



JOBCONNECT

Tulsa Tech | Career Services Center @ Memorial Complex
3420 S. Memorial | Tulsa, OK | 918.828.5270

jobconnect@tulstatech.edu | www.tulstatech.edu/jobconnect

Faculty Guide

Go to www.tulstatech.edu/jobconnect, then click on the "Faculty" link.

Logging In

- *New User:* If you are not a current user, please contact the Career Placement Office at 828-5270 email us at jobconnect@tulstatech.edu to start your account with us.
- *Existing User:* Log into system using your User ID and Password

Update your profile

- Put your cursor over My Profile and click.
- You will see a section containing Personal Information.
- The section will have an [Edit] link on the top right corner.
- Click on this link to edit fields within the section.
- Carefully go through the section and complete all of the fields making sure to click on the Save button. Required fields are marked with an asterisk (*).

NOTE: The more detailed your profile, the better we will be able to assist you and notify you of relevant job postings for your students.

Searching for Students

- Click on Students.
- Use the drop down boxes to locate students and their resumes.
- To view all students, just click on .
- Once your search is complete, you may view individual students and their resumes by clicking on the student First Name or Last Name link or see groups of student's resumes at one time by creating a resume packet which you can print or receive via email.

Searching for Employers

- Click on Employers.
- Search by Organization name or state.
- To view all employers, just click on .
- Once your search is complete, you may view individual employers by clicking on the Organization Name.

Searching for Jobs & Internships

- Click on Jobs.
- Use the drop down boxes to search posted positions.
- To view all jobs, just click on .
- Click on the Job ID to see the specifics of the position and how students are to apply

For any questions, please contact:

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918-828-5270

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