



SoConnect Student Guide

Welcome!

SoConnect is the School of Communication's career management system. This database allows you to: search for and apply to SoC specific internships, full-time jobs, and freelance jobs, register your internship experience for credit, request and view career advising appointments with EPICS staff, upload multiple resumes, cover letters, clips, and other documents, set automatic notifications to announce when new postings hit the database, save settings for job searches to be used again at the click of a button, view career resources in the document library, and RSVP to events and workshops.

SoConnect is available to School of Communication students enrolled in the following programs: all Undergraduate majors/minors, MFA in Writing for the Screen and Stage, MFA in Documentary Media, MS in Communication, MS in Health Communications, and MS in Leadership for Creative Enterprises.

Registering/ Logging in

Step 1: Go to the student login page: <http://soconnect.soc.northwestern.edu>

Step 2: If you are a current student in one of the above programs, log in with your net ID or password.

Home

After you have logged in, you will be on the Home page. Here you will find 5 useful tools:

Announcements — Here you'll find important announcements, including those about events, auditions, contests, awards, and other information specially geared for SoC students.

Resource Library — You will find this Student Guide and other valuable career resources from the EPICS office.

Quick Links —

Register Your Internship for Credit — Click this link to register for the SoC internship program.

Report a Job or Non-Credit Internship — Click this link to let us know you were hired.

Saved Searches—Once they have been created, you will find any job searches that you have saved, including Job Agents (which will email you new job postings).

My Task List— This list will show all of your pending tasks, including surveys and other items that require your action.

Calendar — You will see all upcoming EPICS events.

My Account

Under the My Account menu, there are 4 choices:

My Profile — Here you can update your personal information within your profile. Note: some information is auto-populated from the Registrar.

My Documents — Here you can upload **Microsoft Word, PDF, or RTF** documents into the following categories: Resumes, Cover Letters, Unofficial Transcripts, Letters of Recommendation, Writing Samples, and Other Documents. When you apply to internships or jobs, you will be able to select one document from each of these categories.

My Connections — You can use this section to integrate your LinkedIn and Facebook accounts into your SoConnect account. By doing this, you'll see your connections to a company when viewing jobs and internships or when viewing the employer directly.

My Activity — There are 7 main types of activity that you can view:

Referrals — These are resumes that you've submitted to a job/internship via SoConnect

Job or Non-Credit Internship - Report a job/internship/freelance position you've held

Schedules - All schedule information including interviews you've scheduled through SoConnect **Event**

Registrations- An event rsvp is recorded if you submitted an RSVP via SoConnect

Survey Responses — View responses to all surveys you've completed

Job Agent - Job agents you have created

SoC Internship Program - Application(s) submitted to the SoC Internship Program to receive credit for your internship


Employer Directory

Click the Employer Directory menu to search through our list of employers. You will see employers even if they do not have jobs or interview schedules posted currently.

Search for Internships/ Jobs

Choose the Internship/Job Search menu to begin your search.

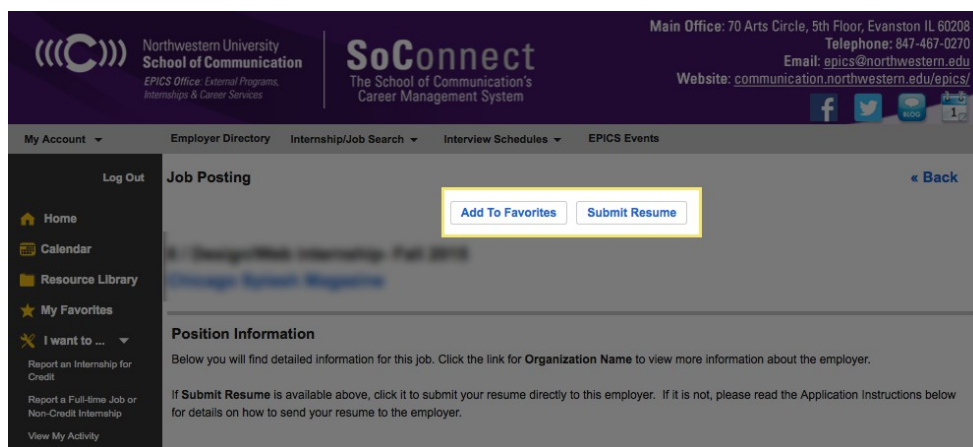
The **Jobs** tab contains all positions posted in SoConnect. Search with any criteria (OR enter no criteria to view all jobs).

 On the Search Results page, if you click the [Job Agent] link, you can create a Job Agent which will email you new jobs every night!

Click on the Job ID to read details about each job posting and how to apply. Note: you can also view jobs posted on Internships.com and Indeed.com via the internship/job search (these are third party websites and have not been vetted by the EPICS Office)

Apply for Positions

Instructions for how to apply will be listed in each posting. If the employer is allowing you to submit your resume through SoConnect, there will be a SUBMIT RESUME button at the top of the job posting. If not, then read the How to Apply section to learn how to submit your application.



Not Qualified? You will see a message and the reasons why you are not qualified to apply for that job posting. This may be because you have not updated your profile lately (i.e. your Degree or Work Authorization).

My Favorites

This allows you to save jobs that you are interested in. You can refer back to this list of jobs when you are ready to submit your resume. You can save jobs 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 have submitted your resume to.

Career Coaching


To schedule a career coaching appointment with an EPICS staff member, click **Make Appointment** on the left menu bar under **I want to...**

Select the type of appointment you are seeking, click search, and then select one of the available times. You will then receive a confirmation email from the EPICS office.

To view or cancel appointments, go to the **My Account** tab, then **My Activity**, and select the **Appointments** tab. Click the cancel under action to cancel that appointment. If your appointment is within 24 hours, please email your career coach to cancel the appointment.

EPICS Events

Choose the EPICS Events menu to view all upcoming events and workshops. You should RSVP if you plan to attend an event.

 On the Search Results page, if you click the **email me New Events** link, you can create an Event Agent which will email you new events!

Got an Internship, Job, or Freelance Position? Let us know!

How do I report a hire (Placement)?

STEP ONE: To report a hire, click on the “**Report a Job/Non-Credit Internship**” link located next to the calendar on your Home page. This will step you through the process.

The screenshot shows the SoConnect web application interface. The top navigation bar includes 'My Account', 'Employer Directory', 'Internship/Job Search', 'Interview Schedules', and 'EPICS Events'. The left sidebar contains a 'Log Out' button and a 'Home' section with a 'Report a Full-time/Freelance Hire' link. The main content area displays a 'Welcome, Mandi College' message and an 'Announcements' section with the text 'No current announcements found.' The right sidebar shows an 'Account Summary' with profile and contact information.

Click “Report a Job/Non-Credit Internship” to begin

STEP TWO: Search for your position. Then, click “**Select Job**” next to it.

The screenshot shows the 'What Position Was Filled?' page in the SoConnect system. It includes a '« Back' link and instructions for reporting placement information. Below the instructions is a 'My Jobs' tab and a table of job listings. The table has columns for Action, Job ID, Job Title, Organization Name, Position Type, Job Duration, Job Location (City, State), Post, and Expiration. A red box highlights the 'Select Job' link in the 'Action' column of the first row.

Action	Job ID	Job Title	Organization Name	Position Type	Job Duration	Job Location (City, State)	Post	Expiration
Select Job	only -		epics research, inc	Full-time Entry Level		Austin, TX	1/1/2015	7/1/2015

If you cannot find your position, click the “click here” link.

Click “Select Job”

Contact Us!

EPICS is available Monday through Friday from 8:30am-5pm.

Phone: (847)-467-0270

Email: epics@northwestern.edu