
New User Registration: If you are not a current user, click on “Click here to Register!” and follow the directions on that page.
• Complete all sections of the registration and click on the Register button.
• Required (*) fields are marked with an asterisk.
• Click on the Submit Profile button.

NOTE: Once you have submitted your profile, your registration should be approved within 48 hours and an email will be sent to you.

MY ACCOUNT TAB
• My Profile - Edit sections containing your info -Personal, Demographic, Skills.
• Make sure to click the save button.
  NOTE: The more detailed you fill out your profile, the more information for employers to see!
• My Connections
  Connect Lion’s Job Link to your Facebook account, Linked-In profile or Interships.com.
• My Activity
  Referrals - resumes you have submitted to employer
  RSVPs - your Career Event registrations

EMPLOYER DIRECTORY TAB
Search our registered employers for company profile and contact info by name, city or “Search” will show all employers.

JOB SEARCH
• Search by keyword, position type or hit “Search” to show all.
• “Add to favorites” clicking on the right of the page.
• Click on the Job ID to see the specifics of the position and how to apply.
  NOTE: If your account is pending then these options will not be available. You will be emailed once your account is activated.

CAREER EVENTS TAB
• Click on the Career Fair to see current upcoming and past Career Days at Molloy.
• To view details and employer’s registered, click on the Career Day’s name.

NOTE: The RESOURCE LIBRARY is in the left navigation column containing internships, sample resumes and cover letters and job searching/interviewing help if you need them!