



# Career Connects

Co-op and Internship Student User Guide



# Table of Contents

---

Logging in .....	3
Accepting the Terms and Conditions .....	3
Reviewing Jobs .....	4
Applying for Jobs .....	5
Help! I Can't Find my Approved Resume .....	6
Uploading your Transcript.....	6
Accessing ACOA and PSC forms.....	7
Finding the Cover Letter Contact Information .....	7
Breakdown of a Job Posting .....	8
Signing up for an interview .....	10
Reviewing your Interview Details .....	11
Rescheduling your Interview .....	11
Reviewing the Job Description that you are interviewing for .....	12
Reviewing the Status of Jobs .....	13
Accepting an Offer.....	14
Reviewing your Employer Evaluation .....	14

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

## Logging in

---

1. Visit <https://careerconnects.msvu.ca/home.htm> to login into Career Connects
  - **NOTE: It is best to use Career Connects in your Chrome Browser**
2. Click on the “login” 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](mailto: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 “Dashboard” 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 “Co-op and Internship” in the left hand column
2. Click “Co-op Job Postings” in the left hand column
3. Click on the blue button “View all available postings”
4. To review a posting, click on the Job Title
5. Once you have clicked on the job title, you will see the full posting

**Note:** Please review the Breakdown of a Job Posting on page 7 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. If you cannot find your updated resume scroll down to Help! I can’t find my approved resume
4. Under “Submit Application” select “CREATE A CUSTOMIZED APPLICATION PACKAGE”
5. Name your package in the format “Organization Name, First Name Last Name, Application Package” (i.e. BioNova, Courtney Davison, Application Package)
6. 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
  - b. **Note: You can ONLY upload PDF files. If your file is a Microsoft WORD document, ensure you save it as a PDF before uploading**
7. 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

## Help! I Can’t Find my Approved Resume

---

If you are trying to find your resume in the documents section on Career Connects, if it has been approved longer than a month ago, below are the steps you can take to find your resume.

1. Click on “Co-op & Internship” in the blue left hand column
2. Click on “Documents” in the blue left hand column
3. Next to “Documents Created In:” select “all”
4. Now you should be able to see all resume’s that have been uploaded to Career Connects

## Uploading your Transcript

---

Some employers may request a transcript with your application. Unless otherwise noted, this can be an unofficial transcript. To do this:

1. Head to MyMount to access your unofficial transcript
2. From here, you can screen shot or copy and paste your transcript into a WORD doc and save it to your computer.
3. Logon on to Career Connects
4. Click on “Co-op & Internship” in the blue left hand column
5. Click on “Documents” in the blue left hand column
6. Click on the small blue box near the top of the page “Upload Document”
  - a. **Note: You can ONLY upload PDF files. If your file is a Microsoft WORD document, ensure you save it as a PDF before uploading.**
7. Name your file, and select “Transcript” as type
8. Click “Choose File” and select your transcript from your documents
9. Click “Upload Document”, your transcript should now be with all of your other documents for upload

## Accessing ACOA and PSC forms

---

Many government positions will ask for an ACOA or PSC form with their application. To access these forms, please click on “Resources” in the Co-op and Internship section of Career Connects. You will find both forms in this section. You will have to download, print, fill out and re-upload the form.

## 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

---

The screenshot shows a job posting interface. At the top left, there is a button labeled "BACK TO...". Below it is a circular icon containing a document symbol. To the right of the icon, the job ID "6836" is displayed, followed by the job title "Visitor Services Assistant/Collections Technician" and the organization name "Atlantic Canada Aviation Museum - Main Office". Below the job title, there is a blue button labeled "APPLY". To the left of the "APPLY" button, there is a button labeled "Job Posting" with a small circle next to it. Below the job title and organization name, there are two status indicators: "Job Posting Status: Approved" and "Internal Status: Accepting Applications".

**Job ID:** At the top of the page, you will notice each posting has a Job ID (for example, this posting is 6386). 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 blue apply button, lets you apply for the position

**Print:** You have the ability to print the job description if you would like by clicking on the blue circle in the bottom right hand corner of the page

The screenshot shows the "Organization" section of a job posting. It features a header labeled "Organization" and a table with two columns: "Organization Name" and "BioNova".

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

The screenshot shows the "Division" section of a job posting. It features a header labeled "Division" and a table with two columns: "Company Type" and "Not-for-Profit / Non-Profit". Below the "Company Type" row, there is a row for "Company Size" which is currently empty.

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



Job Posting Information	
Work Term:	2018 - Fall
Job Title:	Communications Officer
Start Date:	September 2018
End Date:	December 2018
Job Location (City, Province):	Halifax, NS
Company/Organization Overview:	<p>BioNova is the industry association leading the advancement of the life sciences sector in Nova Scotia. We represent companies in five core areas and their affiliated stakeholders including: pharmaceuticals and vaccines, bioproducts, medical technologies, digital health and natural health products. BioNova leads and supports its members as we build a successful, self-sustaining life sciences industry in Nova Scotia.</p> <p>Reporting to the Managing Director, the Communications Officer will implement and support the Marketing Manager in fulfilling the objectives laid out in the Communications Strategic Plan. The overarching mission of the marketing and communications team is to promote the industry and its successes, provide leadership and support to BioNova's growing membership and deepen our audiences understanding of the role of BioNova in accelerating innovation and economic growth for the region.</p>
Job Description:	<ul style="list-style-type: none"> <li>Promoting BioNova events, programs, news and resources to our members, stakeholders and external audiences through our various communications channels</li> <li>Promoting our member and stakeholder events, programs, news and job postings</li> <li>Creating daily social media content through programs like Hootsuite and executing on the deliverables set out in the social media strategy</li> <li>Interviewing guests and producing written articles for our external industry publication</li> <li>Creating and promoting content for BioPort, our annual industry conference through our communications channels</li> <li>Writing and editing press releases, speeches and other communications pieces</li> <li>Creating and editing posts within our BioNova and BioPort websites through Wordpress</li> </ul>
Job Qualifications:	<ul style="list-style-type: none"> <li>Demonstrate a strong written communications skillset</li> <li>Able to manage the various software applications employed by the organization</li> <li>Able to multitask on various projects simultaneously, collaborate and meet with internal and external stakeholders</li> <li>Demonstrate strong communications and interpersonal skills</li> </ul>
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.):	<a href="#">View Targeted Programs</a>

**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:	<a href="http://bionova.ca">bionova.ca</a>
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” in the left hand column
3. Click on “View” next to “Select 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”
4. Under the row “Internal Status” it will give you the status of the position – i.e. if the position has been filled, if they are still interviewing, if the position has not been filled, etc.
  - 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 or 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 have 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”