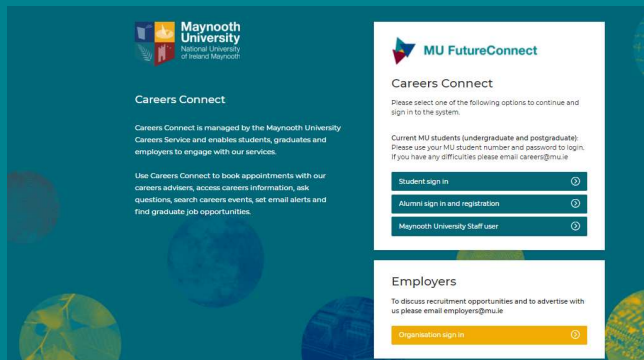


## MU Alumni guide to using Careers Connect

### Step 1

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

- Click on 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

### 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: \*

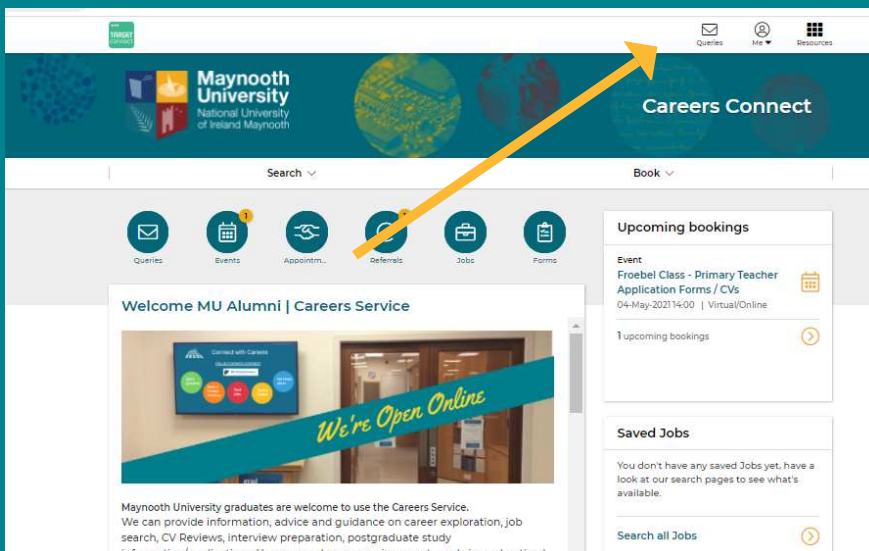
Select...

- I am undecided on my occupational areas.

Save

## MU Alumni guide to using Careers Connect

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

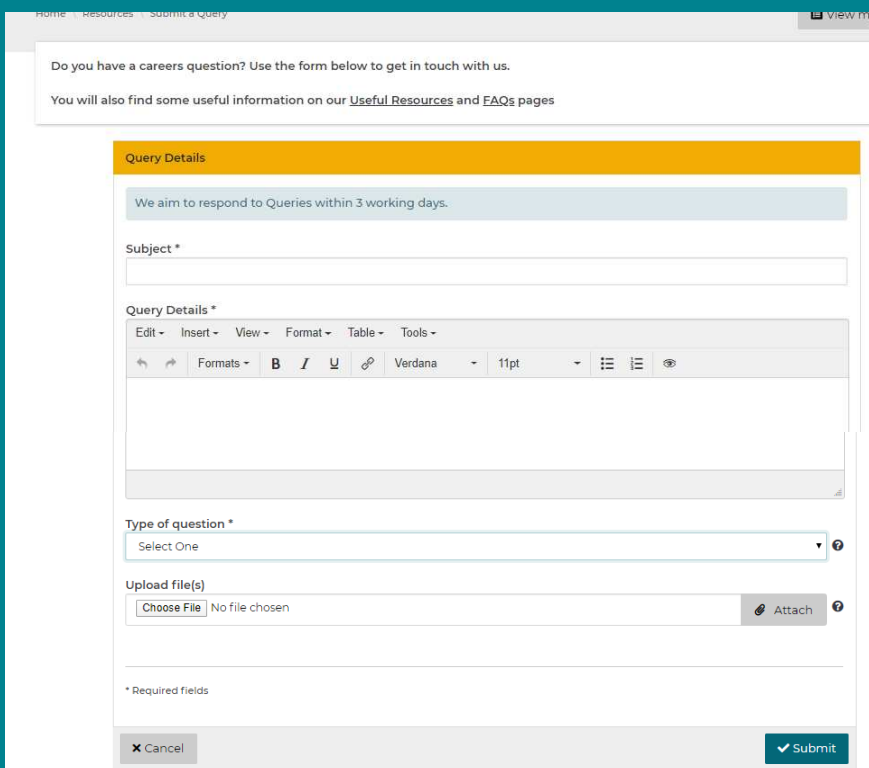


Use Careers Connect to ask questions

#### To Submit a Query

Click Queries icon

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



#### To arrange a Careers Meeting

Submit "Meeting Request" Query

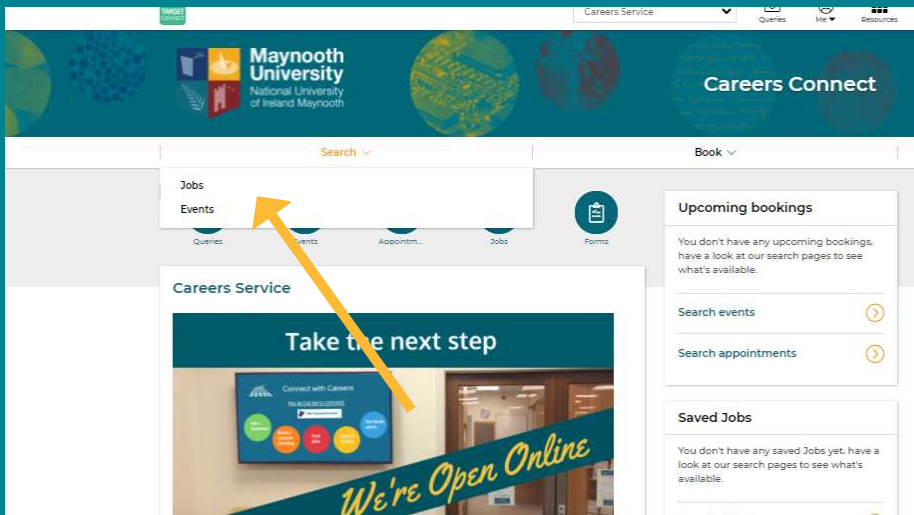
Tell us

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



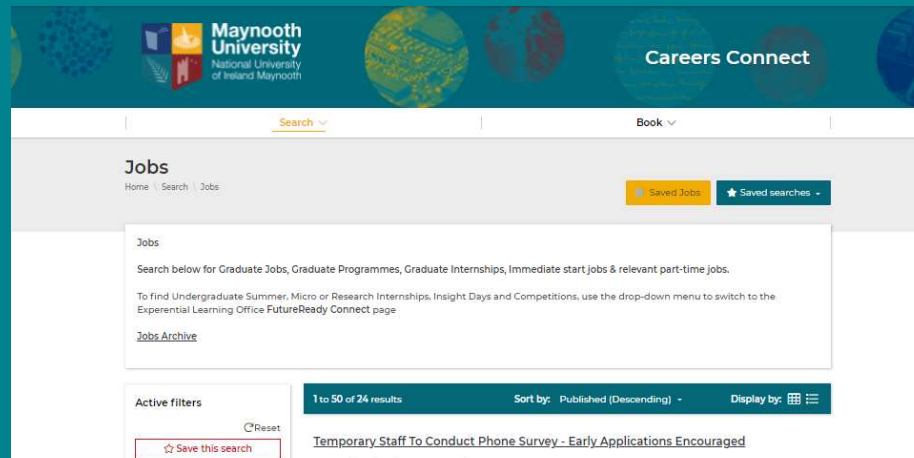
## MU Alumni guide to using Careers Connect

### Find Jobs



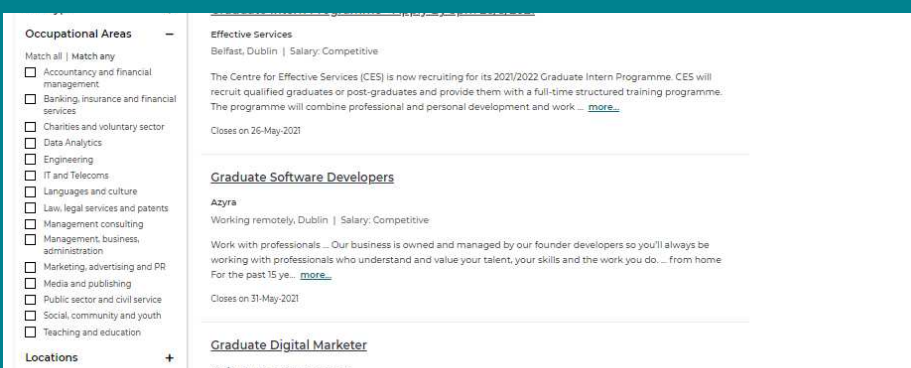
Use Careers Connect to find Jobs

Click Search Jobs



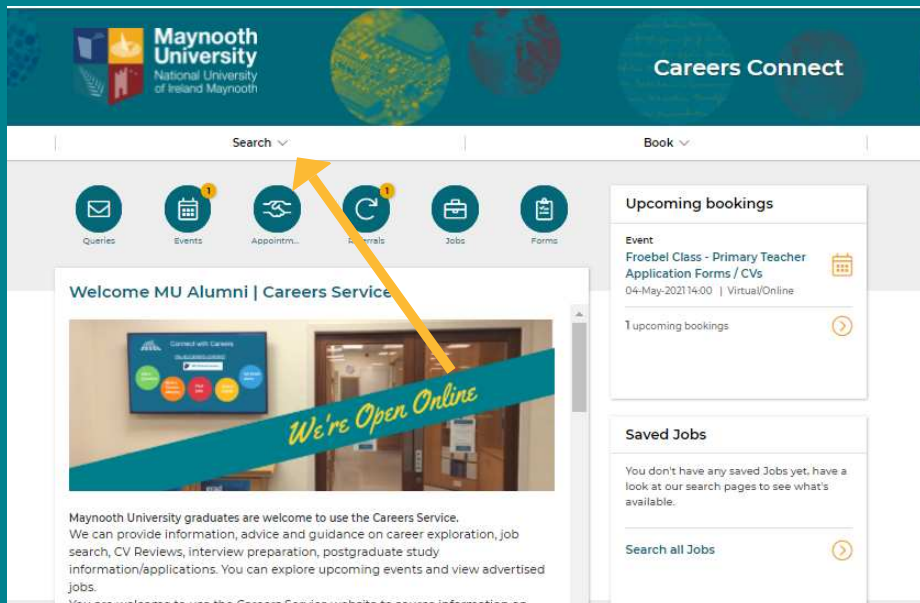
Search for

- Graduate jobs
- Graduate programmes
- Graduate Internships
- Relevant part-time roles
- immediate start roles



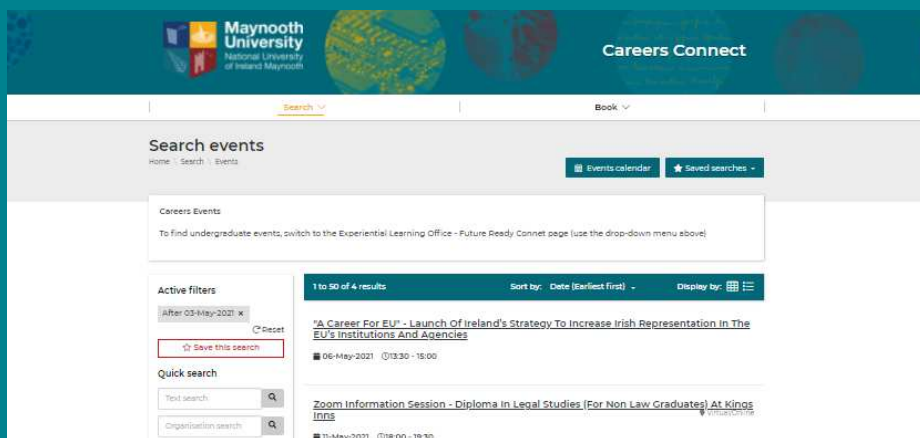
## MU Alumni guide to using Careers Connect

### Find and Book Events



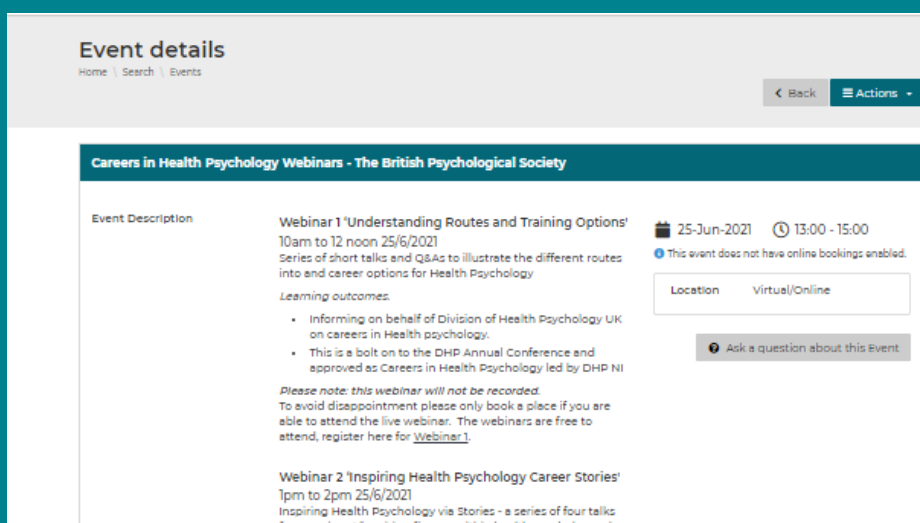
Use Careers Connect to find and book Events

Click Search / Book Events

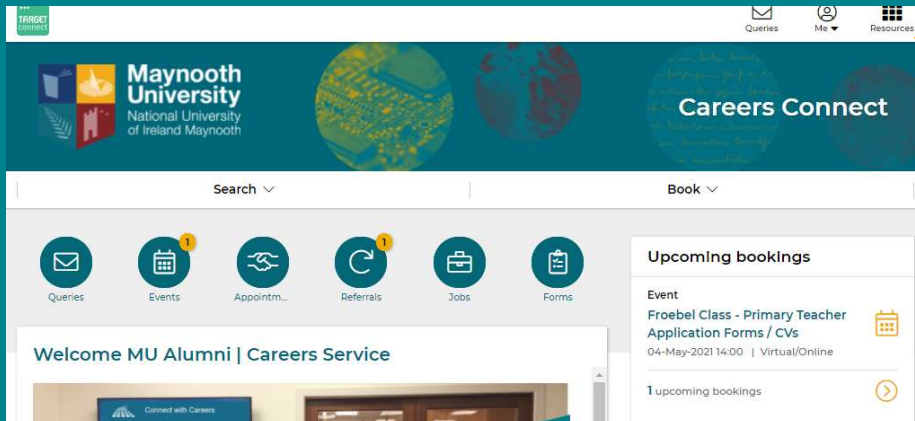


Explore upcoming Events

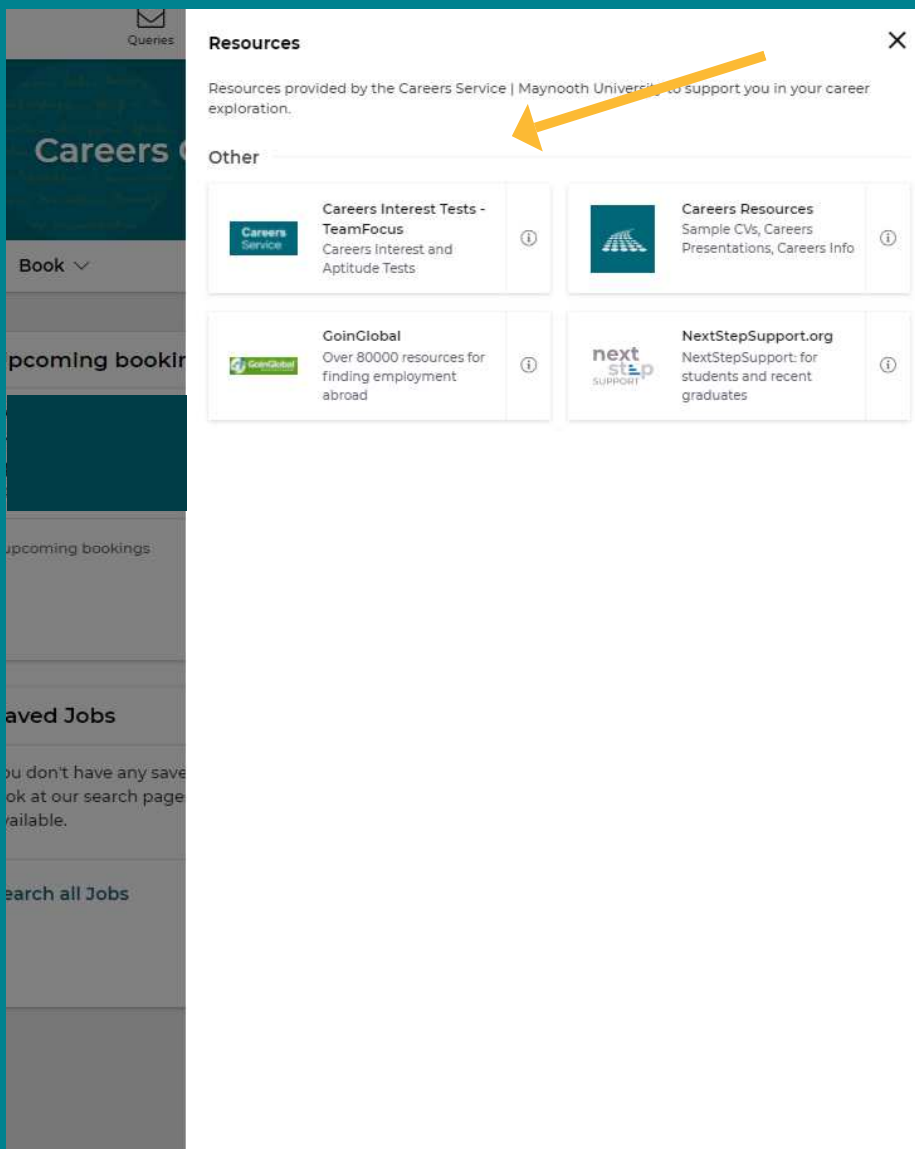
- Find event information
- Register your Interest
- Book Event
- Amend/Cancel as required



## MU Alumni guide to using **Careers Connect** Resources



Use Careers Connect to access useful careers information and resources.



- Careers Interest Tests
- Aptitude Tests
- Samples CVs
- Careers Information Handouts
- Careers Presentations