

# Career Development Centre

## MU Graduate guide to using



### Step 1

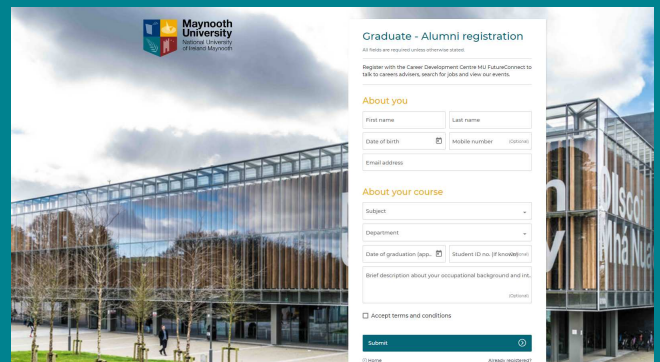
Go to [mu.ie/Careers-Connect](http://mu.ie/Careers-Connect)

- Click on Graduate/Alumni Login

### Step 2

Register on the system

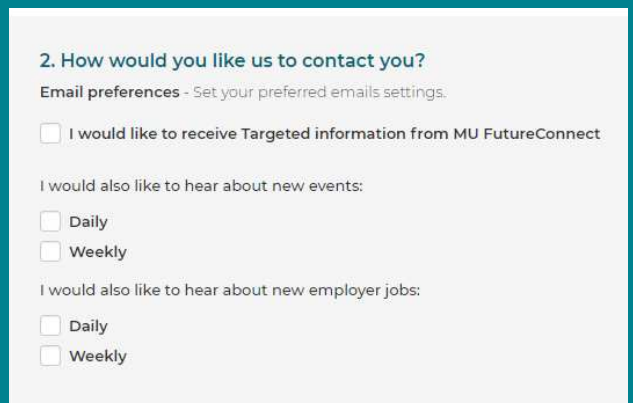
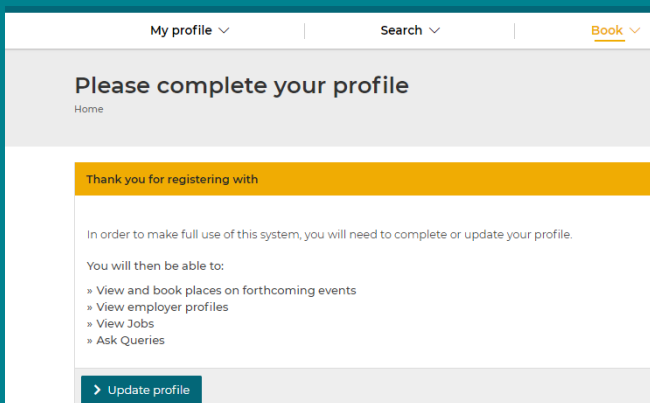
- Enter contact details & course details
- Submit form to register
- Notified when registration approved
- Set up password and login
- Submit a Query  to contact our careers advisers



### Step 3

Update your Profile in "My Profile" tab

- Indicate your contact preferences
- Select career areas of interest to you OR click "undecided in my occupational interests".



### 3. Refine what you see and receive

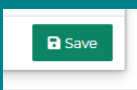
I am interested in the following job types:

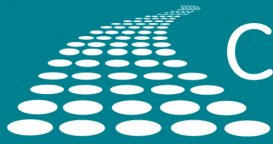
- Graduate job (2020 & recent graduates)
- Graduate programme (2020 & recent graduates)
- Graduate internship (2020 & recent graduates)
- Immediate start job
- Part-time job

I am interested in the following occupational areas: \*

Select...

- I am undecided on my occupational areas.





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## Send a question to a Careers Adviser / Request a Meeting - Using "Queries"

Use MU FutureConnect to ask questions

### To Submit a Query

Click on Query  icon

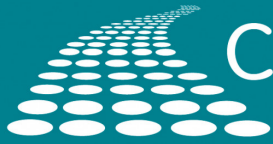
- Fill in you Query details
- Indicate "Type of query"
- Submit your query

### To arrange a Careers Meeting

Submit "Meeting Request" Query

Tell us

- When you are available
- What you would like to discuss
- Submit your query
- We will get back to you to arrange

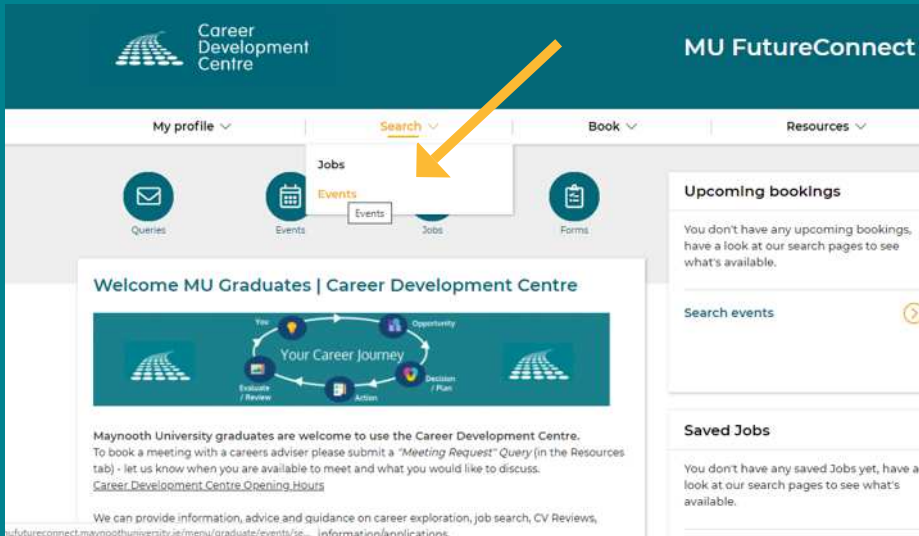


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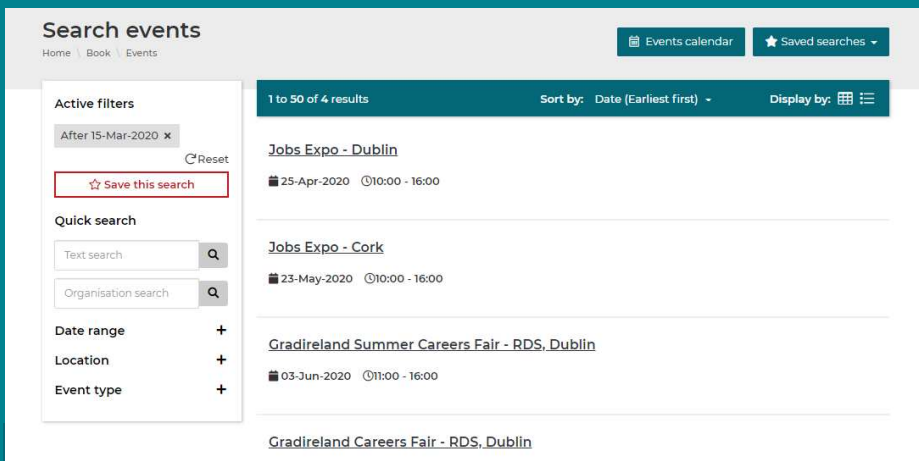
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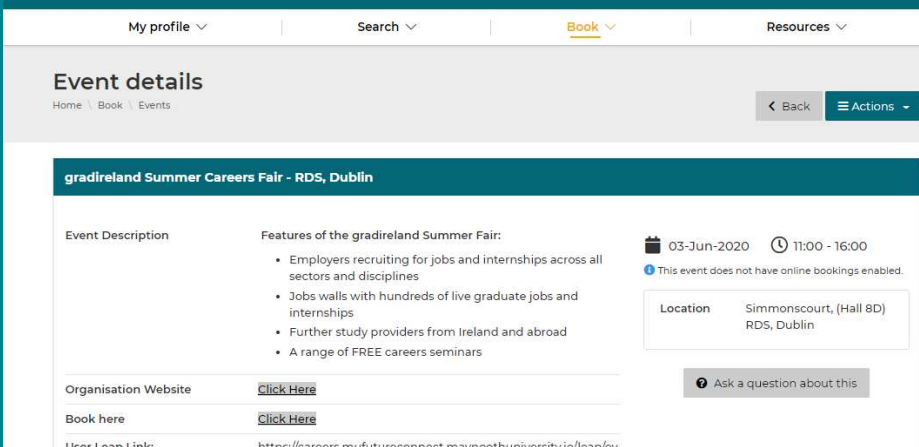
## Find and Book Events



Use MU FutureConnect to find and book Events

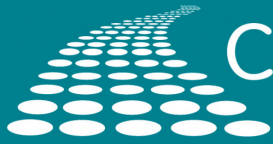


Click Search / Book Events



Explore upcoming Events

- Find event information
- Register your Interest
- Book Event



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## Search Jobs

The screenshot shows the MU FutureConnect website interface. At the top, the Career Development Centre logo and 'MU FutureConnect' are visible. A navigation bar contains a 'Search' dropdown menu, which is highlighted with an orange arrow pointing to the 'Jobs' option. Below the navigation bar, there are sections for 'Upcoming bookings' and 'Jobs'. The 'Jobs' section includes a breadcrumb trail 'Home \ Search \ Jobs', a 'Saved Jobs' button, and a 'Save Jobs' button. The main content area displays 'Career Development Centre MU FutureConnect Jobs Listings - Search recently advertised jobs below' and provides links to view current jobs and the jobs archive. A sidebar on the left shows 'Active filters' with a 'Save this search' button highlighted in a red box. The main content area shows '1 to 50 of 12 results' and a list of job listings, including '2021 Graduate Programme' by Bank of Ireland.

Click Search Jobs

Save Jobs

Apply for Jobs