



# Career Connects

Co-op and Internship Student User Guide



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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

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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 **login** at the top of the page
3. Select **Student**
4. Login using your existing MyMount username and password
5. 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

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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. In the bottom right-hand corner next to Terms and Conditions Accepted click on **(Click here to Accept)**
3. Review and click on **Accept**

## Reviewing Jobs

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

1. Click on **Co-op & Internship** in the left-hand column
2. Click on **Job Postings**
3. Click on **View all available positions**
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 in this guide for details about the job description

## Applying for Jobs

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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

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1. Open the job posting
2. Click on **Apply** 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. 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, select **click if you need to upload a new document**
  - 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 **Submit Application** at the bottom of the page

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

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1. Open the job posting
2. Copy and paste the employer’s website link under **Application Information** and apply through their website
3. Go back to the job posting in Career Connects
4. Click on the button **I intend to apply for this position** at the top of the page

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

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If you are trying to find your resume in the documents section on Career Connects and it was 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 left-hand column
2. Click on **Documents**
3. From Documents Created In, select **All**
4. You should be able to see all resume's that have been uploaded to Career Connects

## Uploading your Transcript

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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 left-hand column
5. Click on **Documents**
6. Click on **Upload Document** at the top of the page
  - 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**

## Accessing PSC forms

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Many government positions will ask for a 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

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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

← Back to... ▾

 **8826 - Special Projects Assistant**  
FEED Nova Scotia - Main Office

Job Posting **APPLY**

Job Posting Status:	Approved
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 8826). 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 apply button allows you to apply for the position

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

Organization	
Organization Name	FEED Nova Scotia

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

Division	
Company Type	Not-for-Profit / Non-Profit
Company Size	

**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:	2022 - Spring
Job Title:	Special Projects Assistant
Start Date:	May 2022
End Date:	August 2022
Job Location (City, Province):	Dartmouth, Ns
Company/Organization Overview:	<p>Feed Nova Scotia is a charitable organization whose mission is to increase food security through food distribution, education, and collaboration. In terms of food distribution, we collect and distribute more than two million kilograms of food annually to 140 member agencies across the province, including food banks, meal programs, shelters, drop-in centres and other organizations. This equates to over \$1 million worth of food each month. We also support our member agencies as they build capacity to serve their communities, we raise awareness of the realities of food insecurity in our province, and we advocate for social change to address food insecurity at its core.</p> <p>Knowing change starts from within, we have committed to a continuous learning journey to centre diversity, equity, and inclusion in our work.</p>
Job Description:	<p><b>What is a Special Projects Assistant?</b></p> <p>As a result of COVID-19, Feed Nova Scotia has been continually re-evaluating work processes, procedures, and service delivery models to keep up with the evolving needs of those who are food insecure throughout Nova Scotia. The Community Connections team is responsible for managing the inter-network relationships between Feed Nova Scotia and its 140 partner agencies across the province. In the true nature of pandemics, priorities are constantly evolving, requiring quick and effective shifts in focus and prioritization of tasks.</p> <p>The Special Projects Assistant works collaboratively with the Community Connections team to provide support to special projects and deliverables. This could include (but is not limited to) administrative support, program facilitation, and being an active, engaged and present advocate in the community on behalf of Feed Nova Scotia.</p> <p><b>What does a Special Projects Assistant do?</b></p> <ul style="list-style-type: none"> <li>• Create tools, templates and resources to support member capacity development &amp; training</li> <li>• Assist in monitoring agency processes and progress against member standards</li> <li>• Develop printed materials and resources to complement member standards</li> <li>• Assist with special projects, such as After the Bell</li> <li>• Provide content to the team to use in news bulletin and other related documents</li> <li>• Provide timely phone and in person food support requests</li> <li>• Assist with data entry, quality control, and analysis of food bank statistics</li> <li>• Attend weekly update meetings with the Community Connections team</li> <li>• Other duties as assigned by the Network Insights Analyst</li> </ul>
Job Qualifications:	<p><b>What are we looking for?</b></p> <ul style="list-style-type: none"> <li>• Dependable and honest</li> <li>• Detail oriented with excellent organizational skills</li> <li>• Able to effectively work independently, while collaborating with others in a fast-paced environment</li> <li>• Strong learning agility</li> <li>• Previous experience in the development of training and instructional materials an asset</li> <li>• Understanding of the importance of data privacy and confidentiality</li> <li>• High degree of self-awareness and emotional intelligence</li> <li>• Proficiency in MS Office required with database experience preferred</li> <li>• Previous knowledge and understanding of Non-Profit industry and/or social service setting an asset</li> <li>• Exemplary communication skills, written and verbal</li> <li>• Centres equity, diversity, and inclusion in their work, inclusive and welcoming in nature</li> </ul>
Additional information and Student Testimonials:	Because this position is funded through LAE's Summer Skill incentive, successful candidates must be returning to full time studies after the summer work term.

**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:	April 14, 2022 12:00 PM
Application Documents Required:	Cover Letter, Resume, Reference List
Application Procedure:	Through CareerConnects

Company Info	
Organization:	FEED Nova Scotia
Division:	Main Office
Salutation:	Ms.
Job Contact First Name:	Ashlan
Job Contact Last Name:	Potts
Contact Job Title:	People and Culture Manager
Address Line One:	47 Wright Avenue
City:	Dartmouth
Province / State:	Nova Scotia
Postal Code / Zip Code:	B3B 1H2
Country:	Canada

**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

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1. When you are selected for an interview, you will receive an email
2. Click on **Co-op & Internship** in the left-hand column
3. Click on **Interviews**
4. From here you will see a list of unscheduled, booked and declined interviews. Click **View** for unscheduled interviews to select the job and schedule your 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 **Book** for the interview time you prefer
  - a. Make sure you review **all the interview details**

## Reviewing your Interview Details

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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 **Co-op & Internship** in the left-hand column
2. Click on **Interviews**
3. Click **View** for Booked Interviews
4. From here you can click in to view interview details

## Rescheduling your Interview

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If you need to reschedule your interview:

1. Follow steps 1 – 3 in “Reviewing your Interview Details” above
2. Click **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

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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 **Interviews** in the left-hand column
3. Click **View** next to Booked Interviews
4. **View** the interview detail and next to Interviewing For Job: you will find the job posting

## Reviewing the Status of Jobs

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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. Next to Total Submitted click **View**
4. Under the column **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.

## Accepting an Offer

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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 **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 receive multiple offers, once you accept one, the others will automatically be released back into Career Connects

## Reviewing your Employer Evaluation

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

1. Click on **Co-op & Internship** in the left-hand column
2. Under Co-op SEQUENCE click on **Related Forms** for the appropriate term
3. Click on **Final Employer Evaluation**