



CareerConnect & Student Employment

Quick Guide

How do I get a UIS Student CareerConnect Account?

- ✓ Created for you within **2 working days** after you **register for classes** beginning **July 1st**

Where do I find UIS CareerConnect?

- ✓ Go to the Career Development Center homepage at uis.edu/career
- ✓ Use **Login for Students (Find Jobs & Internships)** link located on the right side

Logging in for the first time?

- ✓ If **first time**, click on **Go to this webpage**
- ✓ Username is your netID
- ✓ **The password is not your UIS email password**
- ✓ Obtain password by clicking on **Forgot Password** button to have it sent to your UIS email address

Why should I use UIS CareerConnect?

- ✓ Only place student worker positions are posted and applied for
- ✓ Find off campus part-time jobs, internships, and even full-time opportunities

What does it have to do with my resume?

- ✓ Need your resume uploaded to apply for positions
- ✓ Can only apply for on-campus student jobs through UIS CareerConnect

How do I find different postings on CareerConnect?

- ✓ Login into UIS CareerConnect
- ✓ Click on the appropriate link under the **Shortcuts** Section. Ex: (On-Campus Undergrad & Graduate)
- ✓ Access all postings by clicking on the dark blue tab **Jobs & Internships** located left side tabs

How do I upload my resume into CareerConnect?

- ✓ Select **Documents** tab in dark blue on left side homepage. Then choose > **Pending** tab
- ✓ Scroll down to click on the **Add New** button
- ✓ Label your resume then browse for the resume you want to upload
- ✓ Click **Resume** under **Document Type & Submit**

Basic Resume Requirements

1. Resumes should not be longer than 2 pages. (If you use two pages, your name must be placed on the top of the second page).
2. References should not be included on your resume. Place them on a separate page using same contact header as resume for continuity.
3. Use proper grammar and correct spelling.
4. Avoid using personal pronouns (I, me, my, she/her, he/his, we/our, they/their).
5. Do not include personal information such as race, gender, weight, religion, marital status, social security number or UIN.
6. Include UIS degree in progress or received under education section. (Bachelor of..., Master of...)
7. Do not use smaller than a 10 point font size.
8. Review uploaded document to see if any errors occurred in conversion process. (If you cannot solve the problem, contact our front desk at careerservices@uis.edu).
9. List job duties/skills beginning with strong action verbiage and use concise phrases. (Example: - Communicated with a wide variety of clients in person and by phone.) Avoid using sentences as they are not appropriate for resumes.

Helpful Resources:

- CDC's A-Z index on Resumes: www.uis.edu/career/goals/launch/resumes/
- Watch CareerSpots – Short Career Advice Videos located under 'Student Quick Links' at www.uis.edu/career/
- Use Career Suite Drop-In/Call-In Hours to get your resume reviewed: www.uis.edu/career/students/services/career-suite-drop-in-call-in-hours/

