

# CAREER CONNECTS



GET STARTED WITH  
SIMPLE SINGLE SIGN ON USING  
MYMOUNT USERNAME AND PASSWORD



REVIEW AVAILABLE  
JOBS AND  
VOLUNTEER  
OPPORTUNITIES



MAKE CAREER PLANNING  
APPOINTMENTS



VIEW UPCOMING  
EVENTS

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## REVIEWING JOBS

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 "Career Job Postings"
4. Click on the blue button "View all available postings" or to view postings by type (i.e. on-campus, full-time, part-time etc.) click "job search" to refine search categories
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

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## APPLYING FOR JOBS

To determine how to apply, scroll to the bottom on the job description and under "Application Information" you will see "Application Procedure".

1. Open the job posting you want to apply for
2. Copy and Paste the employer's website link under "Application Information" and apply through their website.

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## FINDING THE CONTACT INFO

1. Go to the job posting you are applying for
2. Scroll to the bottom of the page
3. You can view the Company contact information under "Company Info"



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