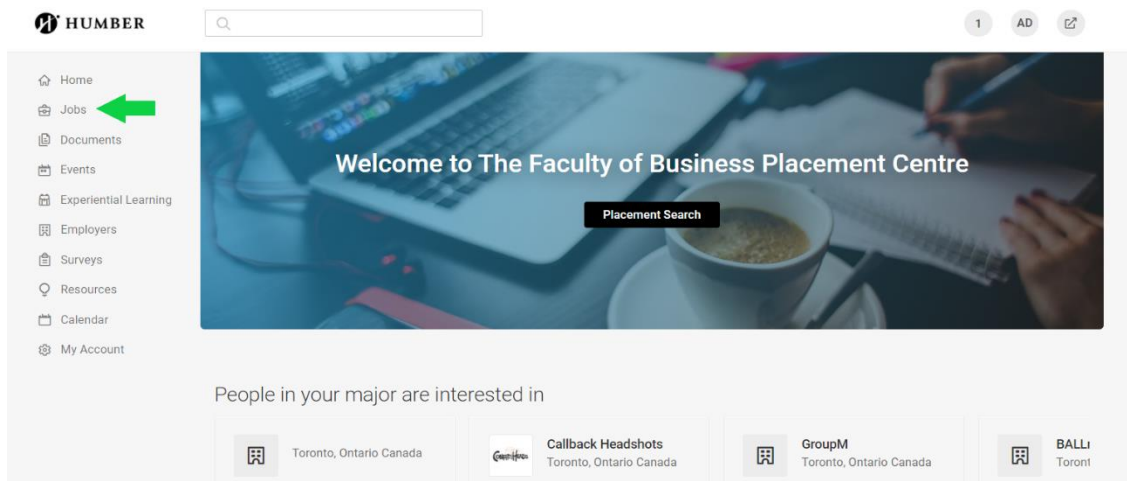


Student Walkthrough for searching for Placements/Internships/WIL

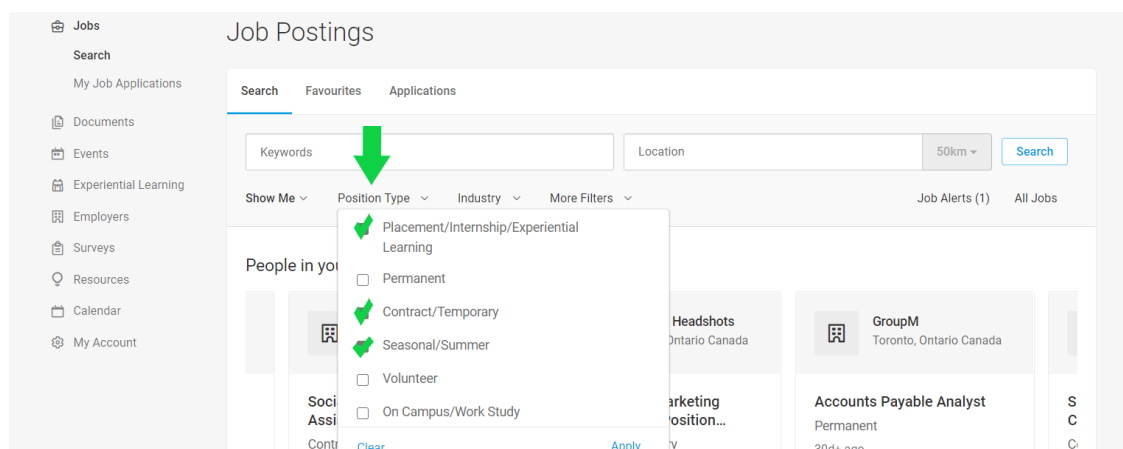
- 1) Go to: [Careerconnect.humber.ca/business](https://careerconnect.humber.ca/business) & login using your Student # and password. Using this link will ensure that you see all of the placements for your specific faculty.

* If you are having issues logging in, please email careerconnect@humber.ca for assistance.

- 2) Once you login, you will be directed to your Student Interface in **CareerConnect**. On the left-hand side, click on the “**Jobs**” tab, and then click “**Search**”.



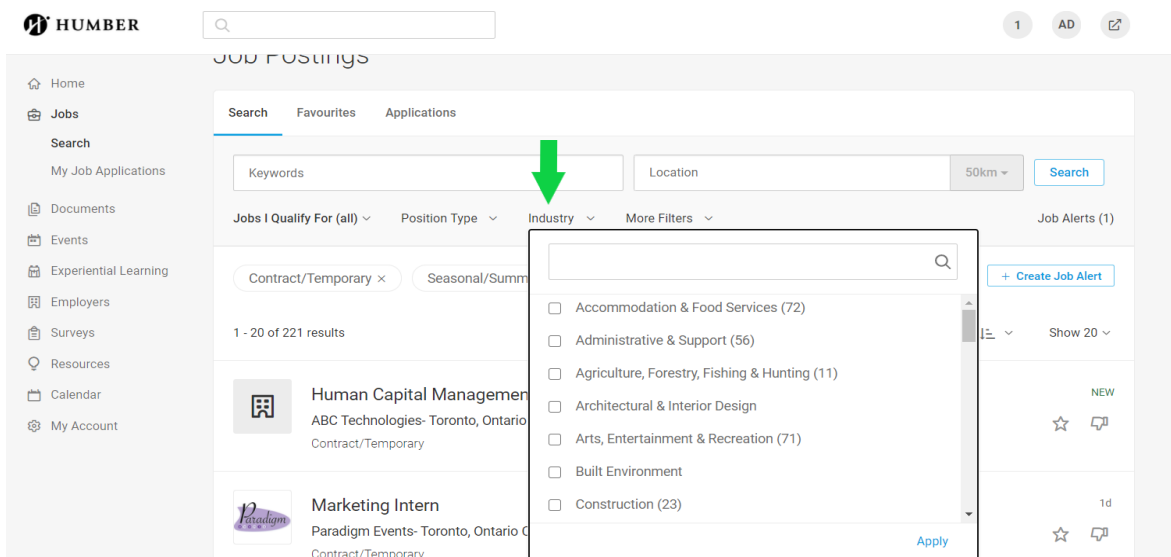
- 3) You will be directed to the Job Postings page. Under the “**Position Type**” Tab, Select the following three filters: **Placement/Internship/Experiential Learning**, **Contract/Temporary** AND **Seasonal/Summer**, and then click [Apply](#).



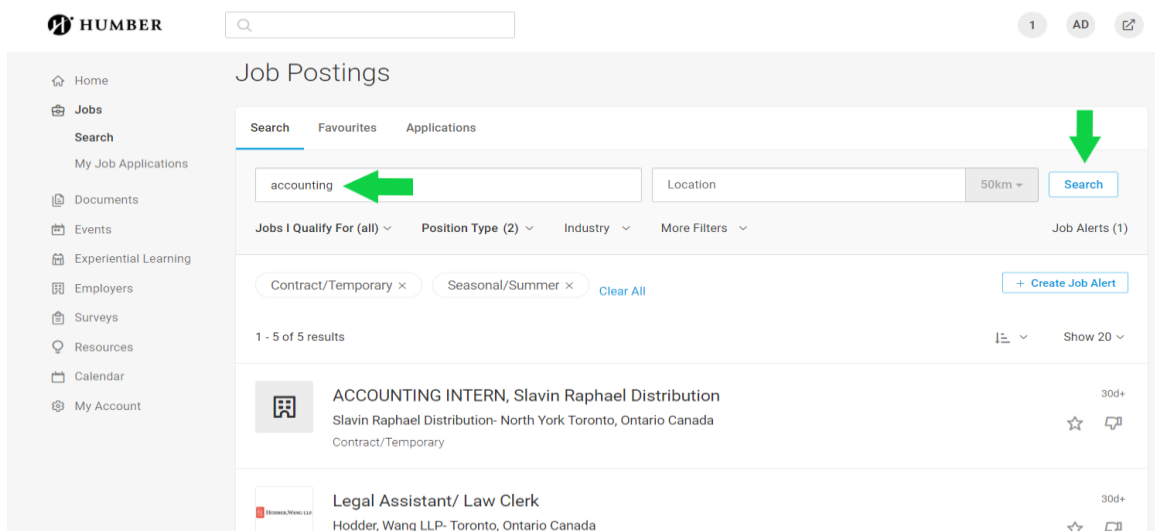
Student Walkthrough for searching for Placements/Internships/WIL

**** Please note:** if you select too many of the filters mentioned below, you may not get as many search results. If you notice you are not getting many results, please try removing some filters.

- 4) Use the “**Industry**” Tab to fine-tune your results by selecting your desired Industry and clicking **Apply**.



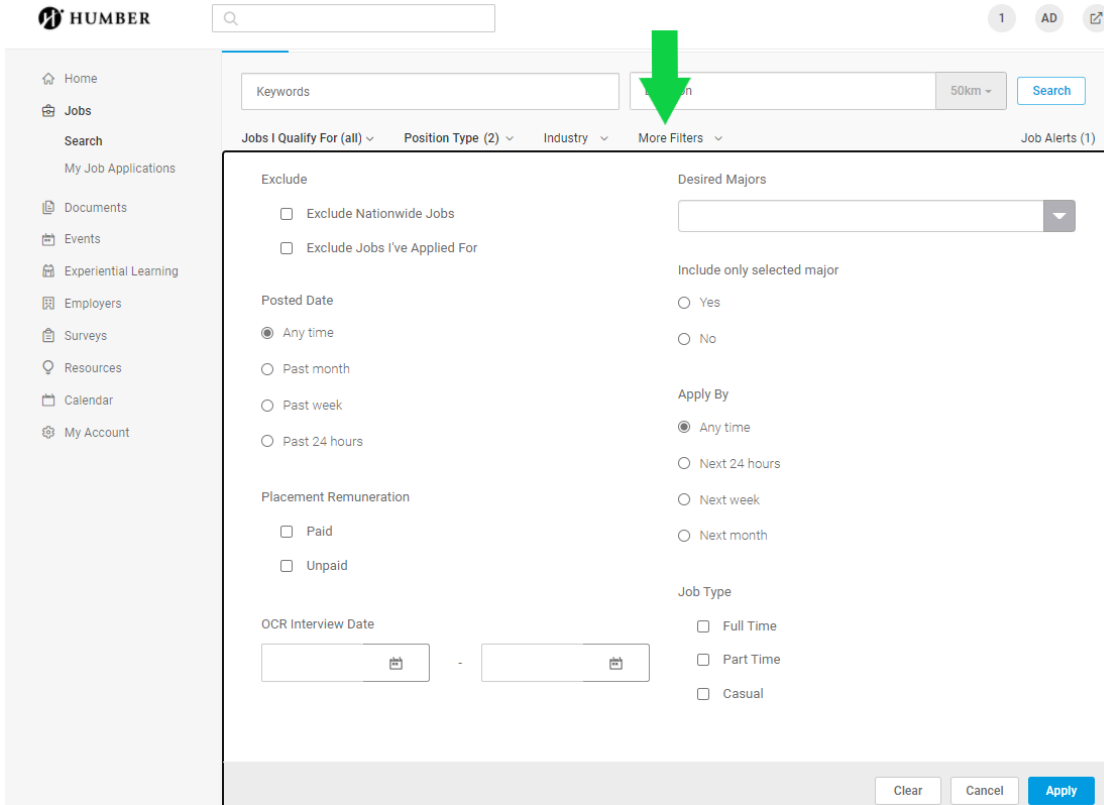
- 5) You may also use **Keywords** to refine your search... For example:



Student Walkthrough for searching for Placements/Internships/WIL

6) Select the “**More Filters**” Tab to select additional filters and then click [Apply](#).

**** Please note:** if you select too many filters here, you may not get as many results.



The screenshot shows the HUMBER job search interface. The 'More Filters' tab is selected, and a green arrow points to it. The filters are organized into several sections:

- Exclude:**
 - Exclude Nationwide Jobs
 - Exclude Jobs I've Applied For
- Posted Date:**
 - Any time
 - Past month
 - Past week
 - Past 24 hours
- Placement Remuneration:**
 - Paid
 - Unpaid
- OCR Interview Date:**
 - Two date pickers separated by a minus sign.
- Desired Majors:**
 - Dropdown menu
- Include only selected major:**
 - Yes
 - No
- Apply By:**
 - Any time
 - Next 24 hours
 - Next week
 - Next month
- Job Type:**
 - Full Time
 - Part Time
 - Casual

At the bottom right, there are buttons for 'Clear', 'Cancel', and 'Apply'.

7) **Browse different opportunities and apply to them through Career Connect.**

Please keep in mind that the number of postings fluctuates depending on the industry and the time of year, so continue to check back regularly for new postings.

- If you are still having trouble searching for placements, please get in touch with your Placement Office and Advisor.
- For any technical issues, please email careerconnect@humber.ca