


On and off-campus jobs, Internships, shadowing and volunteer opportunities are posted on Alverno Connects, an online job board for Alverno students. If you're not already registered on the site, simply follow the Instructions below and then begin your search. Remember to check Alverno Connects frequently, as new opportunities become available throughout the year.

STEP 1: Log onto Alverno Connects: go to www.alverno.edu/career & click the link

NEW USERS: If you do not have an Alverno Connects account, you must register for one, first.

- Select the **New User** button.
- Complete all sections and click the **Submit** button. Required fields are marked with an asterisk (*).


EXISTING USERS: Log in using your Alverno email address and chosen password. Update your profile, if needed:

- Click on the **Settings** icon in the top, right-hand corner 
- Select **About Me** to edit your name, contact information, major, student status and grad date
- Select **Settings** to make your profile private or public (i.e. viewable to employers)
- Select **Visual Profile** to build a public profile for employers to see

STEP 2: Search for Job, Internship, Shadowing and/or Volunteer Opportunities:

- Click on **My Jobs** or **My Internships** in the left-hand menu.
- Select the **Job Type** you're seeking (FT Job, PT Job, Campus Job, Internship, Volunteer, etc.).
- Your search results are listed in order of when they were posted, with the most recent listed first.
- If you'd like to narrow your search results, specify additional search criteria (industry, job function, location, etc.).
- Click on a **Job Tile** to see the specifics of a position.
- Each posting will list directions on how to apply for the position.
- You can save a posting by clicking the **Favorites Star**, at the bottom of the posting.
- Click **Profile** to learn more about the organization; click the **Favorites Star** in an employer's profile to receive notification whenever that employer posts new opportunities.


STEP 3: Search for Career and Internship Events:

- Click on **My Events** in the left-hand menu.
- You will see a list of all current career and internship events (e.g. Career Fairs, Internship Workshops, Resume Writing Workshops, etc.).
- To view details and/or register, click on the Career Event's name.
- You can view the list of employers registered to attend Alverno's Fall Career Fair by clicking on the  icon, next to the event.

STUDENT GUIDE TO ALVERNO CONNECTS (CONTINUED)

STEP 4: Upload Your Resume (Optional):

If you would like employers to view your resume when searching our student database, you are encouraged to upload a current resume to your profile.

- Click on **My Docs** in the left-hand menu.
- Click the **Browse** button and select the file you wish to upload.
- Select **File Type: Resume**.
- Enter a **Short description** (e.g. "Jane Alverno's Marketing Resume") and **Upload File**.
- *Note: Make sure that your profile is set to public: click on the **Settings** icon  in the top, right-hand corner and verify that "**your public profile is visible**;" if not, click the **Show Profile** button and **Update**.*

STEP 5: View your "My Score"

To learn how well you're doing in your career development, view your "My Score."

- Click on **My Score** in the left-hand menu.
- Review the areas in which you've made your most progress.
- Identify areas in which to be more active, such as:
 - marketing yourself through a visual profile
 - Uploading a resume
 - exploring career topics in **My Channels**
 - Favoriting/Saving jobs and internships
 - Favoriting/Following companies
 - Registering for career events

STEP 6: Complete an Interest Inventory to Explore Career Paths (Optional):

To learn which career paths match your interests, take the **O*NET Interest Profiler**.

- Click on **Career Path** in the left-hand menu and begin the **O*NET Interest Profiler**.
- Click next as you carefully read the directions for the inventory.
- The inventory will only take about 10 minutes to complete.
- *Note: make sure to select the appropriate Job Zone, as you explore occupations. Job Zone 2 only requires a high school diploma, 3 an associate's degree, 4 a bachelor's degree, and 5 a master's degree or higher. Choose a Job Zone that reflects where you are, currently, or where you will be when you finish your degree from Alverno.*

FOR FURTHER ASSISTANCE, PLEASE CONTACT:

Career & Professional Development Center (414) 382-6010