

# CAREER CONNECTS



## CAREER SERVICES

GET STARTED BY CREATING  
YOUR EMPLOYER PROFILE



POST JOBS



CONTACT CAREER  
SERVICES



POST VOLUNTEER  
OPPORTUNITIES

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### REGISTRATION

1. Use Google Chrome or Firefox to visit [careerconnects.msvu.ca](http://careerconnects.msvu.ca)
2. Click on the "login now" button
3. Click on "Employer" from the list of user types
4. When you first log in, click on Employer-"Click here to register"
5. Complete all fields of the registration form
6. Under Organization Information, if your organization does not have divisions please enter "head office"
7. When typing your email ensure you enter in all lowercase

Note: If you are a Mount co-op employer who already has access to Career Connects through the Co-op Portal, your existing user name and password will be the same for the Career Services portal.

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### POSTING A JOB

If you want to post your position right away, Do Not Log Out, simply follow the instructions below "Posting a New Position"

Note: if you log out you will not be able to log back in until your registration is approved by a Career Services staff member (this takes about 1 business day)

1. Click on "Dashboard" in the left-hand column
2. Click on the blue button "Post a Job" at the top of the page
3. Select "Career Services"
4. Fill out the form to post your job

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### ADDITIONAL TIPS

- Select all documents students are required to submit with their application. i.e. Resume, Cover Letter
- You can select "Preview Posting to Review your Information before submitting for approval"
- Click on the blue button "Submit Posting for Approval"



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