

Lobo Career Connection

User Guide

Create your account

1. Go to career.unm.edu in any internet browser
2. Under **Students & Alumni**, Click **Job & Internship Search**
3. Access or create your LCC account
 - Current UNM Students*
 - a. Under **Access for Current UNM Students**, click “here”
 - b. Enter NetID and Password
 - Alumni*
 - c. Under **Access for UNM Alumni**, click “here”
 - d. Click **Register**
4. Fill out your profile
5. Your account will be reviewed and approved within 48 business hours.
6. Once approved, you will receive a verification email. Open this email and click on the link to verify your registration.

Log in

1. Go to career.unm.edu in any internet browser
2. Under **Students & Alumni**, Click **Job & Internship Search**
3. Access or create your LCC account
 - Current UNM Students*
 - a. Click “here” under **Access for Current UNM Students**
 - b. Enter NetID and Password
 - Alumni*
 - a. Click “here” under **Access for UNM Alumni**
 - b. Enter Username and Password

Create your profile

It is important to keep your profile updated. Some job postings specify requirements, such as major, GPA, and work authorization that can eliminate you from application eligibility.

Click **profile** to update your profile.

The profile tab also allows you to update your email address, privacy settings, and change your password.

Search for internship and job openings

1. Click **Jobs & Internships**. You have the option of viewing and searching for jobs in Lobo Career Connection or searching for jobs in the NACELink national database.
2. Click **Lobo Career Connection** for jobs posted by recruiters who are specifically looking for UNM students and alumni.
3. Browse all jobs or search for a specific job by using the drop down menus at the top of the screen.
4. Use the position type drop down to choose between full time/ career and internship/ Co-op positions.
5. Click **More Options** to narrow down the Job Function (i.e. Communication vs. Engineering) and the Industry (i.e. Fashion vs. Energy).
6. Click on the job title to view details including requirements, recruiter contact information, and interview schedules.

Search for recruiters and employers

You can connect with companies and employers who may not have a specific job posted in LCC.

1. Under **Employers**, click **Employer Directory** to browse employers or search by Keyword (i.e. Sandia) or Industry (i.e. accounting).
2. Click the employer name to view an overview of the employer, available positions, job leads (archived jobs), and information on career fairs this employer has attended or will be attending.
3. Occasionally recruiter contact information is listed under the **Contacts** tab. Use this information to contact the recruiter about available positions (prospecting letter) or informational interviews.
4. Another option is to select **Contact Directory** under **Employers** to browse or search for recruiters.

Play with your search terms to obtain the best results. For example, searching for “police” under Keyword returns three results while searching for “police” under Employer returns 17 results.

40+

Over Forty New Jobs & Internships Added Daily

Upload a resume and other documents

1. You can upload a resume to attach to job applications and to be included in resume books. To upload a resume, click **Documents** and click **Add New**. You can also upload a cover letter, unofficial transcript, writing sample, and other documents from this tab.
2. Employers often request a resume book to identify candidates for specific job postings. Your inclusion in a resume book is determined by the details listed in your **Profile** tab, underscoring the importance of keeping an updated profile.

Apply for jobs

1. Follow the instructions under “Search for Internship and Job Openings” on this handout to locate a position you are interested in.
2. Read the job description to find directions for how to apply for the job. Employers may ask you to email them your application, apply on their website, or apply through LCC, etc. Make sure you provide all requested application materials.
3. If you are asked to apply through LCC, you may only apply if you are eligible and have uploaded a resume. See “Upload a Resume and Other Documents” on this handout to upload a resume.
 - a. On the job posting, click **Apply**
 - b. Select the resume and cover letter you want to attach to your application and click submit.

Find career fairs and company information sessions

Use **Events** to view dates of upcoming career fairs and company information sessions.

Practice interviewing

Lobo Career Connection has a Mock Interview feature to help you practice interviewing. The system allows you to select from many industry specific interviews or to create your own interview by choosing from over 1000 industry specific questions.

You will be able to record your responses to these pre-recorded interview questions. Then, you will have the opportunity to review your responses, save your interview in the system or to your computer, and send your recorded interview to others for feedback. Contact Career Services for more information.

Ask questions

For more information or assistance regarding Lobo Career Connection please call the Office of Career Services at 505-277-2531 or visit our website at www.career.unm.edu.

5,000+

Over five thousand employer contacts

Lobo Career  **Connection**

STAY AHEAD OF THE PACK



UNM

Office of Career Services