Introduction: Career Connect

The Basics:
- **Career Connect** is the SOM online job database only available to current SOM students and alumnae.
- Career Connect is a customized database that houses job opportunities from employers especially interested in SOM students and alumnae. Most often the CSO has a relationship with these employers. This includes alumnae employer contacts.
- The CSO also uses this database to house information about you. Information you provide in your profile section helps the CSO plan events and workshops to suit your needs.
- The CSO does not give employers direct access to Career Connect.
- You are able to register yourself online.

Access to Career Connect:

- [https://www.myinterface.com/simmons/student/](https://www.myinterface.com/simmons/student/)

Registration/Requirements:
1. From the login page, click “Click Here to Register.”
2. Complete the registration screen and click “Register.” Registration is required and includes completing profile information and uploading your resume. **Requirement fields are marked with an asterisk (*)**. Please note: Under “Job Search Criteria/Resume Privacy,” please select whether or not you would like to give the CSO permission to send your resume to employers. Employers do not have direct access to the system, however often times the CSO sends resumes to employers who are interested in hiring SOM students and alumnae. If you select “send resume to employers” you are giving us permission to send your resume to interested employers. If you select “do not send resume to employers”, your resume will NOT be included in such mailings. You are able to change this setting at any time.
3. When finished, click on “Register.”
4. You will then be prompted to upload your resume.
   - Click “Upload file”
   - Name your document
   - Click “browse” and select your document
   - Click “Upload”

You may have up to 2 documents loaded at anytime (includes cover letters, etc...). You are able to update, change and delete your documents at anytime.
5. When you have finished uploading, you will be prompted to “Submit Registration.”
6. You are finished.

Job Searching:
- Select “Jobs” from the menu bar.
- Click “Job Search”
- Without adding any criteria, select “Search.” This will show all jobs that have come through the CSO in the past few months.
- **New – Email Alerts!** See instructions on the Career Connect Home Page.

Please contact Julie Barenholtz at Julie.barenholtz@simmons.edu or 617-521-3857 if you are having difficulty or have any questions. Thank you!