




STUDENT QUICK START GUIDE

CAREER SERVICES

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HPU CONNECT



STUDENTS/ALUMNI	EMPLOYERS
<p>HPU CONNECT is your on-line connection to employers, jobs and internships. Search Jobs and Internships Upload your resume and have it reviewed Find & register for Career Events & Workshops</p> <p style="text-align: center;">STUDENT/ALUMNI LOG-IN</p> <p style="text-align: center;">REQUEST AN ACCOUNT</p>	<p>HPU CONNECT is your on-line connection to HPU students and alumni seeking jobs and internships. Post Jobs and Internships Collect applications & resumes Connect with HPU students & alumni directly</p> <p style="text-align: center;">EMPLOYER LOG-IN & REGISTRATION</p>

RETURNING USERS:

1. Go to www.hpu.edu/hpuconnect and click "Student/Alumni Log-In"
2. Enter your Username and Password
3. Forgot your password? Click on "Forgot Password"

NEW USERS:

1. Go to www.hpu.edu/hpuconnect and click "Request An Account"
2. Enter your Full name, Student ID and HPU E-mail Address (____@my.hpu.edu)
3. Your username and password will be e-mailed to you within 2 business days.
4. **You must complete your Personal & Academic Profile to gain full access to HPU Connect.**
5. Be sure to change your password to one that you will remember.

NAVIGATING THROUGH HPU CONNECT

PROFILE:

Complete your Personal & Academic Profile (not viewable by employers).
Your profile must be complete to gain full access to HPU Connect.
You can also change your password here.

EVENTS:

RSVP for Employer Information Sessions and Workshops.
A reminder e-mail will be sent to you one day prior to the event.

EMPLOYERS:

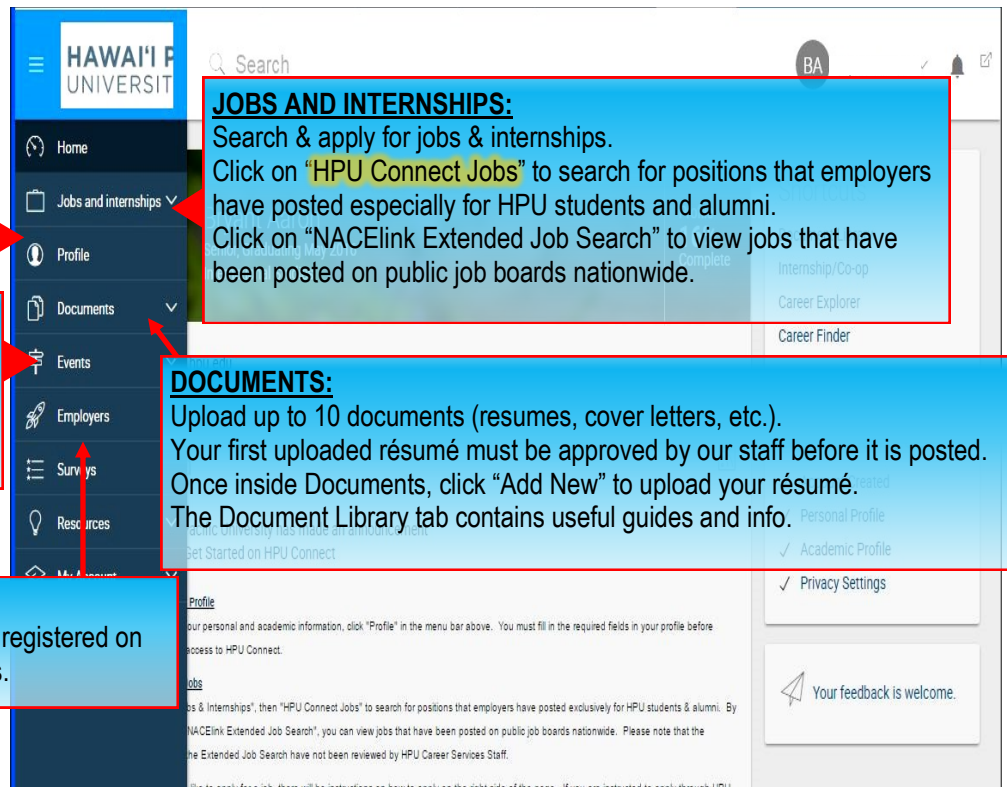
Learn more about employers that are registered on HPU Connect by viewing their profiles.

JOBS AND INTERNSHIPS:

Search & apply for jobs & internships.
Click on "HPU Connect Jobs" to search for positions that employers have posted especially for HPU students and alumni.
Click on "NACElink Extended Job Search" to view jobs that have been posted on public job boards nationwide.

DOCUMENTS:

Upload up to 10 documents (resumes, cover letters, etc.).
Your first uploaded résumé must be approved by our staff before it is posted.
Once inside Documents, click "Add New" to upload your résumé.
The Document Library tab contains useful guides and info.



FREQUENTLY ASKED QUESTIONS

Is my login for HPU Connect the same as my HPU Pipeline?

No, HPU Connect is a separate website and you must request an account, which can be done by visiting www.hpu.edu/hpuconnect

What is the difference between a Federal Work Study position and an On-Campus Student Worker position?

A Federal Work Study position can be on or off-campus and is offered to students who have been accepted into the Federal Work Study program ONLY. To be accepted into the Federal Work Study program, domestic students can apply through the HPU Financial Aid Office prior to the start of the semester. An On-Campus Student Worker position is open to any full or part-time student (Domestic or International) seeking employment on campus.

Will I automatically receive credits for an internship once I am offered the position?

NO. You must complete the Internship and Co-op packet (which can be found at www.hpu.edu/internships or by visiting the Career Services Center) and schedule an appointment to meet with a Career Service Advisor. Any hours worked prior to registering your internship with your Career Services Advisor will NOT be counted.

International Students must also obtain Employment Authorization from the Office of International Students and Scholars (OISS) prior to registering.

If I am an international student where can I work?

Students on an F-1 visa can work on campus. If you would like to work off campus, you must do so in the form of an internship or cooperative education experience. Please meet with an International Student Advisor in OISS for more information.

It is illegal for International Students to work off campus without proper CPT Authorization. Please see the OISS for more information.

How do I apply to an open job position?

Follow the instructions on the right hand side of the posting under "How to Apply." Some positions may require you to submit your résumé through the HPU Connect system. Make sure that your résumé is approved prior to applying to these positions.

What can I do if can't find any jobs on HPU Connect that apply to me?

Check HPU Connect frequently as the job listings are updated on a daily basis. If you are still unable to find any jobs, you can schedule a time to meet with a Career Services Advisor to discuss other options and resources to help aid your job search.