Career Connections Quick Start Guide

Getting Started

• Visit: http://careerconnections.duke.edu
• You will be redirected to the Duke login page
• Enter your Net ID and Password
• Click the Submit Profile button
• Moving forward, log in using Net ID and Password only

Update Your Profile

• Log into your CareerConnections account
• From your home page, click on My Account dropdown menu
• Select My Profile
• Click on Edit Profile
• Make any changes to address, telephone, email addresses, and options for receiving text messages
• Adding GPA is optional. Note: Employers will not have access to (or screen by) GPA. If not entered, GPA will default to 0.00
• Save changes

Search for Jobs and Internships

Basic Search

• Log into your CareerConnections account
• Click on Job and Internship Search on top menu navigation bar
• Enter keywords in field provided and/or select Academic Status and Position type from dropdown menus
• Click on Search button
• Scroll down to view job listings
• Click on job titles for detailed job description
• On the job page, click on the organization name to view more about the employer
• To save the job, select Add to Favorites

Advanced Search

• Log into your CareerConnections account
• Click on Job and Internship Search on top menu navigation bar
• Click on Advanced Search
• Enter any/all of the following: Keyword, Position Type, Job ID, Industry, Date Posted, Job Location/Function (dropdown)
• Click on Search
• Scroll down to view jobs

Search by Application Deadline

• Follow the steps to Search for Jobs and Internships
• In the Advanced Search enter a deadline date in the Expiration Date field.

You can also Sort any search results by Expiration Date

Search for Employers

Employers choose whether to show their company information in the directory or not. If you do not find the information in the Employer Directory, search for the job or internship and click on the company name there.

• Log into your CareerConnections account
• Click on Employer Directory dropdown menu
• Search by adding Organization Name and/or City into search fields or scroll down job listings to find employers
• For Advanced Search, click on Advanced Search and add in Organizations' Name, City, and select State and Industry
• Click Search
• Click on the Employer name to view the employer profile

Uploading Your Documents

You can upload as many documents as you would like. As a rule, add documents for each application, rather than changing or updating one.

• Log into your CareerConnections account
• Click on Job and Internship dropdown menu, or click on My Favorites for saved jobs
• Click on Job title
• Click on Apply (see notes on page 2: Apply for Jobs or Internships)
• Click on Apply
• Paste your cover letter into the text box provided
• Upload resume in resume field and dropdown provided

Duke Career Center • studentaffairs.duke.edu/career • 919-660-1050 • Bay 5, Smith Warehouse, 2nd Floor • 114 S. Buchanan Blvd., Box 90950, Durham, NC 27708
Apply for Jobs or Internships

There are a number of ways to apply.

1. If there is no schedule (or interviews) attached to the position:
   • Click on **Job title**
   • Click **Apply** at the top of the page

   **Job Posting**
   1403 / Mortgage and Real Estate Associate (Closing and Servicing) Lincoln Financial Group
   Position Information
   
   If there is no **Apply button** at the top of the page, then scroll down to the **Additional Application Instructions** and follow those instructions. This employer has elected to accept resumes outside of the system.

2. If there is a schedule (or interviews) attached to the position:
   • Click on **Job title**
   • Click **View Linked Interview Schedule**
   • Click **Apply** at the top of that page

   **On-Campus Interview Schedules Dropdown Menu**

   *NOTE:*
   If you select the **On-Campus Interview Schedules** dropdown menu, there are two sub menus. They are described below with a few points of clarification:

   **Apply to Opportunities**
   Presents opportunities that you **are qualified for** and are those to which you can apply:
   • Click on the job title
   • Click **Apply** and submit your application material

   **VIEW ALL Upcoming Interview Schedules**
   This presents a **view only section**. No one can apply to anything in this section. It is just a list of the interview schedules. To see if you can apply to any of the opportunities, go back to the **Apply to Opportunities** tab and search to see all the opportunities you qualify for and can apply to.