

This Quick Start Guide is intended to give you the basics for using DuqConnection. If you have additional questions, please contact the Career Services Center at 412-396-6644 or download the more detailed documentation in the Help Section of DuqConnection.

If this is your first time logging in, you will be prompted to fill out your Profile – Personal Info, Academic Info, Career Preferences, Continued Academics and Administration. Fields that you are required to complete are designated with an asterisk (*). It is to your advantage, however, to complete all fields as employers and Career Services use keyword searches to identify candidates for opportunities. Once the profile is completed, make sure that you Save the information to the system.

Check and update your profile and resume frequently. You are responsible for maintaining the information; this task will not be performed by Career Services.

Update Your Profile

- Log into your **DuqConnection** account
- Select **View/Edit Profile Data** under the **Profile** tab on the navigation bar
- Select the desired view: **Personal Info, Academic Info, Career Preferences, Continued Academics or Administration**
- Click the **Edit** link at the top of the section you wish to edit
- Update your profile information
- Click **Save**

Upload Your Documents

- Log into your **DuqConnection** account
- Select **Upload a Document** under the **Documents** tab on the navigation bar
- Choose the document type on the **Upload a Document** page and click **Next**
- Click **Browse** to select your document
- Choose the correct document and click **Open**
- Click **Upload**

Publishing a Resume to a Resume Book

- Log into your **DuqConnection** account
- Select **Publish a Resume** under the **Documents** tab on the navigation bar
- View the Resume Books in the **Additional Resume Books** section
- Choose your Resume from the **Publish Resume** dropdown on the coordinating Resume Book entry
- Click **Save**

Searching for Jobs, Internships, and Co-ops

- Log into your **DuqConnection** account
- Select **Job/Internship Search** under the **Jobs & Internships** tab on the navigation bar
- Use the **Basic Search** to search by **Keywords, Job Function and/or Location**, or select one of the other searches in the **More Searches** section
- After selecting your job search criteria, click **Search**
- Use the shaded toolbar to further **Refine** your search results
- Click on the **Job Titles** to view the details of the jobs
- For other quick, easy job searches, use the **1-Click Searches** on the **Job Search** page

Searching for Employers

- Log into your **DuqConnection** account
- Select **Employers Search** under the **Employers** tab on the navigation bar
- Search alphabetically by selecting the first letter of the employer name
- Search for a specific employer by typing the name of employer in the **Employer Name** field
- Search for an employer by industry by selecting one industry or multiple industries in the **Industry** field
- Click **Search**
- Click on the **Employer** name to view the employer profile

Creating Your Saved Searches

- Log into your **DuqConnection** account
- Select **Job/Internship Search** under the **Jobs & Internships** tab on the navigation bar
- Use the **Basic Search** to search by **Keyword**, **Job Function** and/or **Location**, or use one of the other searches in the **More Searches** section.
- After selecting your job search criteria, click **Search**
- Under **More Search Options** in the top left hand corner, select to **Save Your Search**
- Name the search in the **Saved Search Name** field
- Choose whether to receive email notifications of job matches
- Select the job source from the **Show Me Jobs...** section
- Click **Save**
- Your saved search will appear on your **Home** page

Applying for a Job

- Log into your **DuqConnection** account
- Search for Jobs (See *Searching for Jobs* section on previous page)
- Select a **Job Title** from **Search Results** page to open the Job Details
- Locate **How to Apply** section at the bottom of the Job Details page
- Click **Apply**
- Select a **Resume**, **Cover Letter** or **Other Document** that meets the requirements
- Click **Submit**

Signing up for an Interview

- Log into your **DuqConnection** account
- Select **Your Active Applications** under the **Applications** tab on the navigation bar
- The status of your active applications is displayed in the **Employer Decision** column
- Once an employer has **Accepted** your application and the interview sign-up date has arrived, you may sign up for an interview slot
- Click on **Details...**
- On the Application Details page, under **Employer Decision**, click on **Sign up for Interview**
- On the Interview Sign Up Page, find the schedule date you would like to sign up for and select the **Time** radio button associated with the time slot you desire
- Click **Save** and your slot will be reserved
- You can view the details of your interview by going to the **Calendar** tab on the navigation bar and selecting **your upcoming events**

Creating a Favorite Jobs Folder

- Log into your **DuqConnection** account
- Search for Jobs (see *Searching for Jobs* section on previous page)
- The **Search Results** page displays all relevant positions
- Select the checkbox to the left of the jobs you would like to save to a folder
- Locate the **Save Jobs As Favorites** drop down box in the lower left hand corner of the results page
- Choose **Create A New Folder** from the drop down box or select an existing folder
- Click **Go**
- Enter a name for the new **Folder**
- Click **Save**
- You can view your **favorite jobs** by selecting favorite jobs under the **Jobs & Internships** tab on the navigation bar

Searching for a Career Center or Employer Event

- Log into your **DuqConnection** account
- To browse by event type, locate the name of the event in the **Calendar** box, located on the top left of your **Home** page
- To browse by date, select **career center calendar** from the **Calendar** tab on the navigation bar and select the month and day
- From any calendar search results, click on the **Event Name** for more event details