



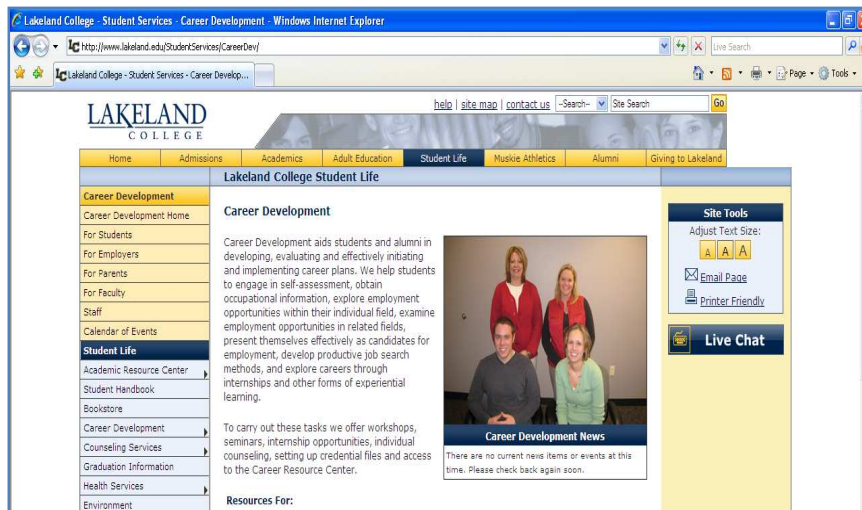
Career Connect - Student Guide

Created with you in mind, Career Connect will help you find a great job by enabling you to:

- Maintain an online Personal Calendar
- Manage multiple resumes, cover letters, and other employment related documents
- Search for and apply for job opportunities online
- Schedule on-campus interviews
- View and RSVP for career events
- Much more!

For easy access to the website, go to: www.lakeland.edu/student-services/careerdev

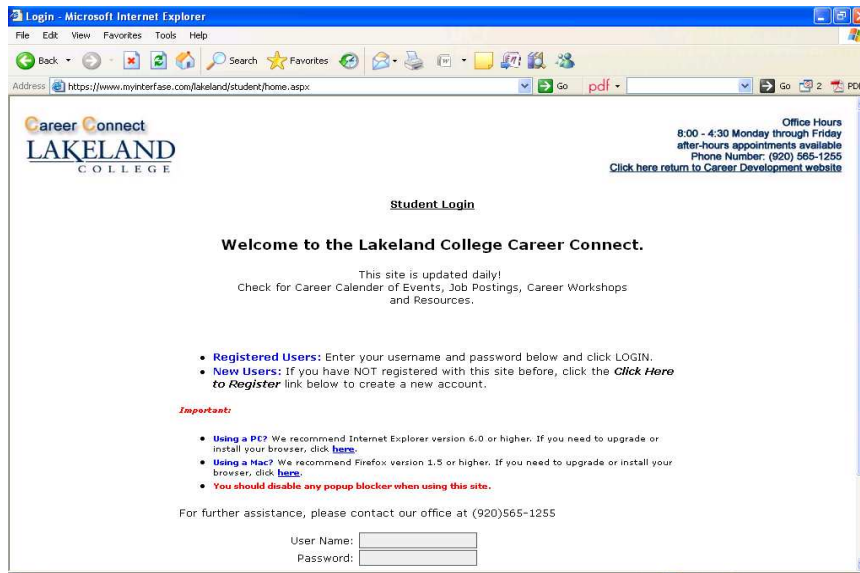
Click on "Student" and then the "Career Connect" logo.



OR

Access the website directly at: www.myinterfase.com/lakeland/student

Career Development - Brotz Hall
(920) 565-1483 - career@lakeland.edu
Office Hours: Monday - Friday
8:00 a.m. to 4:30 p.m.



NEW USERS – REGISTRATION

- If you are not a current user, click on “Click here to Register!” at the bottom of the page and follow the directions when prompted.
- Required (*) fields are marked with an asterisk.
- Complete all sections of your profile and click on the Register button.
- Click on the Submit Profile button.

Register

Submit Profile

NOTE: Once you have submitted your profile, your account will be in pending status. An administrator will review your profile. If your registration is approved, you will receive an email notification. If you do not receive your email notification within 48 hours, please contact our office at (920) 565-1255.

EXISTING USERS

- Log into the system using your Username and Password.
- Update your profile by putting your cursor over My Account and select My Profile. You will see sections containing Personal Information, Demographic Information, Skills, and Additional Information. Each section will have an [Edit] link. Click on this link to edit fields within the section. Carefully go through each section and complete all of the fields making sure to click on the Save button. Required fields are marked with an asterisk (*).

NOTE: The more detailed you fill out your profile, the better we will be able to assist you.

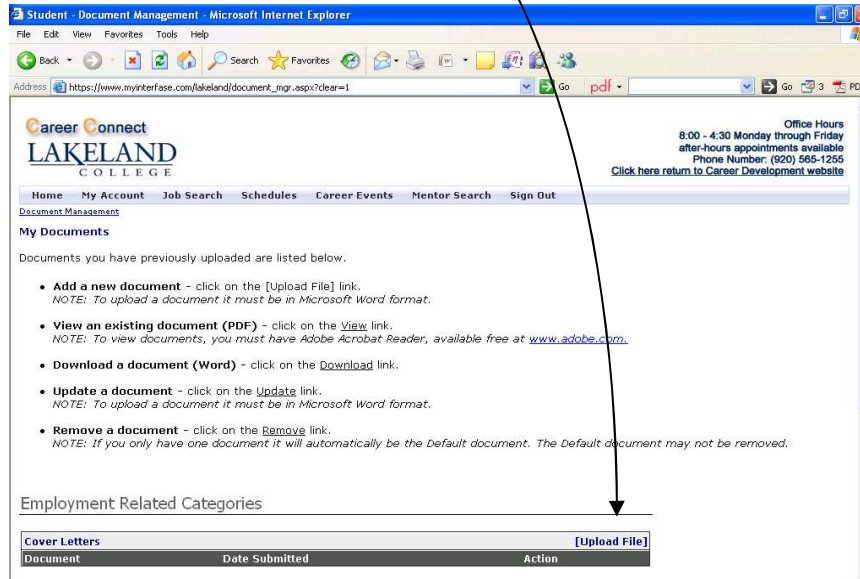
LOST YOUR PASSWORD?

- Go to: <https://www.myinterfase.com/lakeland/student>
- Click on “Lost your password” at the bottom of the page.
- Enter your username. An e-mail will be sent to your e-mail address with a new password.
- Log back on with your username and new password.

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UPLOAD YOUR DOCUMENTS

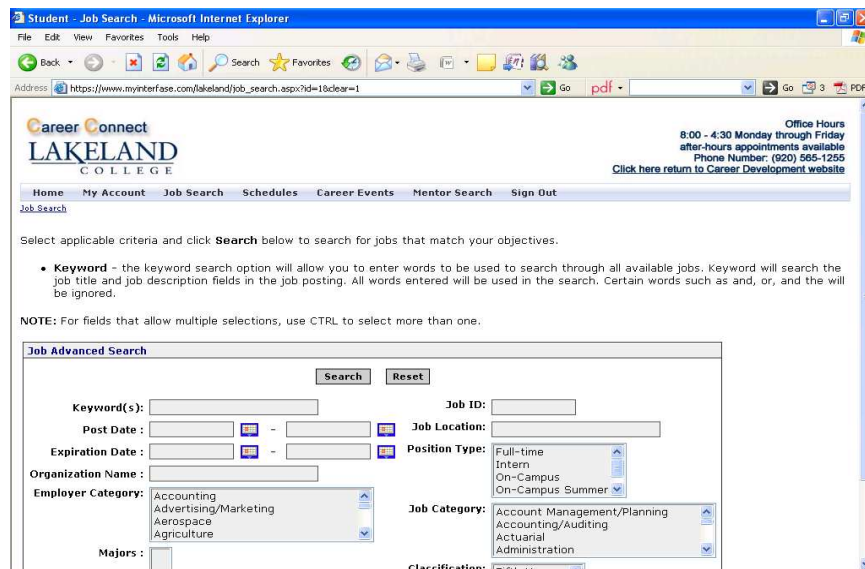
- Put your cursor over My Account and select My Documents
- Click on the [Upload File] link
- Click the Browse button to find your document.
- Select the correct document and name it appropriately.
- Click the Upload button



NOTE: When uploading more than one document, make sure your most generic resume is your default. Your default resume is the document that employers can view when accessing our system.

SEARCHING FOR JOBS, INTERNSHIPS, & CO-OPS

- Put your cursor over Jobs and select Job Listings.
- Fill in the search criteria to narrow down your job search OR just click the Search button without entering any search criteria to view all current jobs. Sometimes a search with only the position type selected will produce better results. You may hold down the Control Key, to select more than one option.
- If you are interested in searching for on-campus employment, make sure to highlight it within the “Position Type.” You will then be able to see all of the available positions and apply for the ones of most interest to you. Afterwards, be sure to follow up with the direct supervisor, using their contact information.
- Click on the Job ID to see the specifics of the position and how to apply.



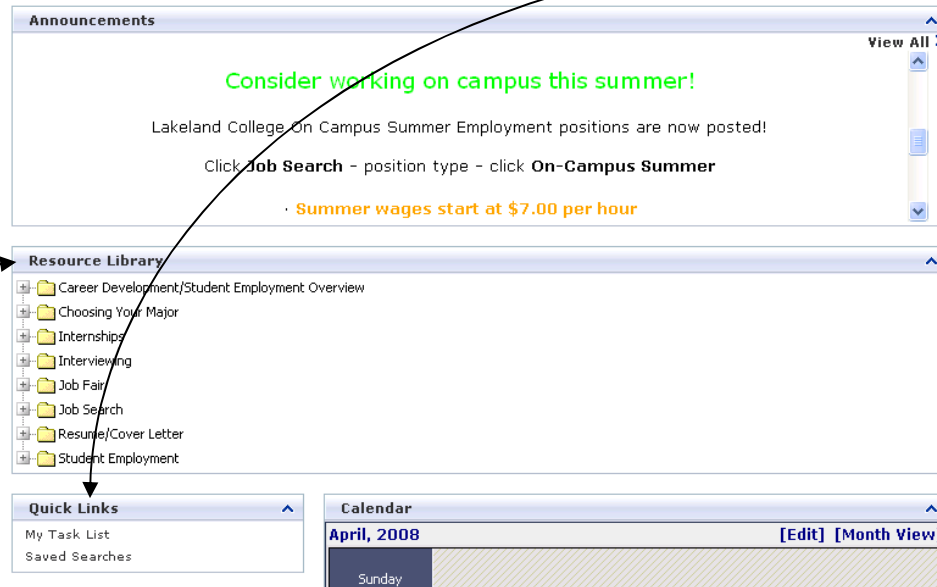
- You may “save” your search so that every time you log-in to Career Connect you do not have to repeat the same steps again. When the available positions list appears, you can save it by clicking on “Save Search.”

Search Results: 13 jobs [Change Criteria] [Save Search]

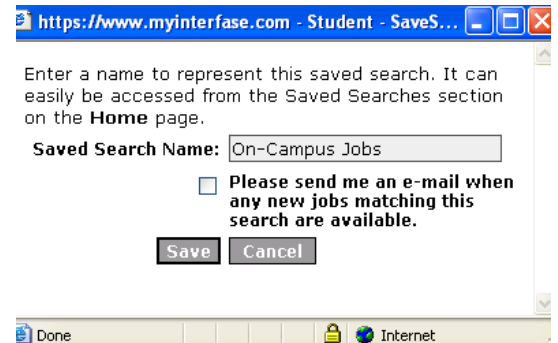
Job ID	Job Title	Organization Name	Position Type	Position Type (Old)	Post Date
2043	Account Receiving Student Assistant	Lakeland College Student Employment Supervisors	On-Campus, On-Campus Summer		3/13/2008
Position Responsibilities: This position consists of clerical tasks as assigned by the Student Financial Counselor. The student must be responsi (more...)					
2046	Communications Assistant	Lakeland College	Full-time, On-Campus, On-Campus Summer, Part-time		3/13/2008
Communications Student Assistant					
2047	IT and AV Student Assistants	Lakeland College Student Employment Supervisors	Full-time, On-Campus, On-Campus Summer,		3/13/2008

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- You will find your “Saved Searches” on your home page, under “Quick Links.”



- When you save your search, you will see the following pop-up. You can select to have the site e-mail you when new jobs are posted.
- You will also find helpful handouts within the “Resource Library.”



NOTE: If your account is pending, then the options below are not yet available to you. You will be e-mailed once your account is activated.

SEARCHING FOR CAREER EVENTS

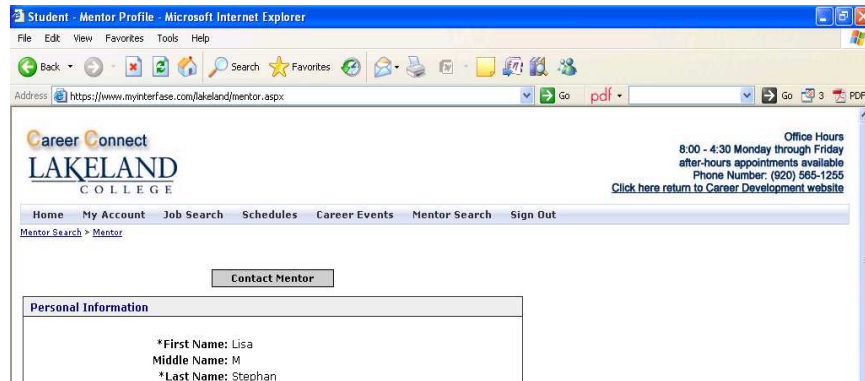
- Click on the Career Events menu.
- You will see a list of all current Career Events (Career Fairs, Teacher’s Expos, etiquette dinners, workshops, etc.).
- To view details, employers registered and/or RSVP, click on the Career Event’s name.

NOTE: Not all events accept RSVPs or allow students to search the list of employers registered for the event.

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SEARCHING FOR MENTORS

- Click on the Mentors menu.
- Fill in the search criteria to narrow down your search OR just click the Search button (without entering any search criteria) to view all mentors that are currently allowing students to contact them.
- To contact a mentor, click on their name, and then click the Contact Mentor button at the top of their profile. If they are allowing you to see their contact info, you will now see that information. If they are only allowing anonymous contact, then an email form will appear for you to send through the system.



NOTE: You are allowed to contact 10 mentors per month. Also, each mentor decides how many students can contact them per month, so it is best to make your contacts in the beginning of the month.

VIEWING YOUR ACTIVITY

Put your cursor over My Account and select My Activity. There are 4 types of activity that you can view:

- *Referrals* – These are resume referrals that you’ve submitted to an employer’s job, our office has submitted on your behalf, or an employer has downloaded your resume.
- *Placements* – These are current job placements and details of those.
- *Schedules* – The Schedule Activity shows any interviews, information sessions, or waiting lists that you are signed up for. You can also see any Pre-selection Activity that is still pending for you, under the Pre-selection Activity section.
- *RSVPs* - These are the Career Events that you are currently RSVP’ed for.