Faculty & Staff
Career Planning Programs & Resources

**UIS CareerConnect:** An online career management system for students/alumni/faculty/staff/recruiters:
- Search and review internship and job postings
- Upload resumes for employers to search; Sign up for a career counseling appointment
- Access alumni and professional mentor contacts and search and view employer profiles

**Login Instructions for Faculty/Staff:**
- Go to Career Center website at [www.uis.edu/career](http://www.uis.edu/career)
  Select "Login for Faculty/Staff (Interact with Students)"
- If first time user, click on “Go to this webpage” and follow instructions
- If you also already have a CareerConnect employer account, please register with alternative webmail

**OPTIMALRESUME: Optimal is More Than a Resume Builder!**
- Create Resumes and Cover Letters - View samples, use templates, view, save, and use
- Create Video Resumes - Record a 30-60 second video introduction of yourself
- Track Your Skills - Track skills learned in classes, jobs, internships, and extracurricular activities
- Build Your Portfolio - Upload documents, videos, and projects to share with potential employers
- Practice Interviewing - Build your own interview, be coached, and record your practice
- Create a Career Website - Share your site with employers

**Login Instructions:**
- Go to UIS CareerConnect - Announcements; Create your account by selecting “New User”
- Use your UIS email address; Fill out Profile, and then start using OptimalResume.com

**GoinGlobal: Expert advice for finding jobs at home and abroad**
- 80,000 pages of career and employment resources for careers around the globe
- Worldwide job and internship postings and corporate profiles; H1B visa employer listings
- GoinGlobal can be accessed within UIS CareerConnect - No password needed!
- Login to your UIS CareerConnect account - Announcements

**FOCUS 2 Assessment:**
- Career assessments will help to understand one’s interests, work values, personality, skills, and more
- The results will enable users to further explore career options with built in occupational information
- Login to your UIS CareerConnect account-Announcements; Link for Focus 2 is also listed under Student Quicklinks on Career Center website at [www.uis.edu/career](http://www.uis.edu/career)

**GOALS Program:**
- **GOALS Program** is a comprehensive career planning module to be used by students, regardless of their present career development stage
- Developed by Career Center with 5 self-directed learning modules located at [www.uis.edu/career](http://www.uis.edu/career)

**Career Pathfinder: Match Majors to Careers & Much More**
- Students can use this program to gain information about related career titles, skills, employers, career planning and professional affiliations for all UIS Undergraduate and Graduate Programs
- Directly accessible from Career Center’s website under “Student Quicklinks”