Student Guide for Using RRCC Career Connect

Access the following website: https://myinterfase.com/rrcc/student

RRCC Career Connect is the new job and internship posting system for Red Rocks Community College. Using RRCC Career Connect, you can:

- Search for **off-campus** part-time and full-time jobs and internship opportunities.
- Search for employers in your career or academic major field.
- View the Career and Transfer Center "Events Calendar" for upcoming workshops, career and transfer fairs.
- Receive updates on Career and Transfer Center events, employer visits to campus, and job opportunities.
- Safely store and manage your resumes, cover letters, portfolio items, and letters of recommendation.
- Use the "Resource Library" to access sample resumes, cover letters and more!

How to Log Into RRCC Career Connect:

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

NOTE: Once you have registered your account will be in **Pending Status**.
An administrator will review your account. When your registration is approved, you will receive an email notification. If you do not receive your email notification within 3 business days, please contact our office at careerconnect@rrcc.edu. If you indicate that you are interested in applying for internships, you will be contacted by the internship office to set up an internship info session.

2. Existing Users:

- Enter your Username (RRCC Email Address) and Password. If you can't remember your RRCC email address, you can find it by logging into The Rock and clicking on Student Email.
- Click on [Login].

How to Complete/Update your Profile:

How do I update my profile?

- Log into RRCC Career Connect.
- Go to the **[**My Account] menu then select [My Profile].
- Go to the [Edit Profile] tab to open your profile to add or correct any missing information.
- When finished, click on the [Save] button.

Complete your profile as soon as possible to access all the resources.

- You will see other sections containing Personal Information, Demographic Information, Skills, and Additional Information.
- Each section will have an [Edit] link. Click on this link or on the tabs at the top of your profile to edit each field within the section.
- Carefully go through each section and complete all of the fields making sure to click on the [Save] button. Required fields are marked with an asterisk (*).

NOTE: The more completely you fill out your profile, the better the Career and Transfer Center will be able to keep you updated on jobs, events, and employers in your academic major or in your career interests.

How do I upload my resume, cover letter, portfolio items, or letters of recommendation?
- Go to the [My Account] menu and click on [My Documents].
- Click on [Add].
- Click the [Browse] button to find your document on your hard drive or a flash drive.
- Select the correct document and name it.
- Click the [Save] button.

> NOTE: When uploading more than one document, make sure your most generic resume is your default. If you have selected to allow employer viewing, your default resume is the one that employers will see when they view your profile.

Searching for Jobs and Internships

How do I search for jobs and internships?
- Go to the [Job Search] menu and click on [Job Search].
- Fill in the search criteria to narrow down your job search OR just click the [Search] button without entering any search criteria to view all current jobs.
- Click on the Position Title to see the specifics of the position and how to apply.

Saving Jobs
- To save the search criteria click on [Save Search] after you have conducted your search
- Give your search a specific name, such as "part-time jobs" or "accounting Internship".
- To access your saved search, click on [I want to...] on the left hand side and select the saved search.
- You can save jobs to your favorites by clicking on the [Add to Favorites] button in the job profile.
- Click on [My Favorites] on the left navigation bar to see your favorite jobs.

A yellow star will be displayed next to jobs you have saved, and a green star will appear next to jobs that you have saved and to which have submitted your resume.

Can I have RRCC Career Connect send me job/internship postings automatically?

You can save time by having RRCC Career Connect send you automatic email updates when new jobs or internships are posted by setting up a Job Agent.
- Click on [Email me New Jobs for this Search] after you have conducted your search.
- In the pop-up box, give your Job Agent a specific name, such as "on-campus jobs" or "Graphic Design Internships".
- Click [Save].
- Your Job Agent is now complete, and you will receive periodic emails from your Job Agent to your RRCC email.
- To delete a Job Agent, go to the [My Account] menu and click on [My Activity]. Click the [Job Agent] tab and click on [Remove].

Applying for Jobs and Internships:

How to apply to Jobs and Internships:
- When looking at a position you want to apply to, click on the [Submit Resume] button at the top of the page.
- Select the resume that you would like to send to the employer.
- Include a short professional message to the employer.
- Click [Save] to send your resume and message to the employer.

How to See what Jobs/Internships you have Applied to:
- Click on [View My Activity] on the left hand side.
- Any positions you have applied to will say "Student Self-Referral" under Referral Type.

How to search for Employers who are currently recruiting, or have recruited in the past, at RRCC:

- Click on [Employer Directory] and fill in the search criteria to narrow your search or simply click the [Search] button without entering criteria to view all current Employers.
- To view details, contact information, and any current jobs click on the Employer's name

How to view and register for events offered by the Career and Transfer Center:

- Click on [Calendar] on the left hand side and select any range of dates using the Day/Week/Month buttons and arrows at the top of the Calendar.
- To view details on an event, double-click on it or click [View Event] in the Events Details section.
  OR
- Click on the [RRCC Career Events] menu.
- You will see a list of all current Career Events (Career Fairs, Career Workshops, Transfer Fairs, etc.)
- To view details, such as registered employers, click on the Career Event's name.
- To register for an event, click on the [Register for Event] button.

If you need additional help using RRCC Career Connect, please contact our office at careerconnect@rrcc.edu.