

CONNECT! Career Management System



Guide to using CONNECT

Bellevue College's job & internship web site

CONNECT is a free resource for Bellevue College students, alumni, and community members. On this website you will find announcements for internships, volunteer opportunities as well as part-time, full-time, temporary and Work-Study jobs. You can apply to most 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:

https://bellevue-csm.symplicity.com/students

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 a Search Agent (which will send you job and internship leads automatically).

Getting Started

-Creating an account and completing your profile-

Creating an Account...

1. Click the **Register** button, which is on the right side of the CONNECT login page.



- 2. Complete the Student Registration form, and **double check to make sure you typed your email address correctly. This is essential for accessing your account.**
- 3. Click the **Submit** button at the bottom of the page.

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Submit 🕨		

4. Next, you will see the following message:

Your registration has been received. An email will shortly be sent to your email to verify validity of your email address.

5. Follow the instructions in the message. If you have trouble accessing your account, call our front desk during business hours at (425) 564-2279.

Completing Your Profile...

Prior to using CONNECT to search for jobs or upload documents, you are encouraged to complete your profile.

- Login and click on the My Profile tab, which is one of the main options at the top of the screen (Home, My Profile, My Documents, Resources, Search for Jobs & Internships, Research Employers). Note: If you were never asked to create a password for your account, click on the forgot password link and follow instructions from there. Click the edit next to "Personal" to start completing your profile.
- 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.
- 3. Click the Save Changes & Continue button.
- 4. This will take you to the **Academic** sub-tab. Complete this form as well, and click the **Save Changes & Continue** button.
- 5. This will take you to the **Privacy** sub-tab. Complete this form as well. If you click the **Save Changes & Continue** button, you will be taken to the **My Documents** tab, where you can upload your resume. If you just click the **Save** button, you will stay in the My Profile tab.

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There are two other sub-tabs within the My Profile tab:

- 6. If you click on the **My Internships** sub-tab, you will see the details of any internship at which you are currently working (if you are registered through BC). If you are not yet registered for an internship through BC's Academic Internship Program, this sub-tab will be blank.
- 7. If you click on the **Password/Preferences** sub-tab, you can reset your password and activate Accessible Mode

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 will view the documents unless you apply for a job or an internship. If you get an internship and register for EXPRL 191: Academic Internship Experience, you will upload your assignments 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.



 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.

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- 4. Select the **Document Type**. The "Other Documents" option may be used for internship assignments.
- Click the Browse button. Locate and open the file on your computer. Important Note: For legal reasons we ask that any resumes posted on CONNECT NOT have a physical/mailing address. You may use a city and state to establish demographics, but please no physical or PO Box addresses. You SHOULD include your phone number and email address on your resume.
- Click the Submit button. Each document will be submitted to the BC Center for Career Connections for review.
 Once we have approved your document, it will become visible in your account.

Searching for Jobs & Internships

-Various methods for applying-

To search for jobs and internships:

- 1. Hover your mouse over the **Search for Jobs & Internships** tab, which is one of the main options at the top of the screen.
- 2. Click Bellevue College CONNECT! (This Web Site)



3. Set your search criteria, including **Position Type** and **Job Function**. 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.

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How to Ap	oly for a J	ob or Internship						
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5. Click on the **Job Title** to view the position details.

4.

6. Read the job or internship description carefully, paying close attention to the application instructions which appear on the right side of the page. There are various methods for applying, some of which are described below.

Apply for an Internship...

All 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: <u>internships@bellevuecollege.edu</u>. 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. Read the application instructions carefully, and 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.

Apply 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 or other documents). To apply, follow these instructions:

 Upload your resume and any other required documents in the My Documents tab (see instructions above). Make sure to name your documents appropriately so that you know which is which. Once the documents have been approved by Bellevue College staff, 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; upon specifying the documents, click the Submit button.



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 use directly if the support to exhedule on 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. We often hear employers say that *most* people don't get called for interviews because they failed to follow instructions!



Creating a Search Agent

-HIGHLY RECOMMENDED!-

What is a Search Agent...

A Search Agent is a tool that will help you use CONNECT more efficiently. It will alert you by email when there are new jobs or internships posted to the system that meet your criteria. 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 check for new positions daily, weekly, monthly – whatever you would like!

To setup a Search Agent, you must first create and save an Advanced Search. Follow these instructions:

- 1. In the Search for Jobs & Internships tab, click on the Advanced Search sub-tab.
- 2. Check the Save as box at the top of the form and type a name for the search, such as "Accounting Internships."
- 3. Set the criteria you wish to search by and click the **Submit** button at the bottom of the page. Select as many job functions as possible. Note that employers don't always classify their positions correctly, so the more job functions you select, the more likely you are to find something if it wasn't classified properly.



4. You will be taken to the **Search Results** sub-tab. Click on the **Job Title** to view position details.

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5. Now that you have created an Advanced Search, you can enable it to run on a certain schedule. To do this, click on the **Search Agents** sub-tab. You will see a list of the Advanced Searches you have created. To turn on the Search Agent, click the **Schedule** button.

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 Set the Enable Search Agent?* question to Yes. You can change the Period and Multiple questions if you'd like; indeed, we recommend you set your search agent to run once a week. Click the Submit button.

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		3)	Click "Submit"
	If you select 'yes' your Search Agent will only include new results.		

7. Your Search Agent is now setup. You can click the **Run** button to see the search results again. You will receive a regular email letting you know about new positions that fit your search criteria.
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Software by symplicity*

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8. If you need further assistance creating a Search Agent, please call the Center for Career Connections front desk at (425) 564-2279.

Additional Assistance

-Contact the Center for Career Connections-

Call Our Front Desk...

If you've read thru 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 voice mail, 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://bellevuecollege.edu/careers/connect.html Center for Career Connections: http://bellevuecollege.edu/careers Academic Internship Program: http://bellevuecollege.edu/internships Scholarship Resource Program: http://bellevuecollege.edu/scholarships Twitter: http://twitter.com/BellevueCCC LinkedIn Group: Bellevue College Community Group

Facebook Page: Center for Career Connections at Bellevue College

Office: 2nd floor, Student Services Building B, Room 231, Bellevue College Main Campus **Phone:** (425) 564-2279 | **Email:** <u>careers@bellevuecollege.edu</u> | <u>internships@bellevuecollege.edu</u>