Career
Connect

CEU
Central
European
University

CAREER
SERVICES

Welcome and thank you for your interest in CEU CareerConnect!

This bespoke platform has been created by CEU's Career Office to give current CEU students the chance to connect with working professionals who can offer them personal insights and advice on potential career paths. By registering on CareerConnect you will be providing invaluable help to the CEU community.

What is the CareerConnect platform?

The CareerConnect platform's main goal is to facilitate career conversations between students and alumni, connecting students directly with professionals in their field.

If you join the platform, you will create a profile visible to current CEU students and other alumni volunteers. Students can then choose to get in contact with you to discuss aspects of your work experience such as current or previous roles, information on your organization, or other career related topics. The mode and frequency of your communication with the student following a connection will be decided by you. You are free to withdraw from the platform or 'pause' your profile at any time.

As an alumni volunteer on the platform, you are not expected to provide any advice concerning work visas or legal advice concerning employment, nor would you be expected to provide students with jobs or referrals. You are also not expected to provide psychological counselling to students. If such a need arises, please direct students to CEU Psychological Counselling and Support here. If you wish to withdraw, you may do so by deleting your profile at any time or reaching out to us at CEUcareerservices@ceu.edu.

Your profile on CareerConnect will only be visible to current CEU students, other alumni volunteers on the platform, and Career Services staff.

There are many benefits to joining the platform:

- Helping current students gain clarity on potential career paths by providing insights into your own career journey, industry, and sharing general advice.
- Enhancing your own mentoring and networking skills.
- Discovering other alumni volunteers.

Platform Details

The platform consists of the descriptive profiles of alumni volunteers. Students will be able to send requests for informal career conversations at any time to the alumni on the platform. If you receive a request, we ask that you respond to the student within 5 working days. The platform will also allow you to see the profiles of other alumni volunteers, allowing you the opportunity to network with alumni as well.

Communication Methods

Communication between students and alumni is flexible and can span a variety of methods including direct messages through LinkedIn, email, phone call or text, video call etc. You can indicate your preferred method of communication in your profile and arrange chats virtually or in-person with students.

Roles & Responsibilities:

For the duration of their time on the platform, we expect that alumni participants will do the following:

- Respond within 5 working days to any connection requests received through the platform.
- Be willing to hold informal career conversations if requested, either through chat, voice, or video call channels.
- Provide insight into your specific role, field, industry, and answer general questions regarding careers and employment, where appropriate.
- Maintain appropriate boundaries.
- Be encouraging and supportive.
- Inform Career Services of any conflict or intention to withdraw from the platform in a timely manner at ceucareers@ceu.edu .

Alumni do not:

- Pass on confidential information shared by the student.
- Make career decisions on behalf of the student.
- Repeatedly ignore connection requests from students (any alumni flagged as unresponsive for some time will be temporarily removed from the platform).

Getting Set-Up

To get started on the CareerConnect platform, you need to create your profile. Please consult the following technical guide to ensure a smooth process.
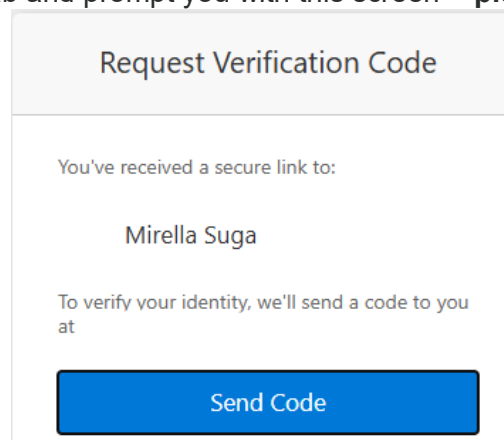
Creating your CareerConnect profile

1. Use this link to create your profile.
2. Fill out the required fields in the form and submit:
   a. Please feel free to include as many areas as possible of experience that you would feel comfortable sharing your experience and advice on.
3. Once you've submitted your responses, you will receive a confirmation email. The confirmation email will contain a secure link for you to access the CareerConect platform and your profile.
4. **You won't be able to upload a profile photo at this stage, but we ask that you submit one once your profile has been created. See instructions here.**

Accessing the CareerConnect Platform and editing your profile

It is possible to edit profile details or delete the profile altogether after you have created it.

1. If you want to edit your profile, you can do that through the email that you will receive after creating your profile. The subject of that email will be '**Thank you for creating your CEU CareerConnect profile**' and will contain a secure link to your profile.

2. This will open a new tab and prompt you with this screen – **please click 'Send Code'.**

Request Verification Code

You've received a secure link to:

Mirella Suga

To verify your identity, we'll send a code to you at

Send Code

NOTE: If your email is associated with a Microsoft account, you will get a Microsoft login screen when trying to open the link. Enter the email address that you are using into the login field and click 'Next'. Enter the password for your email account. If it does not let you in, or you encounter technical difficulties related to that, please send an email with a screenshot and a short issue description to CEU Helprequest.

3. Once you clicked Send Code', you will shortly receive an email with a code from '**SharePoint Online'** (take a look for the message in your spam folders as well, as these code messages are frequently identified as spam) which will look like this:
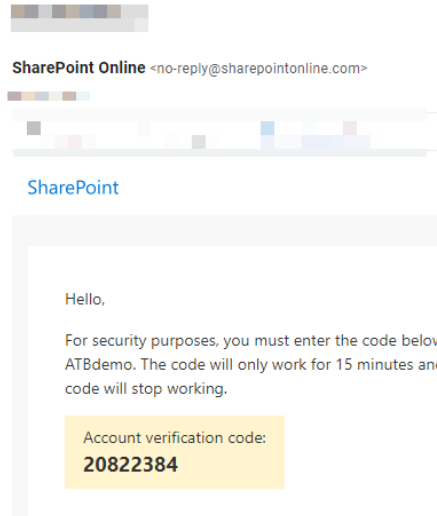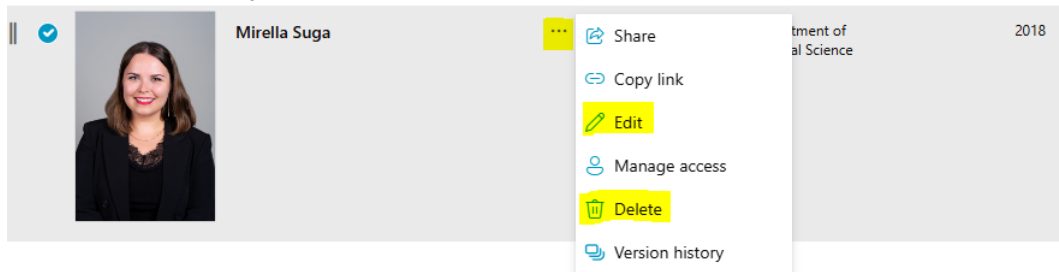

4. Copy the code from the email and enter it into the **'Enter code'** field, and then click **'Verify'**. You can choose to check the 'Keep me signed in' box.

5. Your profile should now appear – select the three dots to open the menu where you can Edit or Delete your Profile.

6. By clicking on '**Add attachment**s', you can add a single **profile picture** (preferably in JPG or PNG format, not larger than 5MBs) and then **click the 'Save' button** at the bottom.
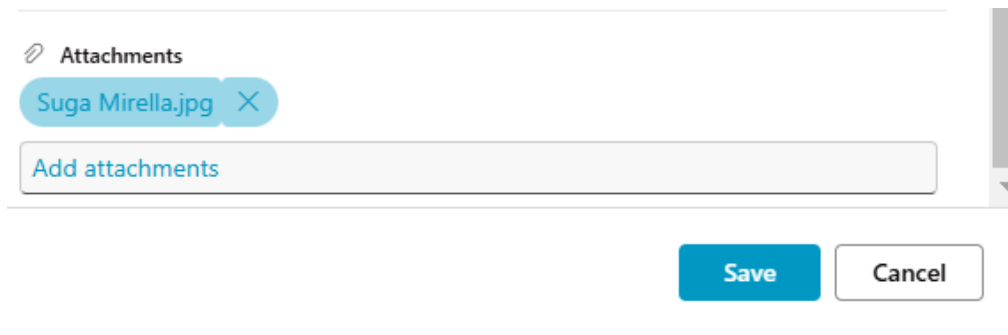
Receiving requests to connect from students

Students will have access to all alumni profiles created on the matching platform so they can choose to approach the alumni that they'd like to talk to. When a student wants to connect with you, you will receive an email with the request with the student in copy. You will then have 5 days to respond to the student and confirm your availability to meet.

A CEU student wants to connect with you!

CEUcareers
To
Cc

IMG_3417.JPG
304 KB

Dear

A CEU student is requesting to connect with you for an informational interview.
Please see the details below:

Accessing the platform and discover other alumni

1. You can access the CareerConnect platform through this link (also found in the profile confirmation email). The platform will only be accessible to those who have signed up as volunteers:
   https://ceuedu.sharepoint.com/:l:/s/CareerServices/FH_ulk8OxIJKnihw1jrOftkBhDa0UOTGeH8ZlwrtgKvEPw

2. You will be able to browse other alumni volunteers and identify potential processional contacts.

3. Please note, although the "send connection request to ..." button will be visible, it is only active for current students to use. We encourage you to get in touch with fellow alumni through LinkedIn.