



Welcome to Jordan Connect!


As part of the Jordan College's Advising & Career Development Center, **Jordan Connect** is designed to connect students, alumni and employers for internships, career opportunities and networking. As a Jordan College Student or Alumni you can:

- Search for internships, career-relevant part-time jobs and career opportunities.
- Apply to internships and jobs posted through the system by quickly submitting your resume.
- Register for events including career fairs, networking events, employer information sessions and workshops.

Getting Started

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

New Users - Registration: If you are not a current user, click on "**Click here to Register!**" and follow the directions on that page.

- Complete all four profile sections: 1) Personal Information, 2) Demographic Information, 3) Skills, and 4) Additional Information.
- Required fields are marked with an asterisk (*). In accordance with user preferences, employers may search the system for potential applicants. We recommend that you complete as many fields as possible!
- Hover your cursor over fields that display the  symbol for details about the requested data.
- When you complete the form, click "**Register**" at the bottom of the page.
- On the next page click the "**Submit Profile**" button to activate your account.

NOTE: Once you have submitted your profile, your account will be in pending status. An administrator will review your profile. If your registration is approved, you will receive an email notification. If you do not receive your email notification within 48 hours, please contact our office at 559.278.4207.

Existing Users :

- Enter your Username and Password.
- Click on "**Login**".

Updating Your Profile

- Place your cursor over "**My Account**" and select "**My Profile**".
- You will see sections containing Personal Information, Demographic Information, Skills, and Additional Information. To change or update any of this information select Edit, make changes, then click "**Save**".

Uploading Your Documents

You can upload multiple versions of your resume. However, you must choose ONE resume as your default document that internship providers and employers can view when they access **Jordan Connect**.

The first resume you upload will be reviewed by Jordan College Advising & Career Development Center staff. You will be informed via email if your resume has been approved. If it needs revision you will receive an email inviting you to work with the Advising & Career Development Center staff to fine tune your resume.

You can also upload cover letters, references, letters of recommendation and unofficial transcripts.

To upload your documents:

- Place your cursor over "**My Account**" and select "**My Documents**".
- Select the type of document you wish to upload and then click "**Add**".
- Click the "**Browse**" button to find your document.
- Select the correct document and name it.
- Click the "**Upload**" button.

Searching for Internships and Job Opportunities

- Place your cursor over "**Internship and Job Search**" on the gray menu bar at the top of your screen and select the desired opportunity type. Full search results will display.
- If choosing "**Advanced Search**", select only one or two criteria to narrow down your results.
- Click "**Save Search**" if you would like to embed your search criteria for future research. Your Saved Search will appear on the left-hand side of your homepage.
- Click "**Email me New Jobs**" for the Search if you wish to receive emails about new opportunities that match your search criteria. You can also receive text messages with new opportunity alerts by enabling this feature in the Personal Information section of your profile page (enter data in cell phone and cell carrier fields). These can be viewed by going to "**My Account > My Activity**" and clicking the tab "**Job Agents**".

Viewing Internship and Job Search Results

- Click the blue **“Opportunity ID/Title”** to view specific information related to the opportunity and how to apply.
- You can organize your top search results by adding them to your Favorites. Click the blue box **“Add to Favorites”** at the top of the screen. An organized list of your favorites can be accessed on the left hand bar of any **Jordan Connect** page you are viewing.
- You can find additional internship and career opportunities by clicking the **“Internships.com”** and the **“Indeed Jobs”** tabs at the top of the search results.

Searching via the Employer Directory

- Click the **“Employer Directory”** menu on the gray menu bar. Follow the prompt on the top of the screen under Employer Search. You may want to reduce your yield of results by clicking **“Advanced Search”**. Choose one or two criteria to start, then add others as necessary to narrow your results.
- View a profile by clicking the blue name of the employer/organization.
- If a positive number appears in the section called **“Jobs”**, click the number to open the opportunity profile(s) for active listings. If the number is zero - you can still pursue other opportunities by visiting the organization/employer web site.
- If a positive number appears in the section called **“Events”**, click the number to view the upcoming on-campus events the employer will be attending.

Finding and Registering for a Career Event

Hover over the **“Career Events”** menu and then select **“Search”**.

- You will see a list of all current Career Events. These include career fairs, employer/student networking events, company information sessions and workshops. If you would like to receive emails and/or text alerts when new events become available, you can create an Event Agent by clicking the **“Email me New Events for this Search”** link.
- To view details, employer’s registered and/or RSVP, click on the Career Event’s name.
- If employers are accepting resumes prior to the event, you can click the names of the companies that are of interest and then click the **“Drop Resume”** button to submit your resume.

Searching for Mentors

- Click on the **“Mentors”** menu.
- Fill in the search criteria to narrow down your search OR just click the **“Search”** button (without entering any search criteria) to view all mentors that are currently allowing students to contact them.
- To contact a mentor, click on their name, and then click the **“Contact Mentor”** button at the top of their profile. If they are allowing you to see their contact info, you will now see that information. If they are only allowing anonymous contact, then an email form will appear for you to send through the system.

NOTE: You are allowed to contact 10 mentors per month. Also, each mentor decides how many students can contact them per month, so it is best to make your contacts in the beginning of the month.

Scheduling an Appointment

You can schedule a one-on-one appointment with Mary Willis, Coordinator of Internships and Professional Experiences, through **Jordan Connect**. To schedule an appointment during the academic year:

- Click **"I Want to Make an Appointment"** on the left menu.
- Enter your reason for your visit.
- Select the day and time of your appointment from the list of available times.
- You will receive an email confirming your appointment.

Viewing Your Activity

- Put your cursor over **"My Account"** and select **"My Activity"** or click **"My Activity"** on the left menu.
- There are 5 types of activity that you can view:
 - ✓ Referrals - These are resume referrals that you've submitted to an employer's job, that our office has submitted on your behalf, or an employer has downloaded your resume.
 - ✓ Placements - These are current job placements and details of those.
 - ✓ RSVPs - These are the Career Events that you are currently RSVP'd for.
 - ✓ Job Agents
 - ✓ Event Agents

Using the Resource Library

Your **Jordan Connect** homepage offers this section as a convenient way to access additional resources and Jordan College Advising & Career Development Center office forms. The Resource Library is visible as a link on the left-side bar of any **Jordan Connect** web page you are viewing and contains a growing collection of downloadable documents and external web links related to Internship and Career Search. Click the '+' sign to the left of each folder to expand the contents. Wait for the folders to open, then click any item that you wish to open.

Using the Mobile Site

- Go to <https://www.myinterfase.com/csfresno-jcast/student> on your smartphone.
- Click the **"Share"** icon in your mobile browser.
- Choose the **"Add to Home Screen"** option - this will create a shortcut to access this site on your smartphone home screen.
- Give this shortcut a name and click **"Add"**.

Getting Additional Assistance

If you have any questions regarding Jordan Connect or your internship or job search, please contact Mary Willis, Coordinator of Internships and Professional Experiences, at mwillis@csufresno.edu or by calling 559.278.4207. She's happy to help!