

SHIP Career Connection

Faculty Reference Sheet

Access SHIP Career Connection

1. Go to www.ship.edu/career. Click the **Faculty/Staff account** link under **SHIP Career Connection**.
2. Enter your SHIP email and password to log in (through the SHIP Portal).
3. Before accessing **SHIP Career Connection** features, you must complete a few required sections in **My Account**. Click **Save Changes and Continue**. Once complete, you may then begin to use the system.

View Jobs, Internships, and Volunteer/Service Opportunities

1. Hover over the **Jobs** tab at the top of the page and choose one of the following options:
 - a. **SHIP Career Connection Jobs** are posted specifically to SHIP students/alumni. (You can view job/internship postings that have been added to SHIP Career Connection by registered employers.)
 - b. **NACELink Network** are job posted nationally through NACELink.

View Employers

1. Click **Employers**. This tab provides you with the chance to search for and view employers and contacts in **SHIP Career Connection**.
2. When viewing specific employer information, click **Add to Favorites** link (right side of page), to save specific employers or contacts, which you may convert into an Excel spreadsheet for later use.

Recommend Jobs, Internships, or Volunteer/Service Opportunities to Students

1. Click **SHIP Career Connection Jobs**. Select the job(s) you wish to share (Place a in the box to the left of the job title.)
2. Click **Recommend to Students** button. Then, click **Students to Recommend Jobs To**. Select criteria to narrow down list; View remaining list of students/alumni and click **Remove from List** button to exclude individuals you do NOT wish to receive information.
3. Click **Continue**; Verify **Job list** and **Student list**. If correct, click **Send Now** button. Make changes to the email and add attachments, if needed. Set time to send and click **Send Message** button.

View Events and Workshops

1. Click the **Events** tab at the top of the page.
2. Select the type of event you are interested in learning more about: **Career Fairs**, **Information Sessions**, or **Workshops**.
NOTE: Use this feature to obtain details about employer information tables and sessions, career fairs, and other career-related events/programs.

View Resources

1. Click the **Resources** tab at the top of the home page. This tab permits you to view documents that have been uploaded to **SHIP Career Connection**.
 - a. Click the **Career Explorer** tab for more information on specific industries/career options. This is a great resource to utilize when meeting with advisees exploring career options.
 - b. Click the **Document Library** to access the **SHIP Career Connection Faculty User Guide** for more details on using **SHIP Career Connection** features.