**KU Career Connections Registration**

**USER BENEFITS**

1. **Resume Referrals to Employers**—Your resume can be viewed by employers who seek candidates to fill positions or can be searched by the UCC staff when employers request resumes. KU Career Connections allows a candidate to place one general resume and up to nine targeted resumes in the database for referral to employers.

2. **Participate in On-Campus Interviews**—After completing the Profile section in KU Career Connections and posting a resume in the system, you are eligible to participate in on-campus interviews. Interview opportunities are posted in KU Career Connections and candidates may view schedules and apply for interviews throughout the academic year. Scheduled interviews are held in the University Career Center (110 Burge) as well as at other career services offices on campus.

3. **View Jobs Posted Specifically for KU Students**—You have access to the list of Job Postings from employers who are specifically targeting KU students. You have access 24 hours a day, seven days a week.

**REGISTRATION STEPS**

1. Visit the University Career Center at 110 Burge Union and ask to register for KU Career Connections or download the form from the UCC website, www.career.ku.edu

2. Complete and turn in the registration form. Your registration is effective from the date of registration with KU Career Connections until six months after your graduation or your last enrolled date at KU.

3. Please allow one business day for activation. If you have difficulty logging in after 24 hours, please contact the UCC.

4. You must complete the on-line profile information and upload your resume in the KU Career Connections database to be fully registered. You will be given instructions on how to complete the registration process. If you have questions or difficulty with the system, please contact the UCC for assistance.

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**Professional Conduct Policy**

Students are expected to accept, or to formally decline, interview opportunities when they request pre-select consideration. In addition, students are expected to show up for an interview they have selected under Open schedules. If a student fails to show up for a scheduled interview, or fails to respond to an invitation, his/her interview privileges will be suspended. To request reinstatement, a student must meet with the Career Networks staff.

Students registering certify that all information provided to the University Career Center and the Career Connections student database is correct and true. False or misleading information will subject a student to immediate suspension from the Career Connections student database.
UNIVERSITY CAREER CENTER
REGISTRATION

(Please clearly PRINT all information)

Name: ____________________________________________________________
   (Last)                                           (First)                                    (Middle)

Address: ___________________________________________________________________

City, State, Zip: ___________________________________________________________________

Phone: ____________________ E-Mail Address: _______________________________________

KU ID: ____________________ Majors: _____________________________________________

Primary Employment Interest: _______________________________________________________
   (Internship, Teaching, Marketing, etc.)

Degree (BS, BA, MS, etc.): ___________ Graduation Date: _________________
   (Education Majors) Certification Date: ______________________

Class Status:     ___Grad. Student     ___Senior or 5th Yr.     ___Junior     ___Soph.     ___Freshman

Work Authorization:     ___US Citizen     ___Permanent Resident     ___Student Visa

I hereby authorize University Career Center of the University of Kansas to release the information on this form, in the
Career Connections database, and resumes on the web to employers for the purpose of assisting me in my job search.

I have read and understand the No-Show policy.

ALUMNI MUST USE THE ALUMNUMS REGISTRATION FORM

__________________________________________
Signature (in pen)                             Date

OFFICE USE ONLY

Password/Instructions given ____________________________
   (date)                                                    (Initials)

Date Entered into C.C. __________________________

Notes __________________________________________________________________________
_________________________________________________________________________________

Please send this completed form to:
UNIVERSITY CAREER CENTER
University of Kansas
110 Burge Union
1601 Irving Hill Road
Lawrence, KS  66045-7557

alu@ku.edu
(785) 864-7150
Expires ___________/20____