

Career Information Network Guide for Professionals

Would you be willing to talk with a college student about your career field or industry?

The University of St. Thomas Career Development Center is adding to its database of networking contacts for students.

Known as the Career Information Network, individuals within this database have agreed to grant informational interviews to students seeking information about their career areas. Students are coached about the fact that the purpose of this conversation is not to ask you for a job, but simply to obtain information and advice from you.

Though there is no guarantee that a student will contact you, you can be assured that you may limit the number of times you are contacted within a one-month period.

If you are unable to find the answer to your question(s) through this Guide, please contact the Career Development Center's Technical Support Specialist using the contact information located at the end of this document.

Obtain your Username and Password

To begin you will need to fill out the online form located at:
<http://www.stthomas.edu/careerdevelopment/eRecruiting/access>

Once we receive your request we will create your account and then send you an E-mail with your username and password. Please allow us 2-3 business days to complete your request. Once you receive your username and password you may proceed with the instructions below.

Update your profile

Go to <http://stthomas.erecruiting.com> and enter the username and password sent to you via E-mail. After you log in for the first time you will be asked to fill out your profile. You may update your profile at any time by logging into the Web site and clicking on the **Edit Profile** link.

Tokens

By adjusting the number of tokens you have, you can regulate the maximum number of times you are contacted each month. The default setting is 10 but you may increase or decrease this number. To adjust the tokens choose the **Mentoring Info** link on the **Edit Profile** page.

Students are also limited to the number of tokens they may use per month. Each time they obtain your contact information they spend one token whether or not they actually make contact with you. They may only view contact information once they spend a token. At the end of the month students' tokens are replenished automatically.

Matches

After you log into your account, and whenever you return to your account home page, you will see your Matches. These are students who saved your contact information and may be contacting you. Not all matches result in contact—do not worry if you show a match but receive no communication. You may contact the students on your own if you wish but it is not expected that you do so.

Questions or Comments? Contact our Technical Support Specialist:

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