



On Campus Recruiting Ready Resource 4

◆ Career Services

How does On-Campus Recruiting Work? What is CareerConnections?

FHSU Career Services provides on-campus interviewing opportunities for students and alumni looking for full time jobs and internships. Students wanting to participate in on-campus interviews must have a CareerConnections account established with a 1-2 page resume uploaded prior to the interview deadline. Career Services will then make that information available to employers interested in hiring you.

How do I subscribe to CareerConnections?

CareerConnections accounts are free for all students and alumni. Students interested in signing up for a CareerConnections account need to sign a records release authorization form. This can be done by visiting the Career Services office, Sheridan Hall 214, or accessing our forms online at www.fhsu.edu/career/reg.shtml and mailing them to our office, 600 Park St., Hays, KS 67601.

Logging into CareerConnections

1. Go to FHSU Career Services' web site: www.fhsu.edu/career
2. Click on Career Connections.
3. Follow the student instructions for entering your username and password to log in. Your username is your social security number and your password is the last four digits.
4. If you cannot log in please contact us at 785-628-4260, and we will add you to the system.

Student Profile

The Student Profile contains personal and academic information used in the recruitment process. The first time you log in to your account, you must enter your personal information in the Student Profile. You are only required to fill out the fields marked with a red asterisk. However, we strongly recommend that you fill the profile form out completely. This information is used by Career Services and employers to search for students according to major, graduation date, etc. Information entered into this section will appear in the *Profile* section of your homepage. Once the profile section is completed, you may upload a resume to your account or email it to Career Services at careers@fhsu.edu.

To enter/edit information in your Student Profile:

1. Click the **Profile** button on the main navigation bar to display the Student Profile page. The following four sections will be displayed:

- Personal Information
 - Academics
 - Future Plans
 - Administration
2. To edit information in a section click on the **Edit** button corresponding that section.
 3. An edit page will appear enabling you to edit information.
 4. **IMPORTANT!!** Click the **Save** button when you have finished editing each section. If you just click Close, your information **will not** be saved. Your student Profile automatically updates to reflect your changes.

Documents

To upload documents:

1. Navigate to **Documents>Upload Documents** using the main navigation bar.
2. Select the type of document that you want to upload from the drop-down list.
3. Click the **Browse** button to select a document from your computer that you want to upload. The selected document name is displayed in the From File field.
4. Click the **Upload** button. The document undergoes a conversion to PDF for online display. The process is complete when the status column of the selected document reads “ready”.

Applications

This feature allows you to keep track of the jobs for which you applied and interview schedules. When you receive an interview acceptance you may select an interview time slot or decline the interview. Note: You can only sign up for the interview between the specified starting/ending interview sign-up dates.

To select an interview time slot:

1. Click the **My Applications** button on the main navigation bar.
2. Select “Accepted” from the drop-down list.
3. Click the **Search** button.
4. Click the “Choose a Time” link corresponding to a job on the displayed list.
5. Select an available time slot on the displayed interview schedule and click the **Save** button to save your time selection.

To change an interview time slot: Contact Career Services at 785-628-4260.

Cancellation of an interview:

- Avoid canceling interviews by planning ahead. However if you need to cancel an interview appointment time, you may do so from the **Applications** section. You will have access to cancel an interview up to two business days prior to the interview.

- If you need to cancel an interview with less than two business days notice, you must call 785-628-4260 or stop by Sheridan 214. Career Services must be contacted no later than 4:00 p.m. the day before the interview. Remember that early cancellation allows another candidate to sign up for your slot.
- Late Cancellation the day of the interview or failure to appear for an appointment will result in a restriction from using the on-campus recruiting program. **Your access to the FHSU Career Connections will be restricted until you meet with the Director of Career Services.**

Sometimes employers have to change or cancel their campus visits. FHSU Career Services notifies students as quickly as possible by e-mail and/or telephone. Please make sure that your current e-mail address and phone number are listed on your resume at all times.

Events

This allows you to view all the events and interviews you have signed up for.

Jobs and Internships

Within **Jobs & Internships** you may search for specific employers and specific opportunities available through Career Services. Then you may apply for a specific position if it is active. Some jobs may not be active for application because the job does not have a scheduled interview date, the current date is past the application deadline, or the current date is before the application deadline. Employers may also restrict applicants based on criteria, such as major, student classification, etc. For example, a job may be available only to Accounting majors, and only Accounting majors would be able to apply for the position.

To apply for a job:

1. Click the **Jobs & Internships** button on the main navigation bar.
2. Use the search controls to narrow your job search. The Quick Search controls are displayed as default. Click the see more search options button for a more detailed search.
3. Click the **Search** button to perform the search, and the results will be displayed as a list of employers and their respective jobs.
4. To display the Job Details of a position click on the name of the job.
5. Click the **Apply** button in the Application information section, if you want to apply for the job. If the Apply button is not available, there is information explaining how applications are accepted.
6. From the document list on the Apply for a Job page, select the document(s) you want sent to the employer. Then click the **Submit** button.
7. A confirmation page will indicate that your documents were submitted to the employer.

Employers

This function allows you to search for employers to find their contact and company information. Also you can view any on-campus interviews coming up and job vacancies available with that company.

Calendar

These are all of the career-related events taking place. Click on the event name for event details. Activities include: on-campus interviews, job search workshops, career fairs, and job application deadlines from the job listing site.

Help

If you have questions while working in the system, there is an online help system available. There are several places where you can e-mail questions and problems, and you may contact Career Services with any questions.

Visit Our Web Site!

For more information about your CareerConnections account and other Career Services opportunities, visit our web site at <http://www.fhsu.edu/career>

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