STUDENT/ALUMNI GUIDE
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Welcome to LIU Career Connect
career.liu.edu

Choose Student/Alumni to login to LIU Career Connect
LIU Career Connect Sign in

**Current LIU Student:**

Your user name is your my.liu.edu email address.

Your password is the same as your MyLIU password.

**Alumni:**

If you are an alumni looking for the system you must register for LIU Career Connect using your alumni.liu.edu email address.
LIU Career Connect Homepage

LIU Career Connect allows students to have access to their account, job postings, view a calendar of events, building and uploading a resume, read announcements, RSVP for events, set up a mock interview and so much more.
Students must update their Personal and Academic information to ensure everything is correct.
LIU Career Connect Job Search

As an LIU Career Connect user you may click the Jobs main menu to view the list of part-time and full-time jobs, internships, on campus employment positions and volunteer opportunities.
Searching for Jobs

The job title, employer, location, position type, and deadline all display on the main list.

Suggestion: Sort jobs by date posted to see the most recent postings. Students have the ability to choose the sorting option by clicking the Sort By drop down. Jobs may be sorted by:
- Position Type
- Job Title
- Employer
- Date Posted
- Deadline

By default only 20 job posting will display on each page, but students have the ability to change this number by clicking the Show dropdown to view in increments of 10, 20, 50, 100, or 250.
Job Search Features

Clicking on the binocular icon will populate a quick view of the position.

Clicking the star icon will mark the job as favorite. This is a good way to remember jobs of interest but not yet ready to apply.

Jobs under the My Favorites tab will only be available during the application period.
Job Search Features

The keyword search will find jobs using elastic searching, suggesting matches to make the content easily searchable. The keyword searches the following areas:
Employer Name: Jobs at (employer name)
Location: Jobs near (location)
Job title
Job description
Job type
Majors
Class level
Degree level

Click the Advanced Search link on the top right to enter job criteria. There is a link for More Filters at the bottom of the criteria search box to view more search fields.

To save a search, click the Saved Searches link on the top right and give the search a title, how often to schedule search agents if so, and if the list should only contain new results.
Applying for Jobs

Students have the ability to apply to a position through LIU Career Connect. Students will need to upload a resume and cover letter to the Documents Library to send to an employer via LIU Career Connect.

Some postings will not enable this feature and will leave a detailed description on how to apply for the position instead of seeing the Apply button.

Files from the Document Library (such as resume, cover letter, writing sample, etc.) may appear within the job positions in the Related Resources section.
Uploading a document

Students can upload documents by going to the Documents tab and clicking the Add New button.

Give the document a name and select the appropriate type. Choose the file, type a message for review and submit.

All documents will need to be approved before a student can apply for a position.

Resume Builder

For students who do not have a resume created, they can use the Resume Builder feature by creating a resume or cover letter.

Select a template to assist with creating a resume.
RSVP for Events
Students can RSVP for events, career fairs and workshops to secure your spot at upcoming events.

Resources
Students have access to Document Library (LIU Resources), Career Explorer, Career Finder, Resume Builder, Mock Interviews and Career Advice.
Use the calendar to view upcoming events, workshops, and career fairs at LIU.