LOGIN

- https://www.wccnet.edu/careerconnection
- Click on 'Student/Alumni'
- Enter your WCC netID and password
    - If you don't have a WCC netID and password, click the Register button to get started
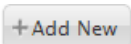   - Review profile information and click 'submit'

HOME

- News Feed: review recommended jobs you qualify for based on your profile
- Announcements: find out about the newest events, activities, and featured job postings in announcements

PROFILE

- Review your personal and academic profile for accurate information
- Click 'edit' to update profile

DOCUMENTS

- Upload a resume and cover letter
    - Click **Documents**
    - Click **+Add New**
    - Add a unique label to your document to stay organized
    - Choose the appropriate file and click 'submit'
- An advisor will review your document and offer feedback or approval within two business days

RESOURCES

- Browse popular careers and leading industry information with Career Explorer
- Complete a brief assessment to find careers that fit your interests
- Participate in a virtual prerecorded interview and gain feedback
- Search documents and gain knowledge on resume development, cover letter creation, interview taboos, salary negotiation, networking tips, etc.

JOBS

- Search for jobs related to your career goals locally and nationally
- Review recommended jobs based on your profile
- Apply for full time, part time, and internship opportunities
- Save favorite jobs and apply later

EMPLOYERS

- Research employers: industry, products and services, achievements, and future outlook of the company
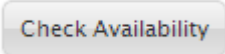- Save favorite employers and stay current as new jobs are posted

SURVEYS

- Help us help you! Complete a satisfaction survey after appointments, events, and workshops

EVENTS

- RSVP for workshops on resume development, interview preparation, job search, and LinkedIn
- Register for career fairs
- Research employers attending career fairs

CALENDAR

- Need an appointment? Schedule an advising appointment by clicking Advising Appointment
- Click **Request New Appointment** at the bottom
- Narrow the parameters based on your availability or click **Check Availability**
- Select the name of the advisor and confirm your appointment
    - Add any additional notes the advisor may need before your meeting
    - Bring with you a printed copy of all documents you wish to discuss to your appointment

@WCC_Career   WCC Career Services   WCC Career Services   wccnet.edu/careerservices

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