

SHIP Career Connection

Student Reference Sheet

Access SHIP Career Connection

1. Go to www.ship.edu/career. Click **Students** link under the **SHIP Career Connection** drop down box (login using the MyShip Portal).
2. Create a personal account by building your Personal Profile. (**NOTE: All required fields in "My Profile" must be completed before accessing Resources, My Documents, Jobs, or On-Campus Recruitment.**)

Build a Personal Profile

3. Click the **My Profile** tab on the left hand side to update your profile.
4. Click the **My Account** tab on the left hand side to update geographical preferences and other school information. Here you can also set privacy settings to specify email, text and calendar settings/notifications.

Upload Resume, Cover Letter, and/or Student Employment Application

5. Click the **My Documents** tab on the left hand side to begin adding documents and click the **Add New** button.
6. Title your document (e.g. "Resume"). Select **Document Type** (Resume, Cover Letter, Unofficial Transcript, Writing Sample, Student Employment Application, Other).
7. View, update, and upload personal documents as needed. **NOTE: You may have multiple resumes, cover letters, etc. in My Documents. When you apply for positions, you will select documents to attach to each job posting.**
8. Click **Browse** button to upload your file. Click **Submit** button to add a file to My Documents.

Resources

1. Click **Career Explorer** to explore information about leading industries and popular careers.
2. Click **Career Finder** to help you find out your interests and how they relate to the world of work.
3. Click **Document Library** to view career-related resources, handouts and samples (including sample resumes and cover letters, resources on job fairs, interviewing guides, and more!)
4. Click **Mock Interviews** to select a web-based mock interview to complete OR **Create New Mock Interview** on your own, using the 1,100+ questions available in the system. Once you have completed a mock interview, you may review, send link to other(s) for review, or schedule a time to review your mock interview with a CCEC staff member (**NOTE: To conduct a mock interview, you must have internet access and a webcam. If you do not have a webcam, you can borrow one from the Career and Community Engagement Center.**)

Jobs, Internships, and Volunteer/Service Opportunities

1. Under the **Jobs** tab on the left hand side, click **SHIP Career Connection Jobs** to view jobs, internships, and volunteer opportunities posted specifically to SHIP students/alumni (Postings that have been added to SHIP Career Connection by registered employers).
2. Under the **Jobs** tab on the left hand side, Click **My Job Applications** and **My OCR Applications** to check on the status of jobs and on-campus interviews for which you have applied.
3. Under the **Jobs** tab on the left hand side, Click **NACELink Network** to view jobs posted nationally through NACELink (**NOTE: You can conduct geographic searches.**)
4. Under the **Jobs** tab on the left hand side, Click **On Campus Student Employment** to view and apply for all on-campus job postings that have been posted by offices/departments across campus. **Students have to upload ALL documents before being able to apply to any positions. This includes the Student Employment Application.**
5. **Note: Students may view allPASSHE School Job Postings by clicking "PASSHE Consortia" on the left-hand side of the home screen.*

Employers

1. Under the **Employers** tab on the left hand side, Click **Employer Directory**. This tab provides you with the chance to search for and view employers and contacts in **SHIP Career Connection**.
2. **Favorite Employers** or **Favorite Contacts**: When viewing specific employer information, click the **Add to Favorites** link (right side of page), to save specific employers, which you may convert into an Excel spreadsheet for later use. To remove Employers from your Favorites, hover over the , which will become an . Click to remove.
3. Click **Contact Directory** to view contact information for specific employers who have agreed to make their contact information visible to students. When viewing specific contact information, hover over the , which becomes a . This will add the contact to **Favorite Contacts**, which can be saved into an Excel spreadsheet.

Interviews

1. The **Interviews** tab on the left hand side is used to track and manage your on-campus interviews. Once you have applied for on-campus interviews, you will be able to view and manage your **requested interviews** and **scheduled interviews**. Find interviews you qualify for by clicking the “Jobs I Qualify For” and “Campus Interviews I Qualify For” shortcuts on your homescreen.

Networking

1. Search for alumni/employers interested in assisting Shippensburg University students/alumni. These individuals may be available for job shadowing, informational interviews, and speaking to student clubs.
2. View detailed information about the contact by clicking the **View** button.
3. Click **Interested** to send an email message to the mentor (contact). Take your time when composing the email. Use the spell check. *(NOTE: Please be professional, formal and courteous in all of your correspondences. Give the mentor time to respond to your request. Realize these individuals are volunteering their time. If you need additional guidance on how to connect with these mentors professionally, please contact the Career Center to schedule an appointment.)*

Events (Career Fairs, Workshops, Information Tables/Sessions, and other Career-Related Activities)

1. Select the type of event you are interested in learning more about (Career Fairs, Information Sessions, Workshops). *(NOTE: Off-campus career fairs will be listed under **Workshops**.)*
2. **Career Fairs**: Under **Participants**, view organizations registered to attend. **Advanced Search** gives you the ability to filter information about participating organizations according to state, industry and position types. Click **Career Fair Info** to review logistical information about the event (date, time, and location).
3. **Information Sessions** (and Information Tables): Review information about the event dates for employers presenting information on-campus. Add the event to your calendar. Access the map for location/driving directions. Find out more about the organization, attend sessions to get the inside scoop on interviewing, etc. *(NOTE: Some events will require you to RSVP due to space limitations at the event, food being served, materials being distributed, etc. Please pay attention to this and RSVP if you plan to attend).*
4. **Workshops**: Click on event title for more detailed information about the event. Review logistics (date, time, and location). Access the map for location/driving directions. Review any attachments/additional information. Add the event to your calendar and RSVP, if requested.

Calendar

1. Review all events by day, week, month or year. Filter events by: Personal Events, Career Fairs, Interviews, Resume Submission Deadlines, Workshops, and Information Sessions/Tables. View Personal Events. Create and add **Personal Events** to track Off-Campus Interviews, Scheduled meetings for projects/classes/clubs, Volunteer/Experiential Learning Experiences, etc.