Searching for Jobs & Internships on CONNECT
Bellevue College’s Job & Internship Site

CONNECT is a free resource for Bellevue College students, alumni, and community members. On this website you will find announcements for internships and volunteer opportunities, as well as part-time, full-time, temporary and Work-Study jobs. You can apply to many of these positions directly through this site. The CONNECT web address is: 
http://depts.bellevuecollege.edu/careers/connect-career-management-system/

To search for jobs and internships:

1. Hover your mouse over the **Jobs** tab, which is one of the main options at the top of the screen.

2. Click

3. **Set your search criteria using keywords.** You should also try searches that don’t rely on keywords but instead use the **Job Function** categories or the **Advanced Search** feature. **We recommend you keep your search criteria as broad as possible.** Keep in mind that employers don’t always classify their positions correctly, so you may want to look at multiple job functions. **Note: CONNECT, by default provides the list of all open positions.**

4. Click the **Search** button and your results will appear.
Creating Saved Searches
Receive job and internship leads automatically

A *Saved Search* is a tool that will help you use CONNECT more effectively. It builds an automated search that will email you new jobs or internships that meet your criteria on a regularly scheduled basis. **This makes looking for a job or internship easier because you won’t need to login to CONNECT to see if there’s something new.** You can have the system send you new positions daily, weekly, monthly—whatever you would like!

To setup a *Saved Search*, you must first use the *Advanced Search* feature.

1. After following the instructions for searching for positions on the previous page of this document, click on the *Saved Searches* drop-down link.
2. Type a *Title* for the search, and in the *Send via email* drop-down list, select the frequency you would like to receive notifications. Most CONNECT users prefer weekly notifications.
3. Determine whether notifications should include *New results only*. Most users prefer to see only the new jobs.
4. Click *Save*.
5. When you click on the *Saved Search* drop-down, you can click on the *Title* of the search to run the search immediately. You can also click on *Edit* to change the search parameters by adding or subtracting criteria.
6. If you need further assistance creating or modifying a *Saved Search*, please call the Center for Career Connections front desk at (425) 564-2279.