# Student User Guide

## Contents

If you have any questions about this document or Career Connects please call 902-457-6139
or email co-op@msvu.ca

## Logging in

1. Visit https://careerconnects.msvu.ca/home.htm to login into Career Connects

   o **NOTE: It is best to use Career Connects in your Chrome Browser**

2. Click on the "login now" button

3. Click on "Student" from the list of user types

4. You will be redirected to the MyMount login page

5. Login using your existing MyMount username and password

6. If you have any trouble logging in, please contact IT&S at helpdesk@msvu.ca or by calling 902-457-6538

## Accepting the Terms and Conditions

Student must accept the terms and conditions each term to be able to view and apply to postings.

1. Click on "Co-op & Internship" in the left hand column

2. On this page, click on "click here to accept" next to "Terms and Conditions Accepted"

# Reviewing Jobs

Only students who have an approved resume and have accepted the terms and conditions can view the jobs posted.

1. Click on "Dashboard" in the left hand column

2. Click on the blue button "Search Postings" at the top of the page

3. Click "Co-op Job Postings"

4. Click on the blue button "View all available postings"

5. To review a posting, click on the Job Title

6. Once you have clicked on the job title, you will see the full posting

**Note:** Please review the Breakdown of a Job Posting on the next page for details about the job description

# Applying for Jobs

There are two ways you can apply for a job. To determine how to apply, scroll to the bottom on the job description and under "Application Information" you will see "Application Procedure". This will tell you if you need to apply through Career Connects or the employer's website.

**How to Apply for a Job through Career Connects**

1. Open the job posting

2. Click on the green "Apply" button at the top of the page

3. Review the "Application Requirements". These are the documents you will need to upload to be eligible to apply for the job
   a. Note: Your resume does not need to be uploaded as it has already been uploaded to your account by a co-op staff member.

4. Click on the blue button "Upload Document" at the bottom of the page
   a. **Note: If you do not see this button, skip to step 12**

5. Name the file (i.e. BioNova Cover Letter)

6. Select file type

7. Click on the small blue button "Upload New File"

8. Select the file you would like to upload

9. Click on the blue button "Upload Document"

10. This will bring you back to the application page, which will indicate if there are any other required documents

11. Continue steps 3 – 9 until you have uploaded all required documents

12. Under "Submit Application" select "CREATE A CUSTOMIZED APPLICATION PACKAGE"

13. Name your package in the format "Organization Name, First Name Last Name, Application Package" (i.e. BioNova, Courtney Davison, Application Package)

14. Select the correct documents from each drop down menu
    a. Note: If you need to upload a new document, click on "Click if you need to upload a new document" in small blue writing at the bottom of the page

15. Click on the blue button "Submit Application" at the bottom of the page once all your documents have been uploaded

**How to Apply for a Job through Employer Website**

1. Open the job posting

2. Click on the blue button "I intend to apply for this position" button at the top of the page

3. Go back to the job posting

4. Copy and paste the employer's website link under "Application Information" and apply through their website

## Finding the Cover Letter Contact Information

1. Go to the job posting you are applying for

2. Scroll to the bottom of the page

3. You can view the cover letter contact information under "Company Info"

# Breakdown of a Job Posting



**Job ID:** At the top of the page, you will notice each posting has a Job ID. This is a unique identifier for each posting.
**Job Title:** Next to the Job ID, you will find the title of the position
**Organization:** Below the Job ID is the name of the organization and division who has posted the job

**Job Posting Status:** This should always say approved, as it has been posted
**Internal Status:** This will tell you the status of the position (i.e. accepting applications, filled, offer made, etc.)
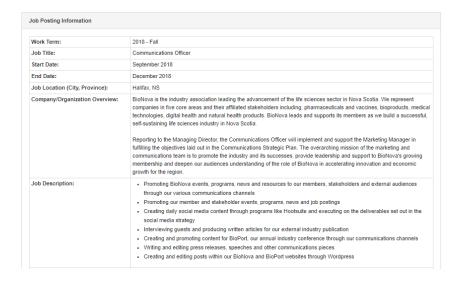**Apply:** The green apply button, lets you apply for the position
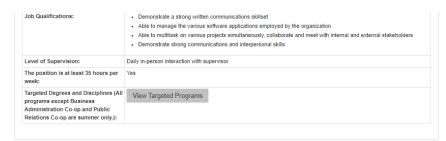**Print:** You have the ability to print the job description if you would like



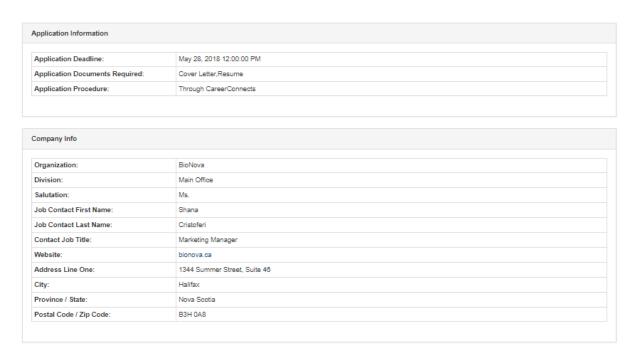**Organization:** This section indicates the organization's name



**Division:** Under division, you can view the company type (i.e. sector) and size as long as the employer has provided this information

| Job Qualifications: | • Demonstrate a strong written communications skillset<br>• Able to manage the various software applications employed by the organization<br>• Able to multitask on various projects simultaneously, collaborate and meet with internal and external stakeholders<br>• Demonstrate strong communications and interpersonal skills |
| --- | --- |
| Level of Supervision: | Daily in-person interaction with supervisor |
| The position is at least 35 hours per week: | Yes |
| Targeted Degrees and Disciplines (All programs except Business Administration Co-op and Public Relations Co-op are summer only.): | View Targeted Programs |

**Job Posting Information:** This section is where you would find information about the company, job duties and specifics (i.e. start and end date, location, level of supervisor and targeted degrees*)

*Note you will only be able to view postings that are targeted to your degree

**Application Information**

| Application Deadline: | May 28, 2018 12:00:00 PM |
| --- | --- |
| Application Documents Required: | Cover Letter,Resume |
| Application Procedure: | Through CareerConnects |

**Company Info**

| Organization: | BioNova |
| --- | --- |
| Division: | Main Office |
| Salutation: | Ms. |
| Job Contact First Name: | Shana |
| Job Contact Last Name: | Cristoferi |
| Contact Job Title: | Marketing Manager |
| Website: | bionova.ca |
| Address Line One: | 1344 Summer Street, Suite 46 |
| City: | Halifax |
| Province / State: | Nova Scotia |
| Postal Code / Zip Code: | B3H 0A8 |

**Application Information:** This is where you will find the deadline to apply, the documents the employer would like you to upload with your application and whether or not you should apply through Career Connects or the employer website.

**Company Info:** This section will provide you with the correct contact information to address your cover letter to.

# Signing up for an interview

1. When you are selected for an interview, you will receive an email

2. Click on "Dashboard"

3. Under "My Interviews to Schedule" you should see the list of interviews you have been selected for

4. Click on the blue button "Schedule Interview"

5. Review your interview details (i.e. if there are special instructions, there will be a tab listed asking you to bring writing samples, or advising you of a writing test, etc.)

6. Click on the blue button "Book My Interview Appointment"

7. Review the available times

8. Click on the blue button "Book" for the interview time you prefer
   a. Make sure you review **all the interview details**

## Reviewing your Interview Details

Once you have signed up for your interview, it is important that you make note of your interview details. If you want to review these details at a later date:

1. Click on "Dashboard" in the left hand column

2. In this screen you will see a box titled "Your Upcoming Interview Schedule(s)"

3. In this box, click on the interview you would like to review the details for

## Rescheduling your Interview

If you need to reschedule your interview:

1. Follow steps 1 – 3 in "Reviewing your Interview Details" above

2. Click on the blue button "Reschedule Interview"

3. From here, you can select a new time from the remaining available time slots

4. If you are unable to make any of these times, please contact the co-op office

## Reviewing the Job Description that you are interviewing for

Prior to your interview it is important to review the job posting, this will help when preparing for your interview. To do this:

1. Click on "Co-op & Internship" in the left hand column

2. Click on "Applications"

3. Under "Status of Applications" click on "view" beside "Selected for an interview"

4. Click on the blue button "view" for each application you would like to see, as this will bring your to the job description

## Reviewing the Status of Jobs

If you are wondering what the status of a job is (i.e. reviewing applications, interviews arranged, offer made, etc.)
Simply:

1. Click on "Co-op & Internship" in the left hand column

2. Click on "Applications" in the left hand column

3. Under "Status of Applications" click on the small blue button "View" in the row "Application Submitted"
   a. Note: You can also click on "View" in the row "Selected for an interview" and this will provide you with the job status of jobs you are interviewing or have interviewed for

# Accepting an Offer

1. When you are offered a position, you will receive an email

2. Click on "Dashboard"

3. In the bottom right hand corner you will see "Employer Offers"

4. Click on the blue button "Go to Employment Offers"

5. You can review the offer details here (i.e. salary, work location). You can also review the job description by clicking on the hyperlinked job title

6. To accept an offer, click on "Accept". To decline, click on "Decline"
   a. IMPORTANT: Once you accept an offer, you cannot retract it in Career Connects and a confirmation will be sent to the employer, therefore ensure you are certain you would like to accept the offer
   b. IMPORTANT: Students have 24 business hours to accept an offer (i.e. if you receive a job offer at 3:00 pm on Friday, you must accept or decline by 2:59 pm on Monday, if you receive a job offer at 2:00 pm on Monday, you must accept of decline by 1:59 pm on Tuesday). If you have not accepted the offer within 24 business hours, it will be released back into Career Connects and sent to the next ranked student
   c. If you multiple offers, once you accept one, the others will automatically be released back into Career Connects

# Reviewing your Employer Evaluation

Below are the steps on how to review your employer's evaluation following a work term:

1. Login and click on dashboard in the left hand corner

2. Click on the grey tab "co-op"

3. On the right hand side click on the name of your work term organization (not view related forms)

4. Under the tab "work term details" click on "final employer evaluation"