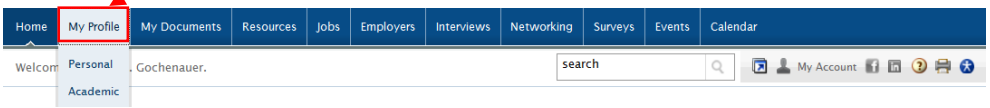
SHIP Career Connection

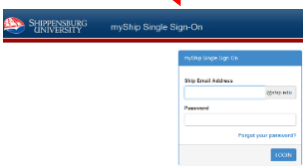
Students

On Campus Student Employment – Cheat Sheet

To Access SHIP Career Connection

- Go to www.ship.edu/career
- Under SHIP Career Connection, click "**Current Students**" (Login using the MyShip Portal)
- Click "**My Profile**" to build your Personal and Academic information and be able to view all features of the system and apply for positions

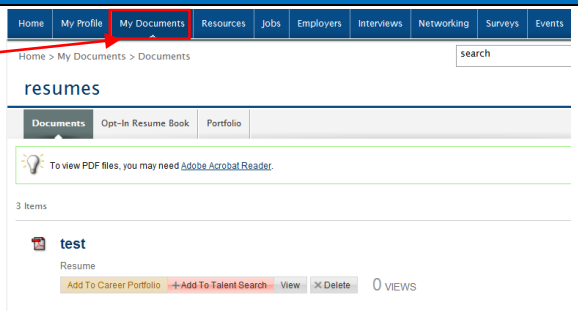




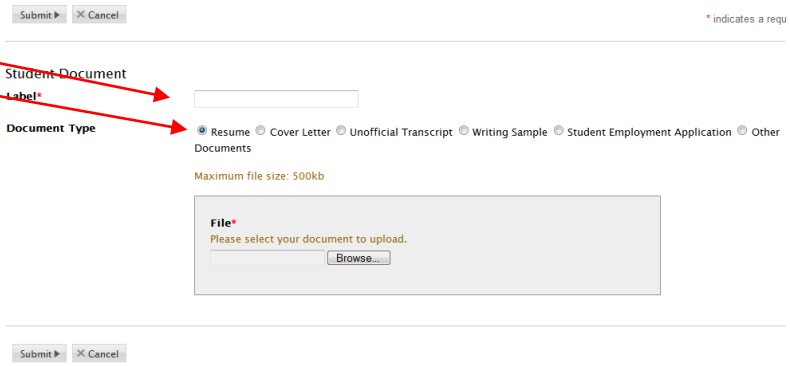
Upload your Resume

(NOTE: You will be required to upload your resume for all on-campus positions posted in SHIP Career Connection)

- Click "**My Documents**" tab
- Click +Add New button



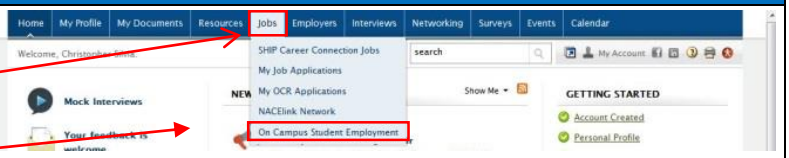
- Label: Type name for your document
- Document Type: Select "**Resume**"
- Click Browse... to locate and upload your file
- Click Submit ▶ button

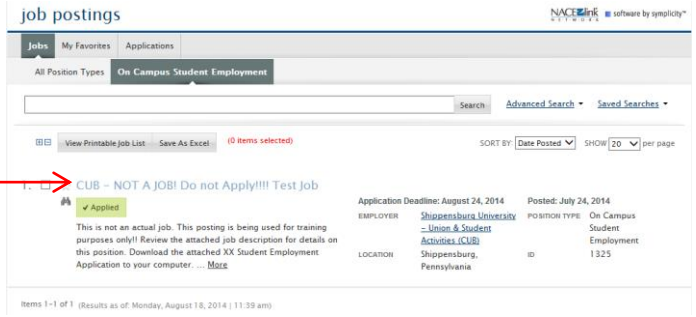


To Find and Review Campus Jobs

(NOTE: You must first complete your profile to view and apply for jobs)

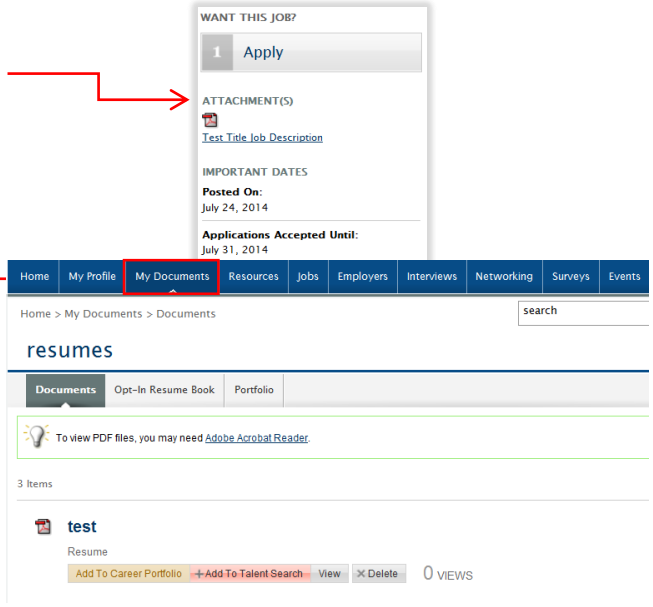
- Point to "**Jobs**" tab
- Click "**On Campus Student Employment**"
- Review Jobs (Click on job title for position(s) of interest)
- Review job description and ALL attachments to make sure you meet qualifications

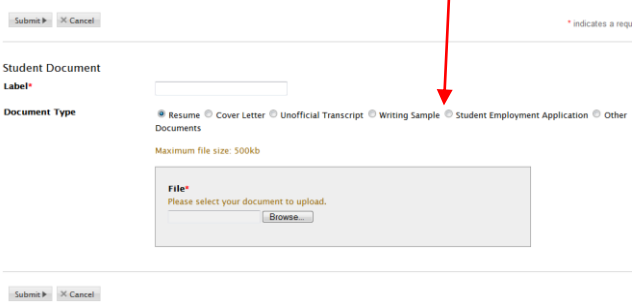




To Download and Upload Completed Application

- Once you have clicked on job title:
- Download/save all attachments to your computer and complete
- Click "**My Documents**" tab
- Click +Add New button
- Label: Type name for your document
- Document Type: Select "**Student Employment Application**"
- Click Browse... to locate and upload your file
- Click Submit ▶ button

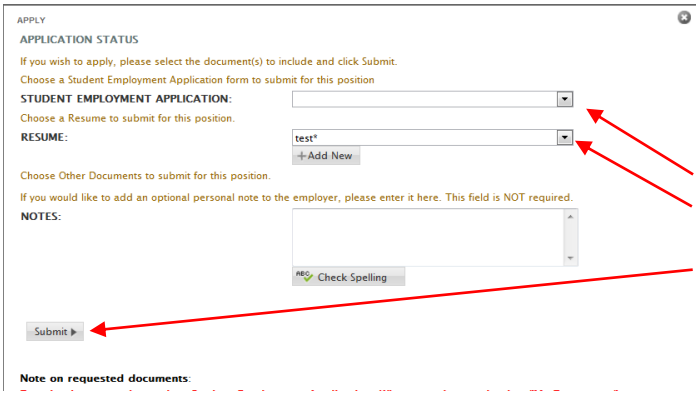




To Apply for Positions

After reviewing the job description and completing/uploading your resume, student employment application, etc.

- View the job posting
- Click "**Apply**" button



- Select student employment application to attach
- Select resume you want to attach to position (if you have multiple resumes)
- Click Submit ▶
- You will see WANT THIS JOB? 1 Applied ✓ .
- You will need to complete this process for every position for which you apply.

Note: Submitted Student Employment Applications are only kept on file for 6 months. Please be aware of this and reapply after 6 months if you do not receive a position.