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University of Hartford

**CareerBridge**

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*Student / Alumni  
On-Line Guide*



**Career Services**

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## Introduction

Looking for an Internship?  
How about a full-time, part-time,  
or seasonal work opportunity?

The logo for CareerBridge, featuring the word "Career" in red and "Bridge" in white, set against a black rectangular background with a red horizontal line below it.

Career Services utilizes an on-line system which provides University of Hartford students and alumni with advanced tools for identifying and applying for career opportunities. **CareerBridge** allows you to actively manage your search for internships and full-time, part-time, or seasonal jobs by placing at your disposal the following features:

- **A powerful search engine** to identify opportunities and employers;
- **The ability to maintain on-line profiles, resumes, and documents** for active review by employers interested in students or graduates of the University of Hartford;
- **A job search management application** that will enable you to make direct contact with employers, maintain a record of contacts and correspondence, and manage the progress of your search for employment.

Career Services urges you to take advantage of this service by creating your profile and uploading your *résumé*. You will have full use of the advanced search capabilities of this system!

Your personal link to **CareerBridge** can be found on the Career Services website, <http://www.hartford.edu/career>. Should you have any questions concerning **CareerBridge**, please don't hesitate to contact us via phone — (860) 768-4287 — or by email at [bridge@hartford.edu](mailto:bridge@hartford.edu).

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## How To Register

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Go to: <http://www.hartford.edu/career> and click on the  logo for Student/Alumni

Select **“Click here to register!”**

Enter your personal and demographic information in the blank fields. All fields marked with an \* are required. Create your own username and password for future use.

Please enter your **“Student ID #”** found on your University of Hartford ID card. If you are an Alumnus, please enter your last name and date of birth (Lastname/mm/dd/yy).

As an optional feature, you may select your skills in the **“Computer, Languages, Additional Skills”** section. This will allow employers to gain a fuller picture of your abilities. You may select multiple skills by holding down the Ctrl button.

Under **“Additional Information”** you must select your **“job preference.”** You may select multiple preferences by holding down the Ctrl button.

- By selecting **“Yes”** for **“Allow Employer Viewing,”** you are giving your permission to allow potential employers to view your profile and résumé.

Once you have entered your information, click **“Register.”**


Select **“Sign Out”** to log out of the database.

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## Updating Your Profile



### To edit or add new information to your profile -

Go to <http://www.hartford.edu/career> and enter your "Username" and "Password" into  for Student/Alumni.

Select "**My Account**" and click "**My Profile**" to update your information.

Click "**Edit**" on the section containing the information you want to add or change.

Make the changes, then select "**Save.**"

Information in "**My Profile**" can be edited at any time.





## Uploading Your Documents


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### To upload a résumé or cover letter -

- Your résumés and other documents must be in **Micro-soft Word (.doc)** format.
  - Select **"My Account"** and click **"My Documents"** to begin uploading a document.
  - Click on **"Upload File."**
- 
- Next, enter a **"Document Name"** and click **"Browse."**
  - Select your document from **"Choose File"** and click **"Open."**
  - Click on **"Upload."**
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- When uploading more than one résumé, make sure the most generic one is set as your default.
  - To view, download, or update a document, click the appropriate link.
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## Updating Your Documents



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- First, make any changes to your document on your own computer in **Microsoft Word**.
  - Go to <http://www.hartford.edu/career> and enter your user name and password into  for Student/Alumni.
- 
- Select **“My Account”** and choose **“My Documents.”**
  - Select the document you want to change, and click **“Update.”**
  - Re-enter the document name or rename your document in the **“Document Name”** field.
- 
- Click **“Browse”** and select your updated document.
  - Select **“Upload”** to upload your revised document.
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## Searching for Jobs, Internships

**CareerBridge** enables you to search for both full-time and part-time/seasonal jobs, as well as internship opportunities.

Sign on and click on **“Jobs”** and select **“Job Search”** to begin your search.

- To view all jobs/internships, click **“Search.”**
- To narrow your selection, you may select the position type, job category, or major prior to clicking **“Search.”**
- To improve your search, enter a keyword.
- Once your selected list appears:
  - you may sort the list of jobs either alphabetically or numerically by clicking on any column heading. (e.g., position type, or post date)
  - click on the individual job title or job number for a detailed job description and information on how to apply.
- To revise your job search, go back to the select **“Change Criteria”** (located on the upper right side of your selected list).
- To save your selected job search, select **“Save Search,”** name it, and click **“Save.”**

## Viewing Saved Searches



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To view your saved job/internship searches:

- Select **"Home."**
- Under **"Quick Links,"** click **"Saved Searches."**
- Select your search to view the listings.
- You can email any of your saved searches to anyone.
- To delete the saved search, click on the **red "X."**





## Viewing Your Activity

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**CareerBridge** maintains ongoing records of certain activities, such as employer viewings of your résumé.

Log-on to **CareerBridge** and select **“My Account.”**

**“My Activity”** allows you to view your activity records which include Referrals, Placements, and Recruitment Schedule Activity.

**“Referrals”** provides information on how often your résumé is viewed by employers using **CareerBridge**.



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**“Schedules”** refers to scheduled on-campus interviews (this function will be implemented in Fall, 2006).

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**“Placements”** are employer-generated indications that you have accepted a job offer.

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# UNIVERSITY OF HARTFORD

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