship Experience course can check due dates of internship-related assignments and monitor their progress through the course. The CONNECT web address is:

**http://depts.bellevuecollege.edu/careers/connect-career-management-system/**

This guide gives detailed instructions on how to create an account, fill out your profile in the most effective way, upload documents, search for jobs & internships, and create saved searches, which will send you job and internship leads automatically.

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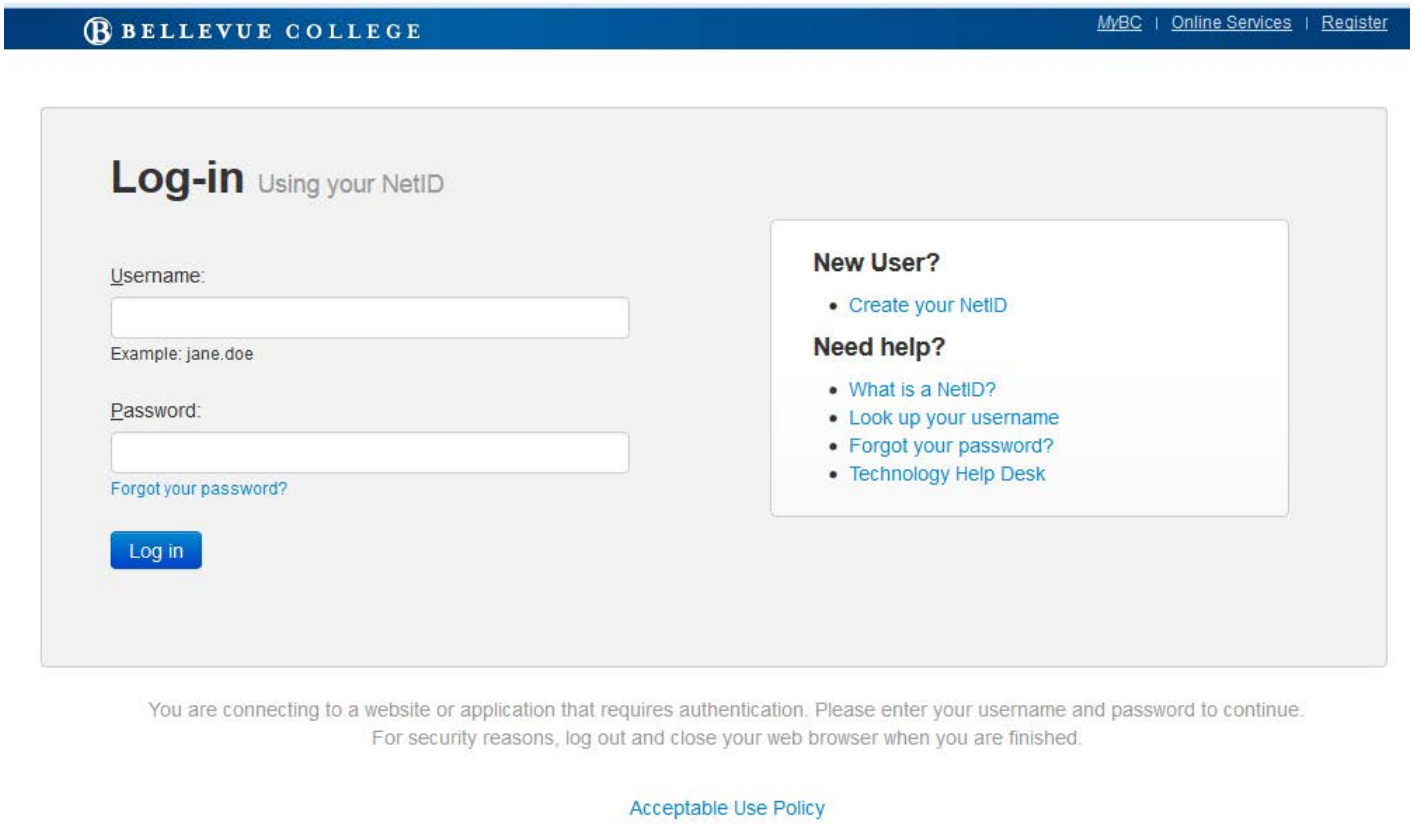
# Getting Started

## Creating an account and completing your profile

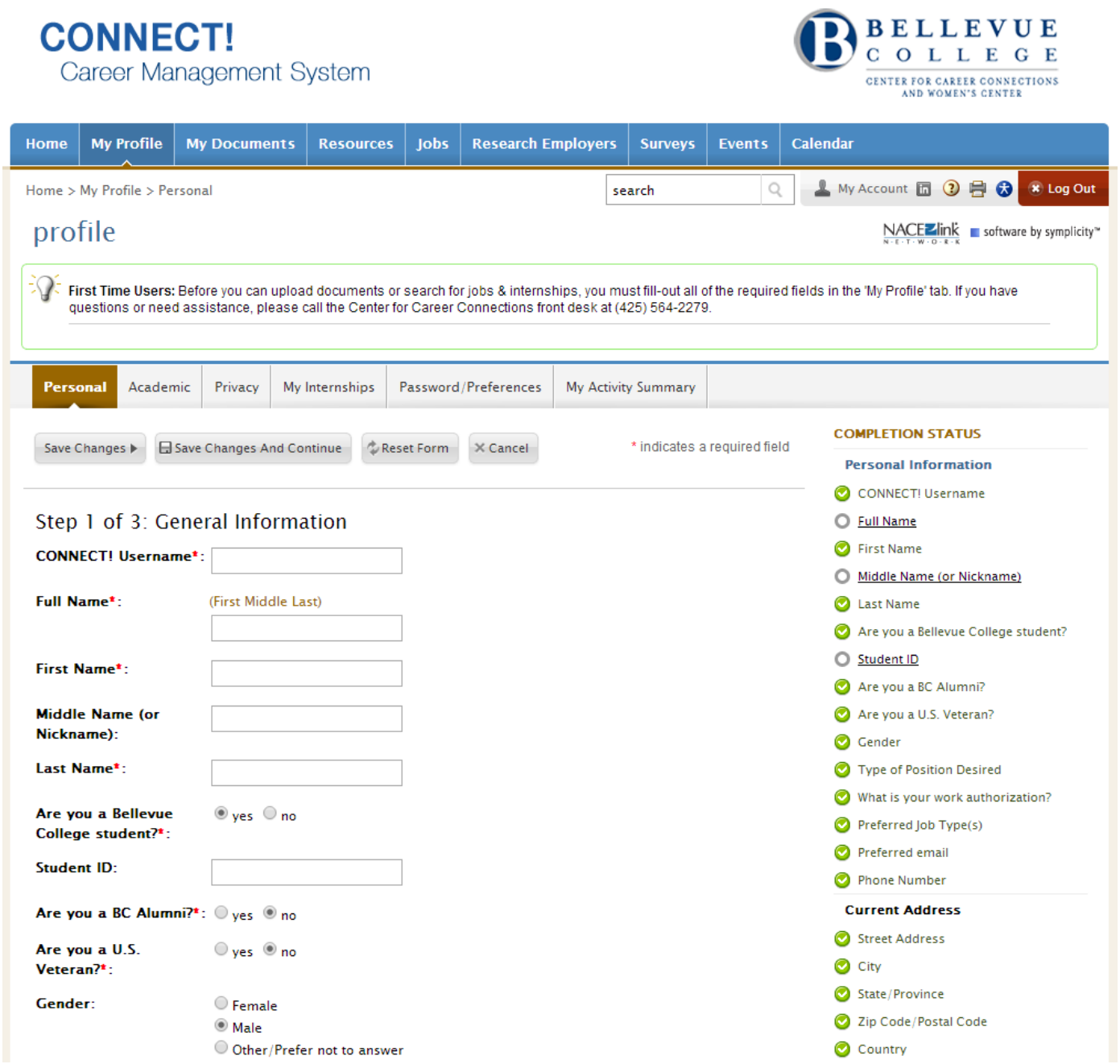
## Creating an Account Using Your BC Net ID:

1. Go to http://depts.bellevuecollege.edu/careers/connect-career-management-system/. Click the

button. It will take you to the following page where you can log in using your BC Net ID:



2. Upon logging in for the first time, you will have to complete your profile:

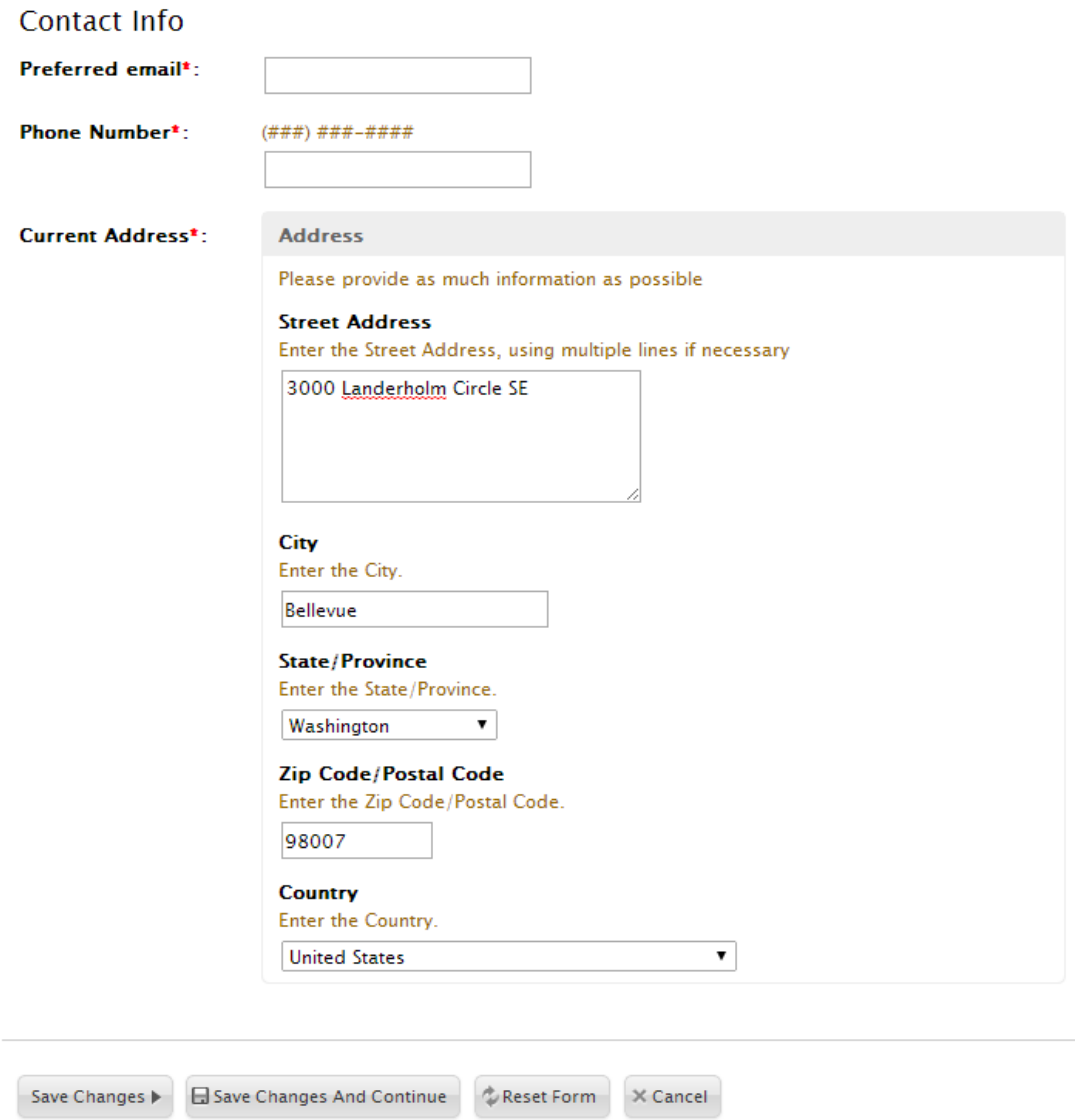



The CONNECT! Username will be automatically populated by your BC Net ID. Please complete the remaining fields. Note that when you complete the *Full Name* section, it will automatically populate the following fields: *First Name, Middle Name (or Nickname),* and *Last Name* fields.

3. The next section to complete will be the Employment Profile:

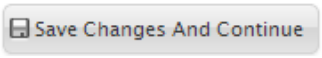
By clicking on the drop-down menus for the *Type of Position Desired* and *Preferred Job Type(s)*, you will be able to select the appropriate type of position or job type. (*Note: You may select more than one type of position by holding down the* control *key as you click.*). Be sure to select your appropriate work authorization.

4. The final section is *Contact Info*:



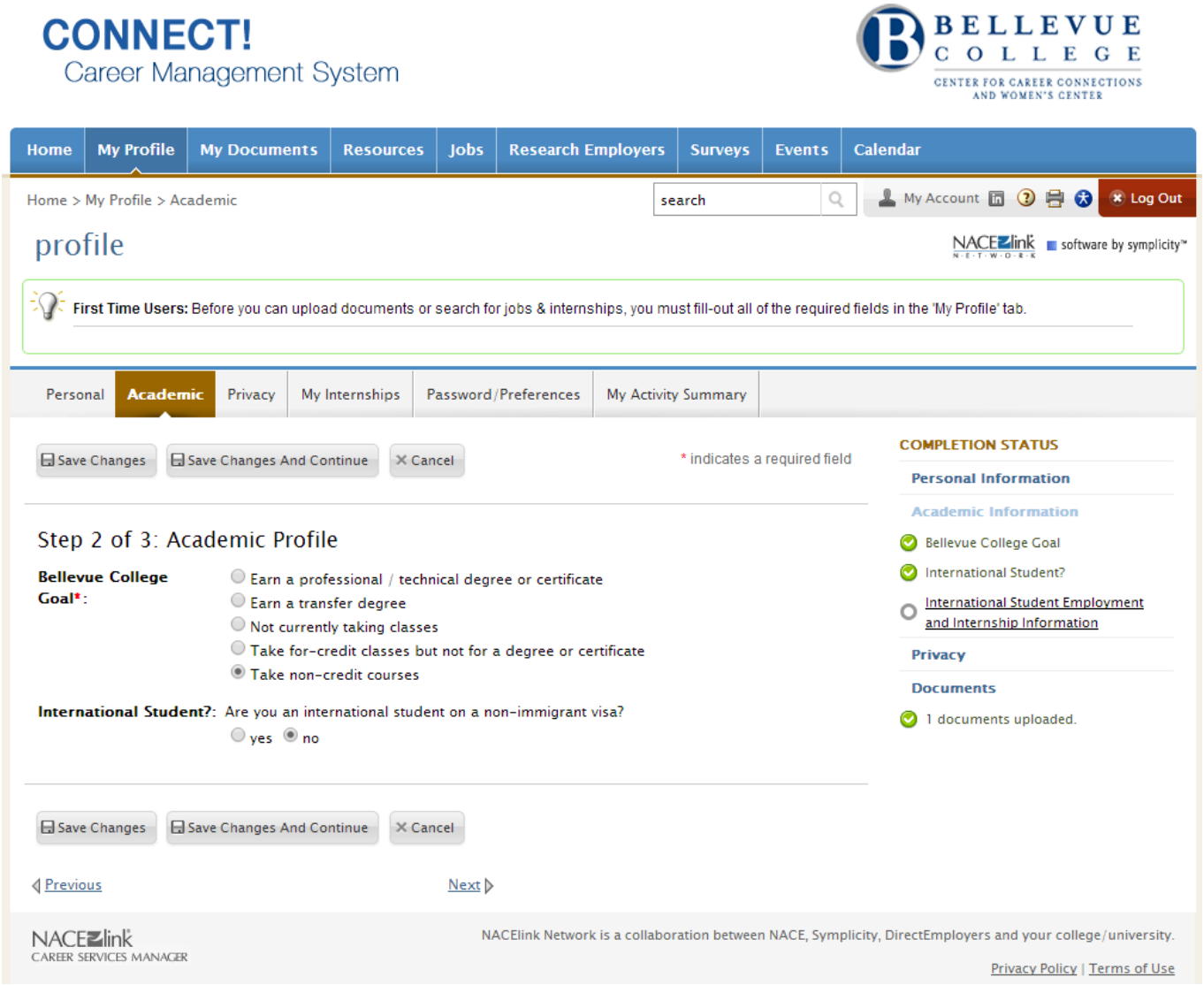

Fill in your *Preferred email* and *Phone Number* information.
If you do not want to put in your own mailing address, you can fill the *Current Address* section with Bellevue College's mailing address:
3000 Landerholm Circle SE
Bellevue, Washington 98007
United States

Once you have completed this section, **double-check all your information to make sure there are no typos.**

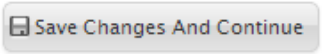
Click the 

button at the bottom of the page.

5. Next, you will complete the *Academic Profile* page:

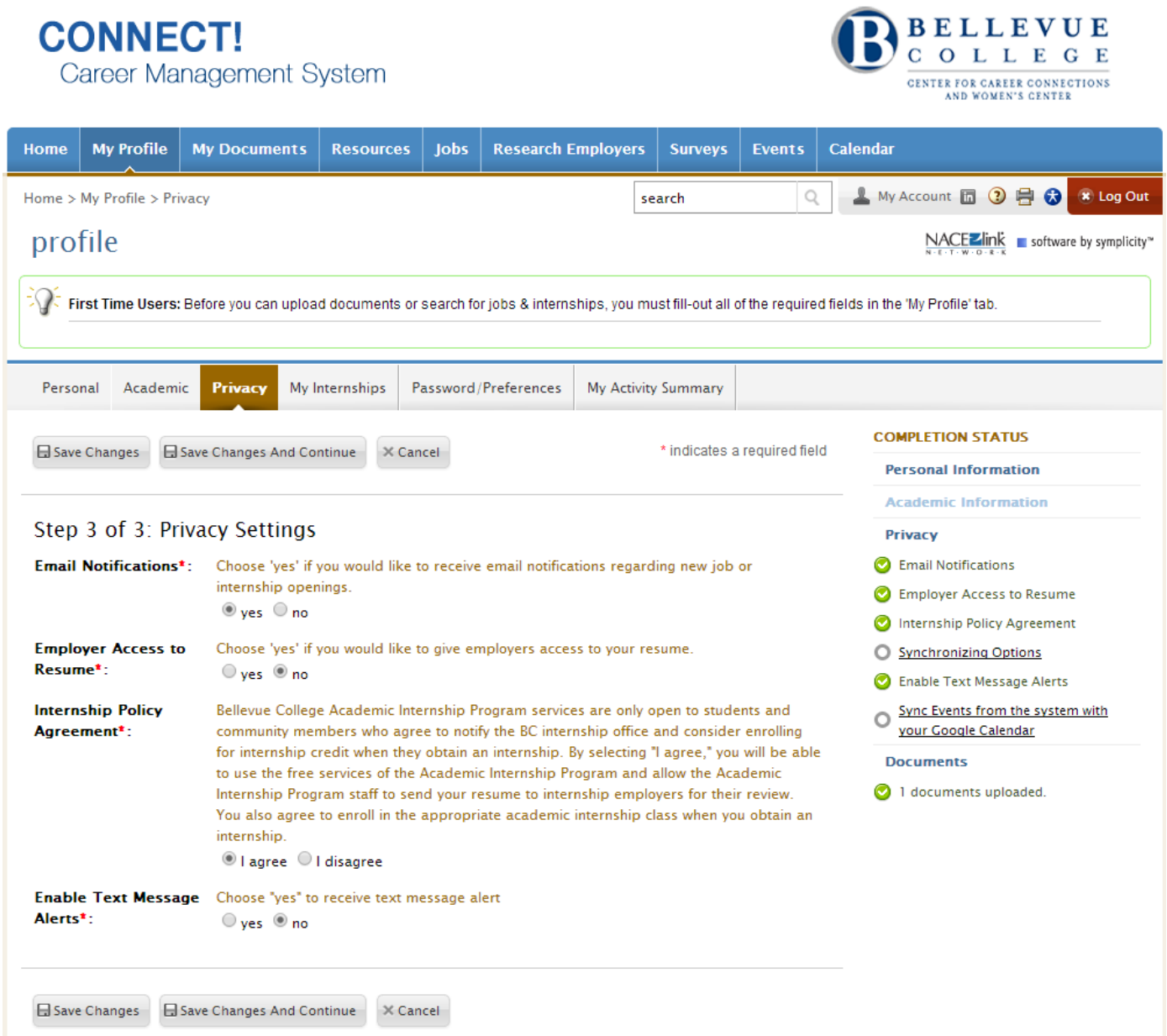



Select the appropriate *Bellevue College Goal* and indicate if you are an *International Student*.

Click the 

button.

6. To complete your profile, you will need to set your *Privacy Settings*:




*Email Notifications*→ by selecting *yes* you are agreeing to receive emails regarding new job or internship openings as well as notifications from the Center for Career Connections regarding upcoming events. We recommend that you select *yes* because this is a great way to receive job leads, and the Career Center never sends out more than six e-mails to CONNECT users per year.

*Employer Access to Resume*→ if you select *yes,* employers can view and search your resumes posted on CONNECT!

*Internship Policy Agreement*→ by selecting *I agree*, you are agreeing to Bellevue College's Internship Policy Agreement. Please note that you must agree before you can apply for most internships on CONNECT.

*Enable Text Message*→ by selecting *yes*, you are agreeing to receive text alerts from CONNECT! If you select *yes*, you will be asked to provide your *Cell Phone Number* and *Provider.*

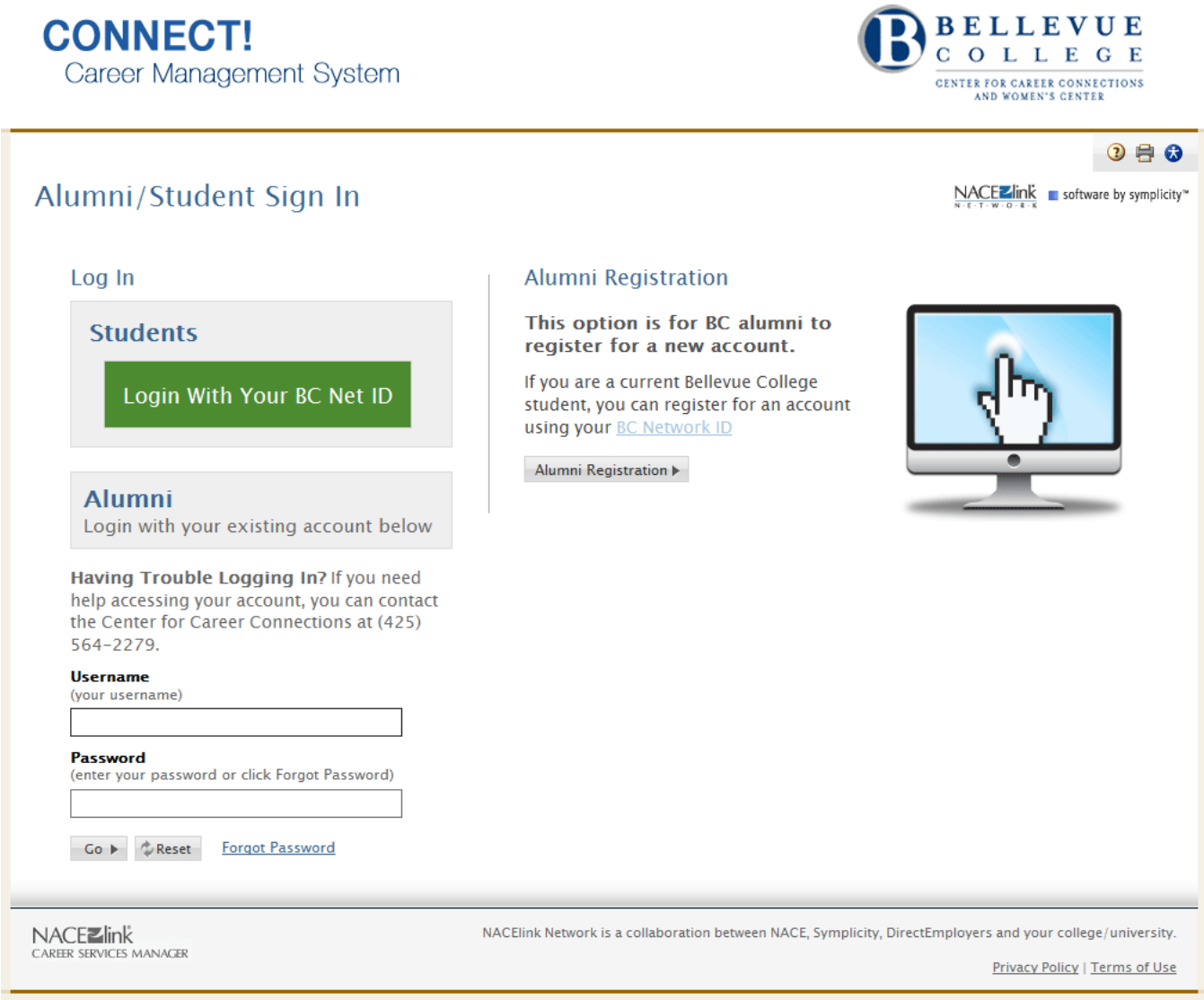
Click the Save Changes And Continue button to complete your profile. You are now ready to start uploading your resume and applying for jobs and internships on CONNECT

**If you have trouble accessing your account, please call our front desk during business hours at (425) 564-2279.**

## Creating an Alumni/Community Account:

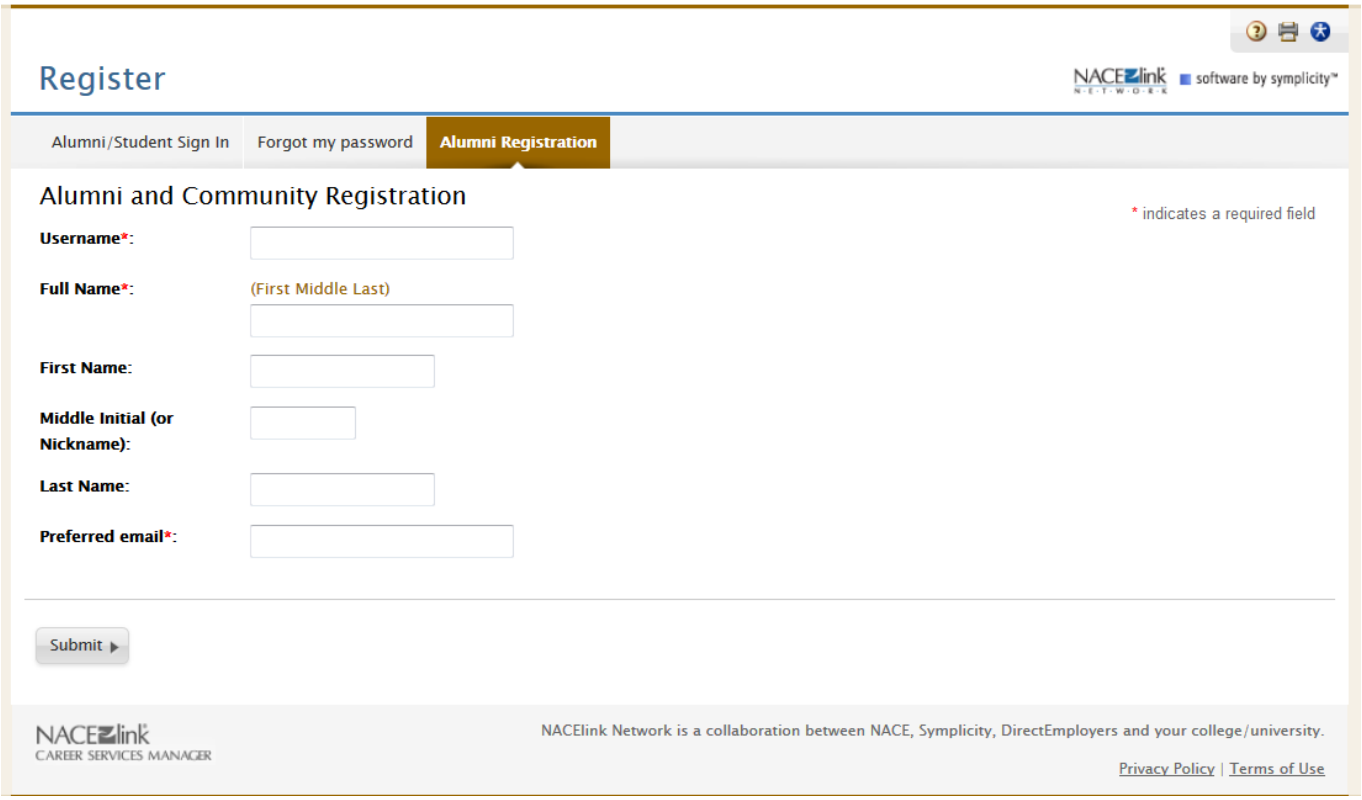
If you logged in using your BC Net ID, skip this section and go to page 12.

1. If you are a BC alumnus or a member of the community, go to depts.bellevuecollege.edu/careers/connect-career-management-system/ and click the **CONNECT! FOR ALUMNI** button.

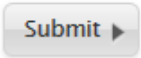



2. Click the **Alumni Registration** button on the right side of the page.

3. Complete the *Alumni and Community Registration* form.

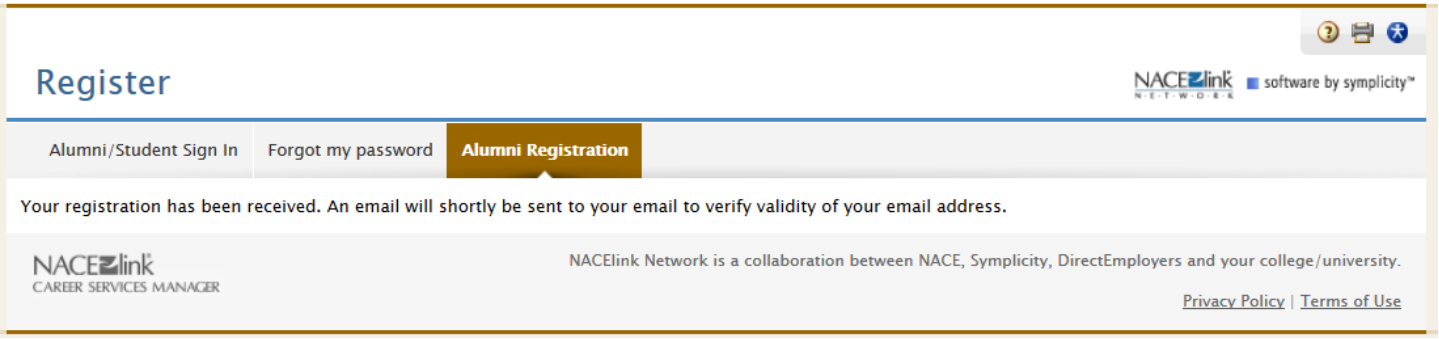



Create a unique username; we recommend using your email address. Then enter your *Full Name*; the *First Name, Middle Initial (or Nickname), Last Name* fields will populate automatically. Enter your preferred email address and **double-check to make sure you typed your email address correctly. This is essential for accessing your account.**

Click the 

button at the bottom of the page.

4. Next, you will see the following message:




5. **Follow the instructions in the email to activate your account.** It may take 5 to 10 minutes for you to receive the email. If you do not see the email in your inbox, be sure to check your junk or spam folders. **If you have trouble activating your account, please call our front desk during business hours at (425) 564-2279.**

Prior to using CONNECT to search for jobs or upload documents, you must complete your profile. The instructions below provide a brief overview of how to do that. Detailed instructions on each step in the process appear on pages 4-8 of this document.

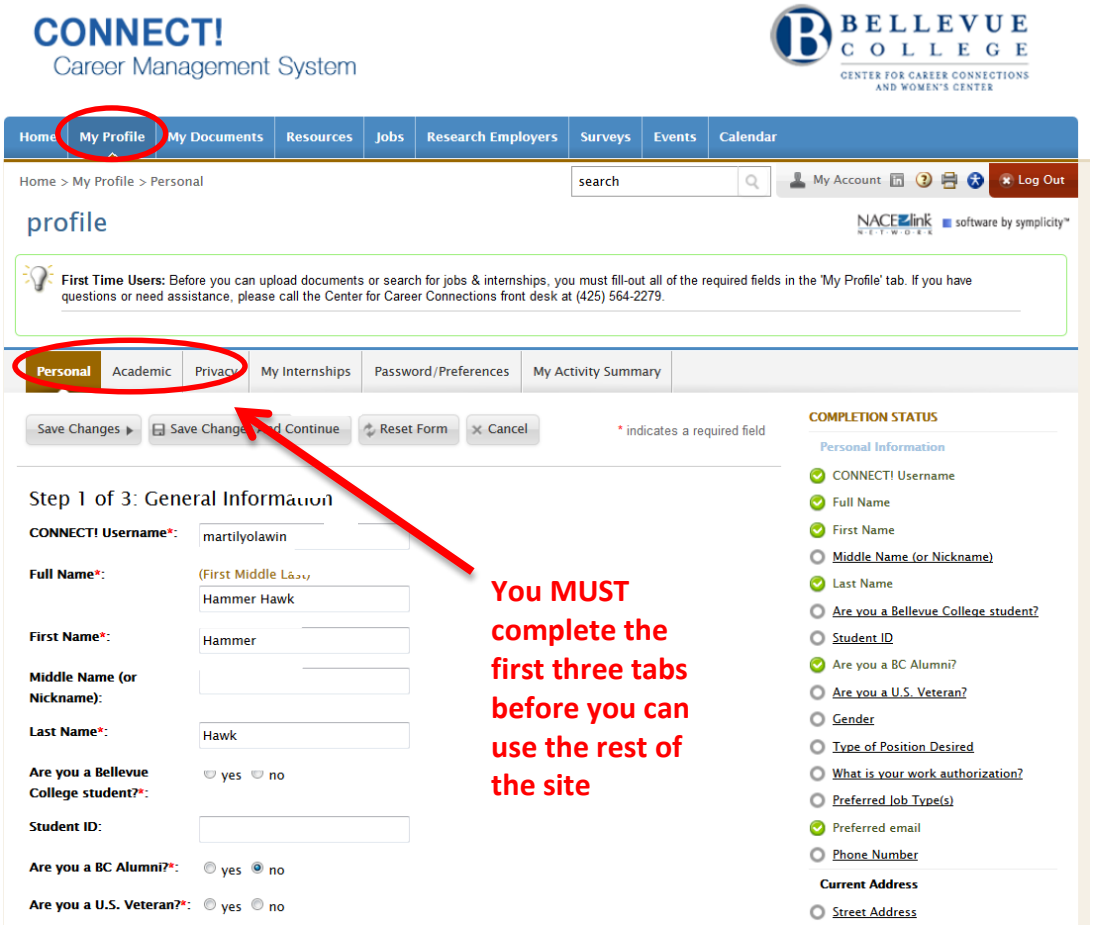
5. Login and click on the **My Profile** tab, which is one of the main options at the top of the screen
   Note: If you were never asked to create a password for your account, click on the forgot password link on the login page and follow instructions from there.

6. Within the My Profile tab, there are several sub-tabs (*Personal, Academic, Privacy, My Internships, Password/Preferences,* and *My Activity Summary*). Fill out the first sub-tab, called *Personal.* Fields with a red asterisk (*) are required.

7. Click the **Save Changes And Continue** button.

8. This will take you to the *Academic* sub-tab. Complete this form as well, and click the **Save Changes And Continue**

9. This will take you to the *Privacy* sub-tab. Complete this form as well. If you click the **Save Changes And Continue** button, you will be taken to the *My Documents* tab, where you can upload your resume. If you just click the **Save Changes** button, you will stay in the *My Profile* tab.



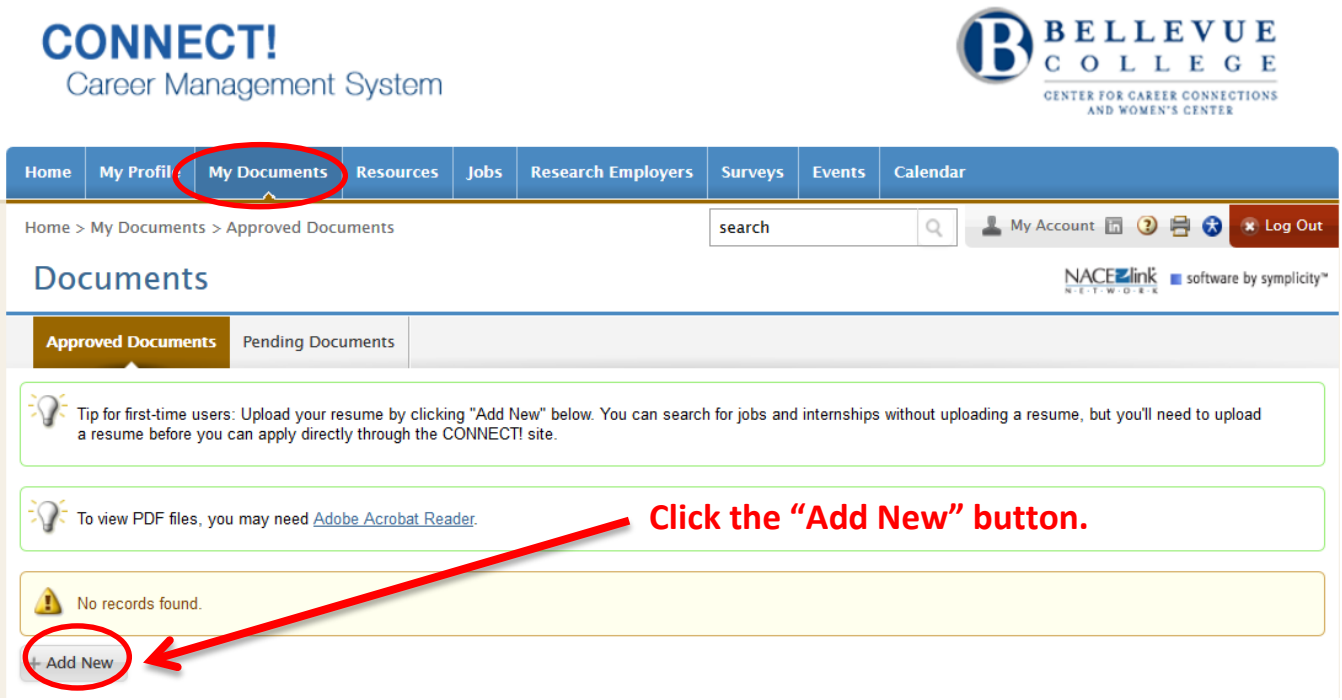
# Uploading Documents

## Resumes, cover letters, internship assignments, etc.-

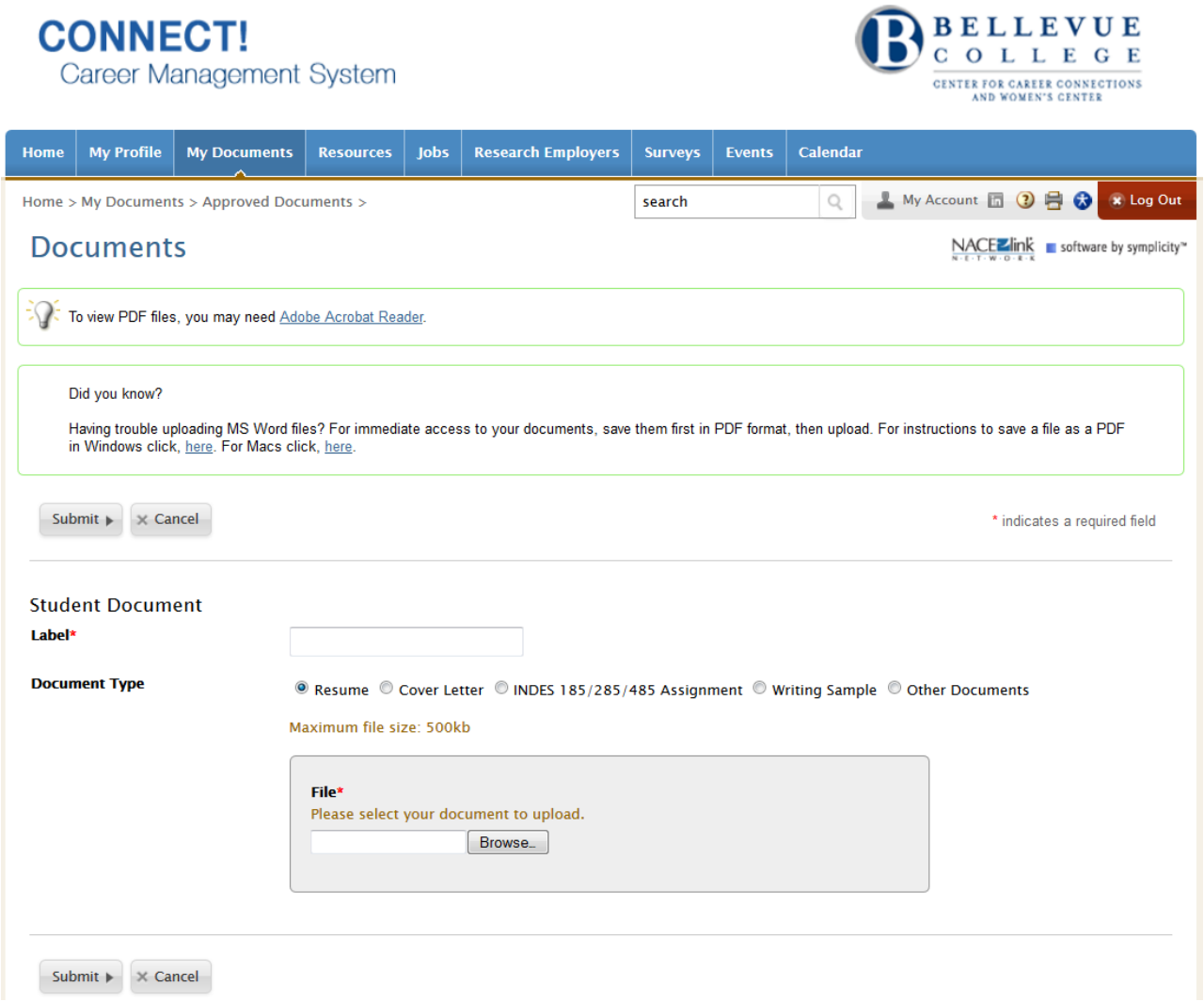
You can upload several different kinds of documents, including your resume, cover letter, writing samples, etc. But this is only useful if you apply for a job through CONNECT. No one outside our office will view the documents unless you apply for a job or an internship—or unless you clicked the *Employer Access to Resume* option when you registered. If you get an internship and register for EXPRL 191: Academic Internship Experience or INDES 485: Interior Design Practicum, you can upload your assignments to CONNECT.

Here's how to upload documents to CONNECT:

1. Click on the *My Documents* tab, which is one of the main options at the top of the screen.
2. Click the *Add New* button at the bottom of the page.



3. Enter the name of the document in the *Label* box. **Be sure to name the document something that makes sense to others, such as "John Doe Resume" or "John Doe Cover Letter."** You can have up to 15 documents on CONNECT, so you can create and use different types of resumes or customize these for various positions. **Please note that files cannot be larger than 500kb.** If you have a document that is larger than 500kb, please email the document to internships@bellevuecollege.edu, and a Career Specialist will forward the resume for you.




4. Select the *Document Type.* The "Other Documents" option may be used for internship assignments. Important Note: For legal reasons **resumes posted on CONNECT cannot include a street address**. You may use a city and state or to establish demographics, and you may include a PO Box, but please don't include your mailing address. Of course, you SHOULD include your phone number and email address on your resume.

5. Click the *Browse* button. Locate and open the file on your computer.

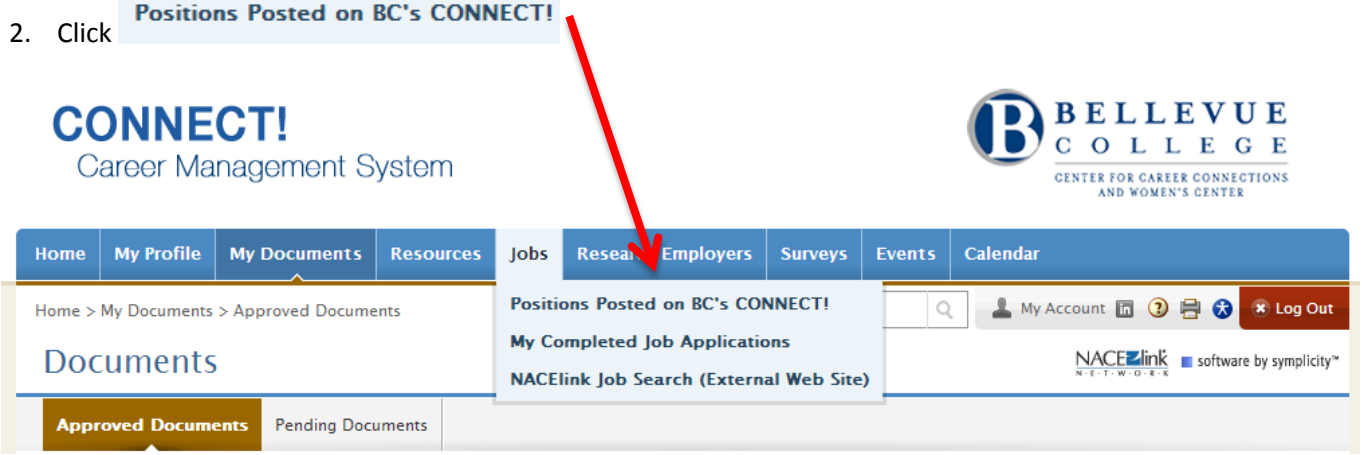
6. Click the *Submit* button. Each document will be submitted to the BC Center for Career Connections. It will initially show up in the *Pending* subsection and then in the *Approved* subsection after it has been reviewed by our staff. It usually takes us one or two business days to approve documents. If there are special circumstances that require faster approval, please call our front desk at 425.564.2279.

# Searching for Jobs & Internships

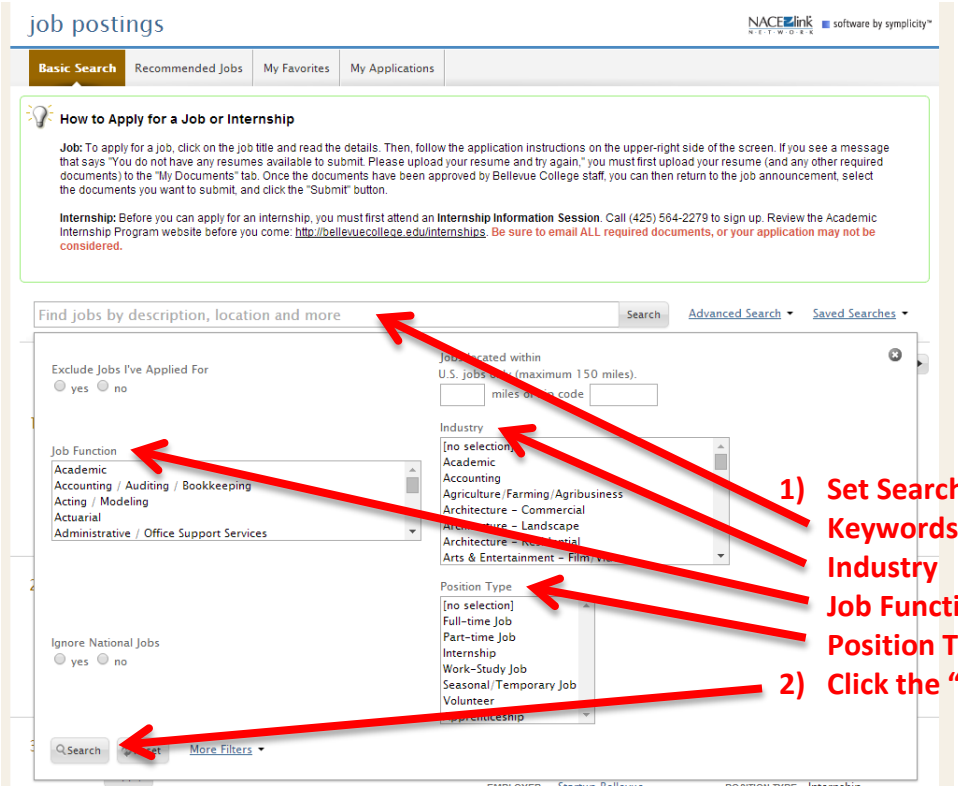
## And how to apply for them

To search for jobs and internships:

1. Hover your mouse over the **Jobs** tab, which is one of the main options at the top of the screen.
2. Click **Positions Posted on BC's CONNECT!**




3. Set your search criteria using keywords. You should also try searches that don't rely on keywords but instead use the *Job Function* categories on the *Advanced Search* feature. We recommend you keep your search criteria as broad as possible. Keep in mind that employers don't always classify their positions correctly, so you may want to look at multiple job functions. Note: CONNECT, by default provides the list of all open positions.




4. Click the *Search* button and then wait for the list of results to appear.
5. Click on the *Job Title* to view the position details.
6. **Read the job or internship description carefully, paying close attention to the application instructions that appear on the right side of the page.** There are various methods for applying.

## Applying for an Internship:

Most internships in CONNECT provide the same application instructions.

Before you can apply for an internship, you must first attend an **Internship Information Session**. Call (425) 564-2279 to sign up. Be sure to review the Academic Internship Program website before you attend the orientation: http://bellevuecollege.edu/internships.

If you have already attended the Information Session, email all of the **Requested Documents** (see the section below) to: internships@bellevuecollege.edu. Send all documents as attachments, and in the body of your email, provide the name of the company and the name of the position. Your documents will be forwarded to the employer, and the employer will contact you directly if they wish to schedule an interview.

Send all of the documents that the employer is requesting. **Failure to follow directions is the number one reason people don't get called for interviews!**

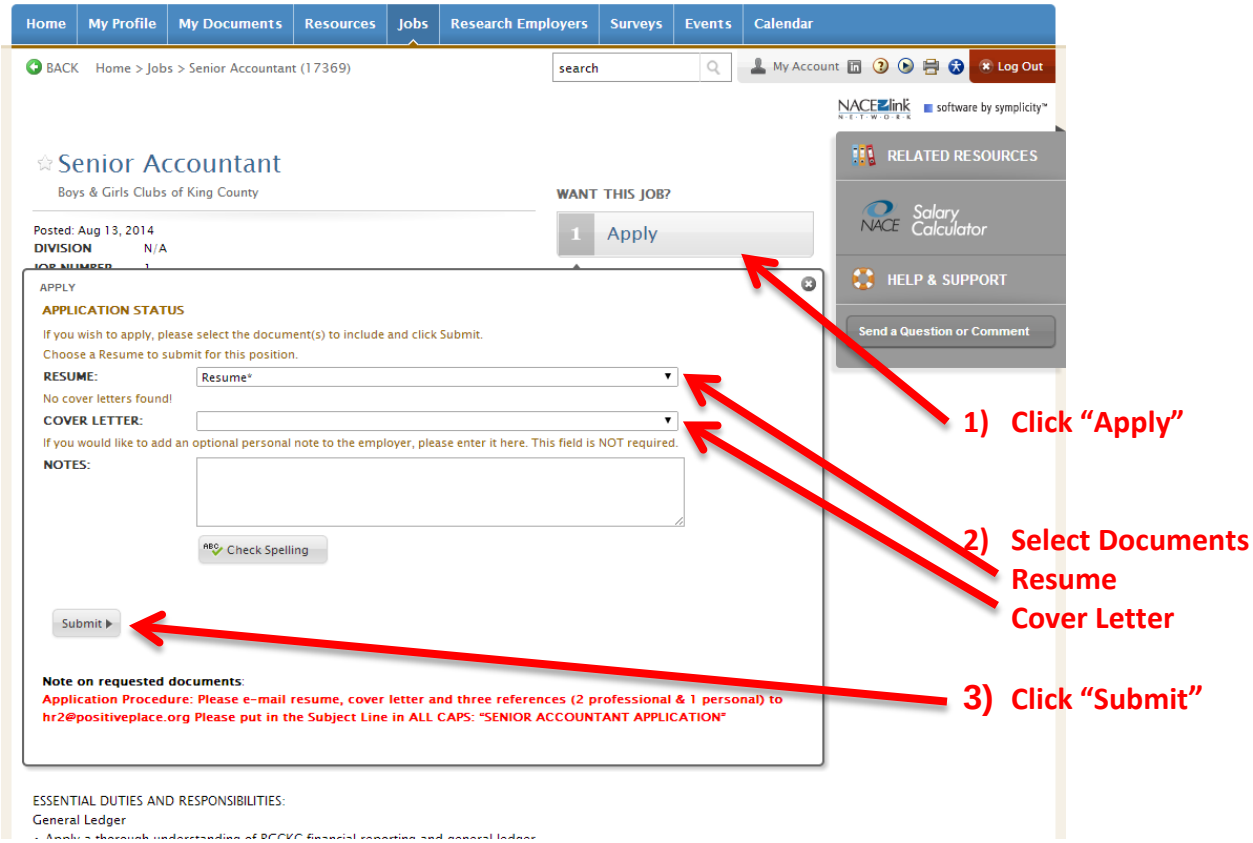
1. **Be sure to email ALL required documents as attachments to** internships@bellevuecollege.edu. **Incomplete applications will not be considered.**

2. The employer will contact you directly if they want to schedule an interview.

## Applying for a Job through CONNECT:

Some employers want to collect resumes through CONNECT. If this is the case, the application instructions on the right side of the screen will prompt you to select a resume to submit for the position (and possibly a cover letter, writing sample, or other documents). To apply, follow these instructions:

1. Upload your resume and any other required documents in the *My Documents* tab (see instructions on pages 12-13). Make sure to name your documents appropriately so that you know which is which. Once the documents have been approved by Bellevue College staff, which will take 1 to 2 business days, you can then return to the job announcement, click on the *Apply* button. This will bring up a window that allows you to select the documents you want to use; after specifying the documents, click the *Submit* button.



2. If you see a message that says *"You do not have any resumes available to submit. Please upload your resume and try again,"* you must first upload your resume (and any other required documents) to the *My Documents* tab. Once the documents have been approved by Bellevue College staff, you can then return to the job announcement, select the documents you want to use, and click the *Submit* button. The employer will contact you directly if they want to schedule an interview.

## Other Application Methods:

Some employers prefer to collect applications in other ways, such as by email or on their web site. Always look on the right side of the screen for application instructions, and make sure to submit ALL of the materials that they have requested. **Employers say that the *most common* reason why people don't get called for interviews is because they failed to follow instructions.**

# Creating Saved Searches

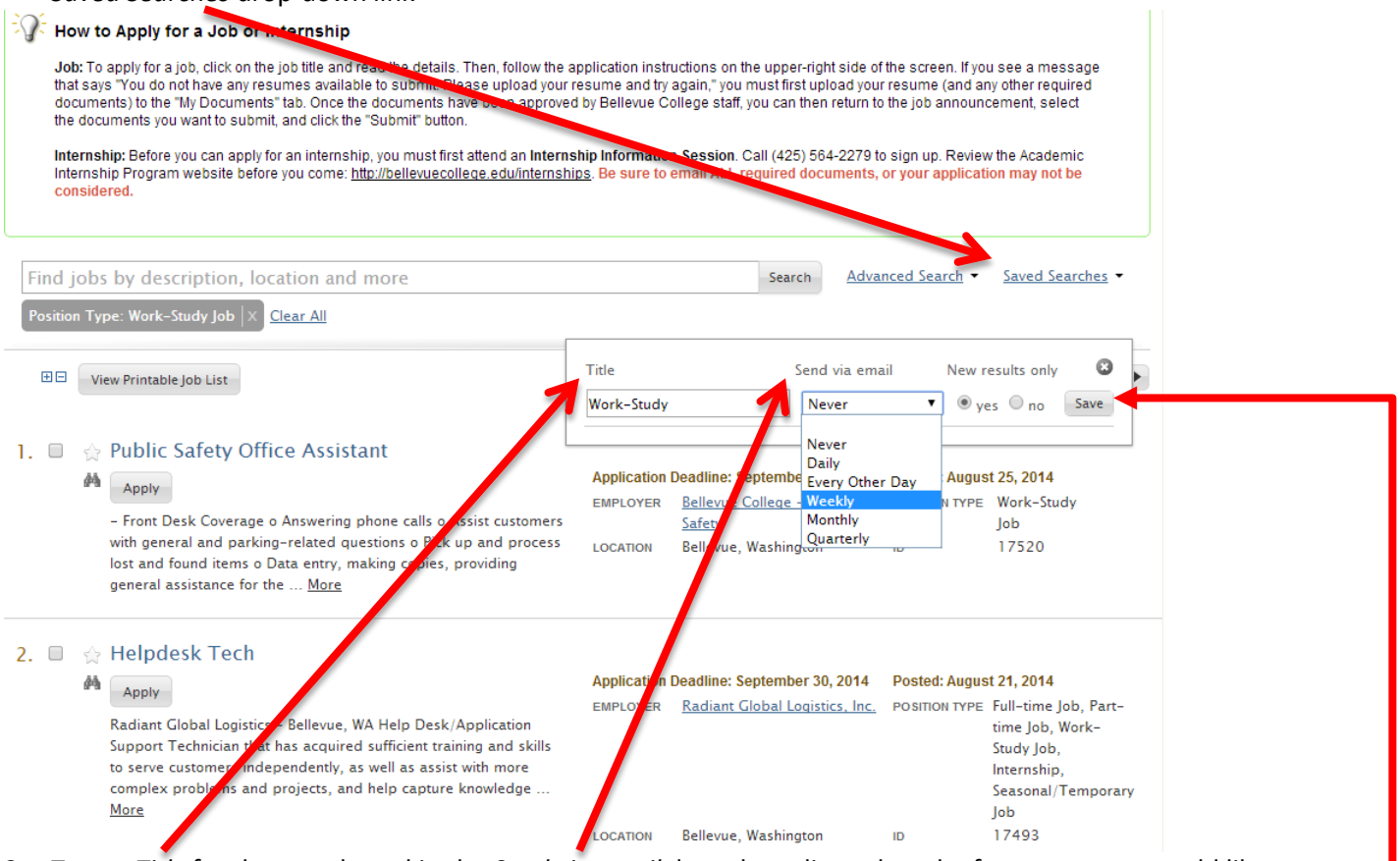
## Receive job and internship leads automatically

## HIGHLY RECOMMENDED!

A ***Saved Search*** is a tool that will help you use CONNECT more effectively. It builds an automated search that will email you new jobs or internships that meet your criteria on a regularly scheduled basis. **This makes looking for a job or internship easier because you won't need to login to CONNECT every day to see if there's something new.** You can have the system send you new positions daily, weekly, monthly—whatever you would like!

To setup a *Saved Search,* you must first use the *Advanced Search* feature.

1. After following the instructions for searching for positions on page 14 of this document, click on the *Saved Searches* drop-down link



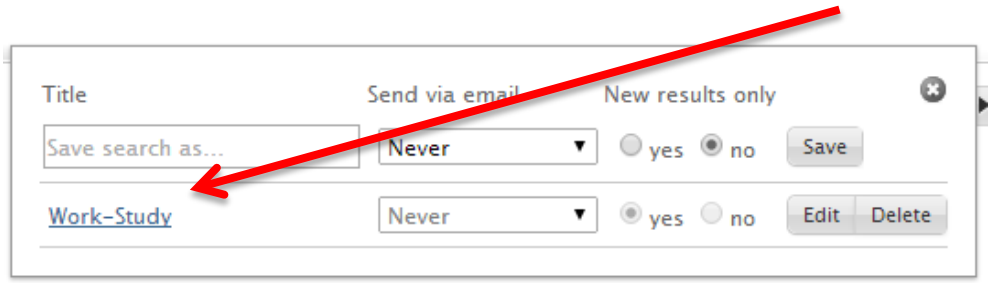

2. Type a *Title* for the search, and in the *Send via email* drop-down list, select the frequency you would like to receive notifications. Most CONNECT users prefer weekly notifications.

3. Determine whether notifications should include *New results only*. Most users prefer to see only the new jobs.

4. Click Save.

5. Now that you have created a *Saved Search,* you will receive regular emails with job and internship leads. **Note that if you are alumni or community member, the links included in those emails will not work automatically.** You must first login to CONNECT to make the links active. To login, go to depts.bellevuecollege.edu/careers/connect-career-management-system/and click CONNECT! FOR ALUMNI

6. When you click on the *Saved Search* drop down, you can click on the *Title* of the search to run the search immediately. You can also click on *Edit* to change the search parameters by adding or subtracting criteria.




7. If you need further assistance creating or modifying a *Saved Search,* please call the Center for Career Connections front desk at (425) 564-2279.

# Additional Assistance

## Contact the Center for Career Connections

If you've read through this document and still have questions about using CONNECT, you can contact the Center for Career Connections. The front desk staff is available to help. Call (425) 564-2279 during normal business hours. Center hours may change due to holidays, inclement weather, and other unforeseen circumstances. If you call during business hours and reach our voicemail, please leave a detailed message so that we can get back to you.

## Other Job-Search Related Information:

For more information on writing or improving a resume, tips for interviewing, and other career-related topics, check out the Center for Career Connections websites. The Center offers a variety of classes, workshops, and events that can help you improve your job-search skills.

**CONNECT (Jobs & Internships):** http://depts.bellevuecollege.edu/careers/connect-career-management-system/

**Center for Career Connections:** http://bellevuecollege.edu/careers

**Academic Internship Program:** http://bellevuecollege.edu/internships

**Career Guides:** http://depts.bellevuecollege.edu/careers/students-alumni-and-community-members/find-a-job/guides/

**Scholarship Resource Program:** http://bellevuecollege.edu/scholarships

**Twitter:** http://twitter.com/BellevueCCC

**Office:** 2nd floor in the interior of the B Building, Room B231, Bellevue College Main Campus

**Phone:** (425) 564-2279 | **Email:** careers@bellevuecollege.edu | internships@bellevuecollege.edu