GUIDE TO CareerConnect
FOR STUDENTS, ALUMNI, AND RESEARCH STAFF
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STEP 2: LOG IN

Log-in buttons will slide in, and you can choose the button appropriate for you.

If you are a student your CareerConnect account is accessed via the University of Oxford Single Sign-On system, and you will be redirected through it.

Once you have successfully logged in you will arrive at the CareerConnect homepage.

No account?

Students at Oxford University who are unable to access CareerConnect, should email us at reception@careers.ox.ac.uk.

Please note: MBA students are unable to access CareerConnect as the Career Development Centre at Said Business School use an alternative system, please contact them on careers@sbs.ox.ac.uk for further information.

Alumni can sign up for an account on the CareerConnect Alumni log-in page. When their account has been approved, alumni will receive an email with a link to create a password for their account. Please note this link will expire within 48 hours.

Research Staff at Oxford University can register for an account on the CareerConnect Research Staff log-in page. Research Staff will receive an email once their registration has been approved.

Forgotten password?

Students at Oxford University will sign in with their Single Sign-On password. If you’ve forgotten it, please contact IT Services.

Alumni and Research Staff can get a new password through the reset button on the log-in pages.
STEP 3: YOUR PROFILE

The first time you log in - and before you can use all of CareerConnect - you need to check and complete your profile. This includes setting email preferences, and sharing information with us, such as:

- details of any language skills you have in addition to English;
- details of any additional qualifications;
- whether you identify as having a disability or other health condition. If you do, we're keen to send information about relevant events, resources and services that may be of specific interest to you. We will never share your personal information with third parties.

Click on Next to move to the next tab. Once you have filled in all the required fields, click on Save on the final tab to submit your profile changes.

If you choose to register for advice and jobs from TARGETjobs and/or information about postgraduate courses and later wish to unregister, you will need to do so via the TARGETjobs site: targetjobs.co.uk

Current students – if your profile details are incorrect and you can not change them, please contact reception@careers.ox.ac.uk or contact us via the Queries menu on CareerConnect.

Changing your password

Students at Oxford University must always sign in with their Single Sign-On password. If you need to change your password, please do so through IT Services.

Alumni can change their password from within CareerConnect by selecting Update Password from the My Profile menu.

Research Staff can change their password from within CareerConnect by selecting Update Profile from the My Profile menu.

See also: “Forgotten your password?” on page 5.
Once you have completed your profile you will be able to:

• Search for current vacancies
• Search for Careers Fairs and Events
• Book appointments, for example a short discussion with a Careers Adviser or a mock interview with an employer
• Search for opportunities that are part of the our Internship Office and Skills Programmes (if you are a current student) for example the Internship Programme or The Student Consultancy Programme
• Search the Employer Directory

Your homepage

On your CareerConnect homepage there is a selection of panes such as Appointments, Events, Opportunities, etc.

You can rearrange the position of panes on the page by clicking and dragging the blue headings. To expand or collapse each pane click on the arrow on the right.

Your activity

To help you keep track of your activities on CareerConnect some of the menus have a My... option (i.e. My Events, My Opportunities, My Appointments, My Applications (in the Internship Office and Skills Programme menu which is only available to current students) and My Queries).

You can also access some of this information via the relevant pane.
MAKE AN APPOINTMENT WITH A CAREERS ADVISER

You can make an appointment through the Appointments menu (choose “Search & Book”) or through the Appointments pane, by selecting “Book an appointment.”

You may find that an adviser on duty or other member of staff recommends booking a longer discussion with a Careers Adviser of up to 45 minutes, given the nature of the issues that need to be discussed. With the exception of DPhil students and Research Staff, who may book a longer discussion at the reception desk or by ringing (2)74646, these discussions are generally only available by referral.

If you have been referred you can book your longer discussion by using the Book Referrals option in the Appointments menu.

When you have booked an appointment you should receive an email confirming the booking. If you do not receive this email (and have checked your junk folder) please contact reception@careers.ox.ac.uk.

If you are no longer able to make your appointment please make sure you cancel it as soon as possible through CareerConnect - or by using the link given in your confirmation email.

Here you can book a 20 minute ‘Short discussion at the Careers Service’ amongst other types of appointments.

- Select the type of appointment you want
- Click on Show results
- Find an available appointment slot and click on Book now

You can make an appointment through the Appointments menu (choose “Search & Book”) or through the Appointments pane, by selecting “Book an appointment.”

When you have booked an appointment you should receive an email confirming the booking. If you do not receive this email (and have checked your junk folder) please contact reception@careers.ox.ac.uk.

If you are no longer able to make your appointment please make sure you cancel it as soon as possible through CareerConnect - or by using the link given in your confirmation email.
SEARCH FOR CURRENT OPPORTUNITIES

(including permanent opportunities, work experience, internships, short-term work and volunteering)

Clicking on **Search and Apply** in the **Opportunities** menu will bring up all the current active opportunities on the system. The search can then be refined in various ways using the options on the left hand side.

The Text Search allows you to search for certain text within an opportunity title or description. Enter multiple words for general matches, or use quotes (") for exact matches.

You can also search by:

- Reference ID
- Organisation Name
- Business Area
- Location
- Post Date
- Expiry Date
- Country
- Opportunity Type

Click on the arrow to expand a section.

For example, if you would like to search for an internship in the ‘Advertising, Marketing & Communication’ sector, select the appropriate sector from the ‘Business Area’ list and select ‘Internship/Work Experience’ from the ‘Opportunity Type’ list.

To search by more than one business area at the same time select ‘Match any’.

To start a new search either click on ‘Reset’ or click on the cross by each active filter.
Based on your search filters, a list of all relevant opportunities will be generated, from which you can view the opportunity information by clicking on the position title of the applicable opportunity.

You can sort the list of opportunities in various ways by choosing a ‘sort by’ option from the top of the list.

**To save a search**

- Click on **Save this search**
- Give it a name and description
- Click on **Save**

**To access a saved search**

Access them through the Saved Searches pane on your CareerConnect homepage...

...or on the Opportunity Search page, click on “Saved Searches”.

**To save an opportunity**

- View the full details of the opportunity
- Click on the **Actions** button
- Select **Save**

Note: **View my applications** in this menu will only allow you to view those applications you have made to one of our Internship Office or Skills Programme programmes.
To access a saved opportunity

- Click on My Saved Opportunities from the Actions menu or
- Select My Opportunities from the Opportunities menu or
- Select it from the Opportunities pane on your homepage

To view a list of the programmes we run:

- Select Search Programmes from the Internship Office and Skills Programmes menu (note: this menu can only be seen by current students)

  ![Internship Office and Skills Programmes menu]

- Click on Find out more for further information and to see any opportunities associated with this programme that are currently available (if applicable)
- For some of our programmes you are able to register an interest in the programme. Registering an interest means you are indicating an interest in receiving updates about the programme, for example when applications open. This does not count as an application for the programme, which you would have to complete separately.
- Note: some programmes may only be available at certain

SEARCH FOR OPPORTUNITIES WITHIN OUR INTERNSHIP OFFICE OR SKILLS PROGRAMMES

(including The Internship Programme, The Micro-Internship Programme, The Student Consultancy, and our Insight programmes. These are all applicable only to current students).

Many of the opportunities within these programmes can also be accessed via the Opportunities menu (see above for information about searching for opportunities). A small number of the programmes are advertised as events, for these you will need to view the relevant event to sign up. If you are unsure, please contact reception@careers.ox.ac.uk.

To search and apply for an opportunities within these programmes

- Select Search & Apply from the Internship Office and Skills Programmes menu
- Click on the position title to see further information about the opportunity and how to apply.
Tips for searching for Internship and Micro-Internship Programme placements

This pane on the homepage gives an overview of some of the Internship Office opportunities with upcoming deadlines.

Alternatively...

On the Internship Office and Skills Programme Search page...

Search for a specific internship here by typing the name or Reference ID number...

Or, under Programme, tick ‘The Internship Programme’, for example, to get a list of placements available at the moment.

You can also refine by business area, country, etc.

Click ‘Search Programmes’ on the Internship Office and Skills Programmes menu, for a summary of the programmes, or click ‘Search & Apply’ for opportunities within them.
Check that an application has gone through

If you apply to an opportunity offered by the Internship Office or our Skills Programmes, you should receive a confirmation email to say your application has been sent. (This is not the case for any other opportunity on CareerConnect).

If you do not receive this email you can check your applications list. To do so, select My Applications from the Internship Office and Skills Programme menu...

... or, on the Internship Office and Skills Programme pane on your homepage, click on My Internship Office & Skills Programmes.

If your application does not appear in your applications list, and you have not received a confirmation email, then unfortunately your application has not been sent.

Please try again, and if you have any further problems contact reception@careers.ox.ac.uk.

CVs that are used as part of the application process for our programmes may be stored on your account. You can view any CVs that have been stored by selecting My CVs from the My Profile menu. CareerConnect will store up to 5 CVs.

SEARCH FOR CAREERS FAIRS AND EVENTS

Search for events by name, date, type and sector in list view or calendar view (including: Careers Fairs, Careers Service events and employer events both in and outside Oxford).

To search by list view

- Select Search & Book from the Events menu
- Use the filters on the left hand side to refine your search
• To start a new search or view the full list of events again either click on Reset or click on the cross by each active filter.

Click on the event name for further information and registration (where necessary).

○ Registering for an event

If registration through CareerConnect is necessary then click on Book now to confirm your place.

Most Careers Service events that have to be booked operate a waiting list. If you are no longer able to attend please make sure you cancel your booking as soon as possible so others have the opportunity to attend. The first person on the waiting list will be offered a place at the event if a cancellation is received.

When you book a place you should receive an email confirming the booking, if you do not receive this email (and have checked your junk folder) please contact reception@careers.ox.ac.uk. You can cancel your booking through CareerConnect or using the link given in your confirmation email.

○ To search by calendar view

• Select Event Calendar from the Events menu
• Use the filters on the left hand side to refine your search

○ SEARCH THE ORGANISATION DIRECTORY

You may want to use this directory to find out more about a particular organisation, see all the opportunities they currently have on offer and whether they will be hosting upcoming events.

If you want to search for a specific organisation you can type the organisation name into the Quick search in the Organisations pane on the CareerConnect home page.
To search all active organisations on CareerConnect

- Select **Search Organisations** from the **Opportunities** menu

- Use the filters on the left hand side to refine your search

- Click on an organisation name to view further information about the organisation including any opportunities they are currently advertising on CareerConnect and any upcoming events they are holding or fairs they are attending.