

McCormickConnect FAQs

➤ How do I get started?

Navigate to our webpage at <http://www.mccormick.northwestern.edu/career-development/> and click Learn More on the blue McCormickConnect box on the right side of the screen.

Scroll down to the instructions for first-time users. Click the login link, enter your NETid and password, and create your profile. If you want employers to be able to access your resume, be sure to select “yes” under the option to make your resume visible to employers.

➤ How do I make an appointment?

On the left side of your Connect homepage, under “I want to...,” you will see the Make Appointment option. Click this button.



Next, select the type of appointment you want and, if necessary, include a message in the Reason for Visit box. Select your desired date range and hit Search.

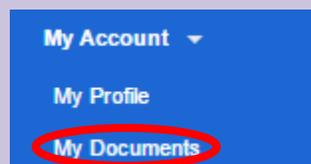
You should select an appointment with the advisor assigned to your major. You can identify your advisor by viewing the list included on the appointment screen. Once you click on an appointment time, the appointment will be booked.

If you need to cancel your appointment, go to your homepage and find the appointment under Upcoming Events. Click View Activity under the appointment, and then select Cancel under Actions.

If there are no appointments available, check the Career Events calendar to see when the next Walk-in Advising hours are taking place. Appointments are limited to 15-minutes during walk-ins and are first-come, first-served.

➤ How do I upload a revised resume or cover letter?

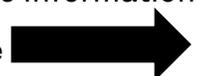
Click the My Account menu at the top and then select My Documents.



If you are uploading a new document, select Add next to the document type you want to upload. If you are replacing an old document, select Update next to that document.

➤ Why is my resume listed as pending/needs revision?

When you upload a resume, your advisor needs to review it before it is active in the system. If your resume is listed as “pending,” please wait at least 2 business days for your advisor to review and make comments on your resume. If your resume is listed as “needs revision,” it means your advisor would like you to edit your resume before they can make it active. If you see this status, contact your advisor for more information and next steps.



➤ How do I search for jobs relevant to my skills and interests?

Click on Jobs & Interview Schedules on the top bar of your homepage.

[Jobs & Interview Schedules](#) ▾

Next, click on Advanced Search. Using this option, you can sort available jobs by Organization Name, Industry, Location, Major, Post Date, Keyword, and more.

➤ How can I be alerted when new jobs matching my skills and interests are posted?

After you follow the steps listed above, you can be alerted anytime a job matching your advanced search criteria is posted. Simply enter your advanced search, select search, and then select Email me new Jobs. If you want to simply save a search for later use, select Save Search and it will be stored under the Saved Searches option on the left side of your homepage.

[Save Search](#) | [Email me new Jobs](#)

If you want to receive text alerts for your searches, go to your profile page, select Edit under Personal Information, and select Yes under the option to allow text messages from McCormickConnect and Yes under the option to allow text messages for job reminders.

➤ What should I do if I receive a job or internship offer?

Under “I want to…” on your homepage, select Report a Co-op/Intern Hire. Select the starting quarter for your job.

If you found your job in McCormickConnect, select the job from the My Jobs tab. If you interviewed on campus for your job, select the job from the My Interviews tab.

If your job does not appear in either list, click the link to enter position information.

Fill out the form completely and upload your offer letter. After you have completed this step, make an appointment with your advisor to complete the registration process.

➤ How do I find out about upcoming Career Events?

Select Career Events on the top bar of your homepage. Upcoming events will be listed in order by date. If you are looking for a specific event, you can search by Career Event Name under Advanced Search.

To register for an event, click the event name and then select Register for Event at the top.

➤ How do I sign up for an interview? How do I decline an interview?

Employers usually pre-select candidates for interviews by searching through their profiles and resumes on *Connect*, which is why it is important for you to keep an updated profile and resume. If you are chosen for an interview, you will be emailed directly with instructions to select a time. If you wish to decline the offer, find the interview under the Task List on your homepage, click the schedule ID, and then click decline interview.

Some interviews have open registration, which means that any student can sign up as long as they meet the candidate criteria. Open registration interviews can be found by clicking Jobs & Interview Schedules on the top bar of the homepage.

➤ What if I have a question that is not listed here?

Call us at 847-491-3366 or email ecd@northwestern.edu for more assistance!