



## Welcome to Jordan Connect!

**Jordan Connect** is a web-based system that allows employers to connect with students in Fresno State's Jordan College of Agricultural Sciences and Technology. **Jordan Connect** provides the following features to:

### Students

- Search for internships, career-relevant part-time jobs and career opportunities.
- Apply to internships and jobs posted through the system by quickly submitting their resume.
- Automatically receive alerts via email and/or text when new opportunities of interests are posted to Jordan Connect.
- Register for events including career fairs, networking events, employer information sessions and workshops.
- Connect with industry mentors through the Mentor search feature.

### Employers

- Visit one centralized online location to post and manage an unlimited number of internship and career positions at NO CHARGE.
- Set parameters for their job openings.
- Receive email reminders when a student applies for jobs or internships and when a posting is about to expire.
- Conduct a student search for qualified applicants.
- Register online for recruiting events like career fairs and employer/student networking evenings.

As a faculty member you also have access to **Jordan Connect** and can search for students and employers who are registered with the system and search for internships as well as part-time and full-time jobs.

### Getting Started

You can access **Jordan Connect** directly at <https://www.myinterfase.com/csufresno-jcast/faculty/> or via the Jordan College Advising & Career Development Center website at <http://www.fresnostate.edu/jcast/student-success/>.

- Your email address is your username.
- If you don't know/remember your password, simply click "Forgot your password" and you will be emailed instructions on how to reset it.

**New Users - Registration:** If you do not have an account, please contact Mary Willis at [mwillis@csufresno.edu](mailto:mwillis@csufresno.edu) or 559.278.4207 to receive a username and password.

## Updating Your Profile

Click the **"My Profile"** menu item.

- Click on **"Edit"** to edit files within the **"Personal Information"** section.
- Edit desired fields and click **"Save"** to save your changes.

## Searching for Students

Students are able to control if employers can access their profiles. If a student has granted employer access to their information you will be able to see their contact information, academic background, skills and any additional information they wish to share. If a student has uploaded a resume, you will be able to view it as well.

To search for students, hover over the **"Student Search"** menu item and click **"Search"**.

- Choose your criteria and click on **"SEARCH"**.
- To view all available students, just click on **"SEARCH"**.
- Click on the Last Name of an individual to view their profile and resume.

## Searching for Employers

- Place your cursor over **"Employer Search"** and select **"Advanced Search"**.
- Enter specific criteria or click Search to view all employers.
- Click on the organization's name to view individual employers.

## Searching for Internships, Part-Time Jobs and Career Opportunities

- Place your cursor over **"Internship & Job Search"** and select **"Internship & Job Search"**.
- Enter specific criteria or click **"Search"** to view all internships, full-time and part-time jobs.
- Click on the **"Job ID"** to view position specifics and how applicants are to apply.

## Searching for Career Events and Workshops

- Click on **"Career Events & Workshops"**.
- Enter specific criteria or click **"Search"** to view all career events.
- Click on the Career Event Name to view event specifics.

If you have any questions regarding **Jordan Connect** or how the Jordan College Advising & Career Development Center can be of assistance to you or your students, please contact Mary Willis, Coordinator of Internships and Professional Experiences, at [mwillis@csufresno.edu](mailto:mwillis@csufresno.edu) or 559.278.4207.