

OFFICE OF CAREER AND LEADERSHIP MANAGEMENT

Career Connect User Guide

What's Career Connect?

Career Connect (powered by GradLeaders) is a career management system available exclusively to students and alumni at Columbia School of Social Work. It is a multipurpose tool that will allow you to:

- Schedule [career coaching appointments](#)
- Learn about upcoming career development, recruitment, and networking events
- Search for jobs and fellowships
- Access career guides, tips, and templates for resume and cover letter writing, job searching, interview and negotiation preparation, networking, and more
- Research industries and opportunities across the US and around the world

How do I access Career Connect?

All incoming students will receive access to the system after orientation and be able to continue to use the platform after they graduate.

To access the portal, click on the appropriate link below and log in using your UNI and password—the same credentials you use to log into LionMail and other Columbia University systems.

Students:

<https://candidate.gradleaders.com/ColumbiaSW/Candidates/Login.aspx?pid=3455>

Alumni:

<https://candidate.gradleaders.com/ColumbiaSW/Candidates/Login.aspx?pid=3453>

☆ *Note to Alumni* ☆

- If you graduated *in or before* May 2017 and never used the platform, you can request a new account by completing this [request form](#).
- If you graduated *after* May 2017, an account was already created for you. Log in using your UNI and password. See below for troubleshooting assistance.

I'm having trouble logging in. What can I do?

If you are a CURRENT STUDENT and you are able to log into LionMail and other Columbia University systems but not Career Connect, email swcareer@columbia.edu. For general assistance with your UNI, password, or Duo MFA setup, refer to CUIT's [Manage My UNI](#) page.

If you are an ALUM and you are able to log into LionMail and other Columbia University systems but not Career Connect, please fill out [this form](#). If you don't know your UNI, have forgotten your password, and/or have never set up Duo Multifactor Authentication (Duo MFA), refer to the [Alumni UNI Help](#) page and [Duo MFA Information for Alumni](#) for guidance first. These steps are required to enable your access to the system and to [set up an account](#) for you, if you don't already have one.

What can I do with Career Connect?

Career Connect is a multipurpose platform you can use to request appointments, access career resources, learn about career-related events and opportunities, and more.

- **To request an appointment:** Select Advising > Career Advising > Add Appointment
 - NOTE: At least one copy of your resume must be uploaded to proceed with this request. This will only be visible by staff members unless you enable employer viewing of your profile. (All profiles are made private by default. To make yours viewable, update your preferences within your Profile under the Additional Info section.)
- **To view upcoming events:** Select Events > Company Events OR Workshops
 - Company Events: Employer Information Sessions, Recruitment Events, and Job Fairs
 - Workshops: Career Development Workshops, Talks, Panels, and Networking Events
- **To access career resources including resume guides and past presentations:** Select Career Library
- **To search for jobs:** Select Job Search
 - NOTE: Additional job search resources and links are available in the Career Library
- **To research global careers and opportunities and H-1B sponsoring employers:** Click on the GoinGlobal or Interstride links on the main dashboard

For tips and guides on how to navigate the platform, refer to the [Student Support Portal](#). For all other questions, email swcareer@columbia.edu.