How To Find Opportunities on CareerConnect

All UMass students have free access to CareerConnect, our password-protected database of jobs and internships. This should be your first stop when seeking an internship or job off-campus. The login button is found here: [http://www.umass.edu/careers/](http://www.umass.edu/careers/) CareerConnect is updated daily and is quality checked to remove scam employers and expired listings.

List Your Skills and Get Notified of Relevant Opportunities
Sign in with your netID and password. On the left side menu, go to your Profile and add to the Skills section. When an opportunity seeking one of your skills is listed, you’ll get a notification at the bell icon in the top right of CareerConnect.

Search by Keyword
Initial searches might start with the name of your major, or words like “lab,” “wildlife,” “insurance,” or “research.” Instead of using “And,” use quotation marks to keep 2 words together e.g. “resource conservation.” Without the quotation marks, your search results would include any hits on “resource” OR “conservation.” All fields are searched for the key word you enter, so searching “Boston” will pull up all entries located there and any company with a name like “Boston Consultants.”

PRO-TIP: Use Advanced Search To Find Opportunities Seeking Your Major
Go to Opportunities: Jobs & Internships. Searching by key word may get you results. However, you can do a stronger search by going to Advanced Search (on the right). In the top left of the Advanced Search box, click ADD… to see the list of majors available at UMass Amherst. Check as many as you feel are relevant to your interests (e.g. Microbiology majors may want to also see opportunities for Biochemistry & Molecular Biology majors), then click DONE at the top or bottom. Back in the Advanced Search box, click the Yes button for “INCLUDE ONLY SELCETED MAJOR(S)”. Now scroll down and click the blue SEARCH button.

A Note on Search Engine Technology
CareerConnect relies on employers to fill out particular fields in order for opportunities to be found by search. If you do an Advanced Search for a position in NYC, you will not see certain positions in NYC unless the employer chose to fill out the optional geographic location field when submitting the opportunity to CareerConnect. Searching by major works well because UMass requires its employers to specify the range of majors they seek. It is recommended that you do multiple broad searches by varied means to ensure that you are getting all that this database has to offer.
Scan Search Results and Read Descriptions
Your search results will show you whether each opportunity is an Internship, a Full Time (job), or a Part Time (job). You can also see the geographic location. By default, the most recently listed posting are seen first. Click a listing to open its full description. Here you will find duties, required qualifications, the range of desired majors, whether or not the opportunity is paid, and the number of hours per week. Application deadlines are found to the right. Some will provide a link to an email or website that will accept your application directly. Others will provide a white “APPLY” button at the top right.

Apply for a Position Using the APPLY button
When you click APPLY, CareerConnect opens your “My Documents” folder and asks which resume, cover letter, or other document you would like to send. Strong applications are always customized to the needs of the position description. Therefore, you will almost always want to use the blue “Add New” button to upload a newly customized resume and cover letter to your My Documents folder. You will then select the relevant documents for your application and submit them through CareerConnect to the employer.

Save Your Searches and Follow Employers
When you’ve tinkered with Advanced Search features and gotten a mostly relevant set of search results, consider saving the search under Saved Searches. You can then create a search agent where CareerConnect will email you daily with new results. You can also Follow Employers to receive notifications of future opportunities they post to the system. You can do this from a specific position description, or you can use the left side menu to search Employers: Employer Directory.

Feed the Algorithm
CareerConnect has an algorithm that watches the searches you do and the positions you look at. Combining this with information about your major(s) and what you add to the Skills section, CareerConnect scans its own opportunities to create Recommendations for you to look at. Each time you log in, check the bell icon at the upper right for these recommendations. The more you use the system, the more on-target these recommendations will become.

Help is Available
You can find additional Help documents about CareerConnect features by going to Resources: Document Library. Campus Career Services and the CNS Career Center can help you as well.

Go Beyond CareerConnect
This database has global opportunities, but is mainly comprised of employers who know and appreciate the UMass brand and the talent they know we produce. Therefore, most of our opportunities are on the East coast between Maine and Washington DC. Our state is known for science research, so those positions tend to be clustered around Boston. We also have some significant opportunities in Los Angeles and Portland, Oregon. CareerConnect is a good place to start. But there are far more opportunities out there.