

UIS CareerConnect Student Employment Process for Students

How to log in to UIS CareerConnect:

- 1) Visit <http://www.uis.edu/careerservices> and click on the UIS CareerConnect logo. You can also go directly to it via: <https://illinois-springfield-csm.symplicity.com/students/> (skip step 2 if you go directly to the site)
- 2) Click “I am a Student/Alumni/Faculty/Staff”
- 3) Enter your netID (without the @uis.edu portion) as your username. If this is **THE FIRST TIME YOU HAVE LOGGED IN** to UIS CareerConnect, use the **Need Password** button to have your password generated and sent to your **UIS email address**.

How to find Student Employment positions in UIS CareerConnect:

- 1) Click the “Search for Openings” tab at the top, then on “Openings Targeted to UIS Students/Alumni.”
- 2) You may browse all of the positions posted and look specifically for “UIS Student Employment (On-Campus Position” and/or “UIS Work Study Employment”) in the “Position Type” column. Another way to search only student employment positions is to click on the “Position Type” drop down menu at the top of the page and select a specific type of opportunity. Click the “Search” button to search only those opportunities.

How to upload your resume in to UIS CareerConnect (required in order to apply for a Student Employment position):

- 1) Click on the “My Documents/Resources” tab at the top.
- 2) Click on the “Add New” button at the bottom of the page.
- 3) Label the document and select the file you wish to upload.
- 4) Your resume will then be “pending.” You will receive an e-mail when your resume is “approved” in UIS CareerConnect.
- 5) Once your resume is approved, it will be located under the “My Documents/Resources” tab at the top.

How to apply for a Student Employment position in UIS CareerConnect:

- 1) In order to apply for a position, you must first have an approved resume in UIS CareerConnect (see “How to upload your resume in to UIS CareerConnect”).
- 2) Click on the job title of a position you are interested in (see “How to find Student Employment positions in UIS CareerConnect”).
- 3) On the right hand side of the page, you will see the “Application Status” section. Select which resume you wish to apply for the position with using the drop down menu or click the “Add New” button to add a new resume.
- 4) When you have your resume selected, click the “Submit” button to submit your application for the position.

How to check your application status in UIS CareerConnect:

- 1) Once logged in to UIS CareerConnect, if you have been selected to interview, you will see the “Alerts” section at the bottom of the home page. IMPORTANT: check UIS CareerConnect often to see if you have any alerts. If your application is still pending, are an alternate for an interview, or have not been selected for an interview, no alerts will be present on your home page.

The screenshot shows the UIS CareerConnect home page. At the top, there is a navigation bar with tabs: Home, Profile, My Documents/Resources, Search for Openings, Employers/Contacts, On-Campus Interviews, Professional Network, Surveys/Requests, Events, and My Calendar. Below the navigation bar, the user's name and the date are displayed: Craig Pelka | Wednesday, July 29, 2009 | 2:51 pm. A "home" button is visible on the left, and the NACE link logo is on the right. A green banner contains a lightbulb icon and the text: "Don't forget to update your privacy settings! You'll find them under your profile tab." The main content area is divided into three sections: "announcements" (with a bell icon and the text "There are no announcements at this time."), "shortcuts" (with a green arrow icon and a list of links including Professional Network, Scheduled Campus Interviews, Pending Campus Interviews, Campus Interviews | Qualify For, Jobs | Qualify For, Activity Summary, View Document Library, Manage Professional Network Profile, Click here to access Perfect Interview, Click here to access Focus (Access code: uiscdc), Click here to access Career Search (Client referral: uiscsc), Click here to access Vault, Request a FIRST TIME advising or counseling appointment, Click here to access Research, and Schedule Appointment with My Career Counselor), and "alerts" (with a red warning icon and the text "You may sign up for 1 interview(s)"). A large red arrow points from the "alerts" section to the "alerts" text. To the right of the shortcuts section, there is a calendar for July 2009, a feedback form with a question mark icon and the text "any comments or questions? Your feedback is welcome." and a "Submit" button.

- 2) Click on the “1 interview” link to either schedule or decline an interview for the position you applied for.

- 3) Click on either the “Schedule Interview” button to schedule an interview or the “Decline Interview” button to reject the offer to interview.

The screenshot shows the NACElink Network interface. At the top, there is a navigation bar with tabs: Home, Profile, My Documents/Resources, Search for Openings, Employers/Contacts, On-Campus Interviews (highlighted), Professional Network, Surveys/Requests, Events, and My Calendar. Below the navigation bar, the user's name 'Craig Pelka' and the date 'Wednesday, July 29, 2009 | 2:53 pm' are displayed. The main heading is 'interviews'. Underneath, there are tabs for 'Scheduled Interviews' and 'Interview Requests' (which is active). There are also links for 'Video Tutorial' and 'Help'. A dropdown menu for 'Show Signups' is set to '20'. Below this, a table lists interview requests. The first row is for a 'Student Employment Test Job - DO NOT APPLY (6208)' at the 'University of Illinois at Springfield'. The status is 'Invited !', with signups starting on 'Jul 26, 2009' and ending on 'Aug 22, 2009'. There is a document icon in the 'Documents' column. In the 'Options' column, there are two buttons: 'Schedule Interview' and 'Decline Interview'. A large red arrow points down from the top right towards these buttons. At the bottom of the table, it says 'Showing 20 at a time: Items 1-1 of 1'.

- 4) If you clicked “Schedule Interview,” you will then be able to view available interview dates and times, and select your desired time to schedule your interview. Be sure to pay attention to details of the interview, such as location.

- 5) Your scheduled interview will then show up by clicking the “On-Campus Interviews” tab at the top. All you need to do now is prepare and show up for your interview!