Introduction: Career Connect

Career Connect is the SOM’s job posting database available to only SOM students and alumnae. We also use this database to house information about you.

The Basics:
- Career Connect is the SOM online job database.
- You are able to register yourself online.
- Use of Career Connect does not eliminate the need for other search engines and job search tools.
- The CSO does not give employers direct access to Career Connect.

Access to Career Connect:
- From the Career Services Page for Alumane
  http://www.alumnet.simmons.edu/olc/pub/SNS/professional/career_srvs.html
- Or directly
  https://www.myinterfase.com/simmons/student/

Registration/Requirements:
1. From the login page, click “Click Here to Register!” at the bottom of the screen.
2. Complete the registration screen and click “Register.” Registration is required and includes completing the 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 or 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”
5. When you have finished uploading, you will be prompted to “Submit Registration.”
6. You are finished! Your profile will be sent to the CSO for Diana’s approval.

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.

Questions? Contact Diana Cook, Coordinator, Career Services at diana.cook@simmons.edu or (617) 521-3857.