Purpose:
The purpose of this guide is to learn how to utilize the GoldPASS system to aid you in exploring different career opportunities.

Description:
GoldPASS is the U of M listings site created just for U of M students and alumni. On it you can find thousands of listings for jobs, internships, and volunteer positions. You can upload resumes for employers to access, sign up for on-campus recruiting opportunities, and even access a professional networking database.

Directions:
Go to GoldPASS and log in. If you are new to GoldPASS, the following resources can help you get started and provide some great tips on how to best use GoldPASS:

a. GoldPASS Video Tutorials created by CLA Career Services, to get an introduction and learn how to set up your account.

b. GoldPASS User Guide, provides tips for how to search for jobs, on-campus interviews and events, how to upload documents, and more.

Once you have created your account, there are several features of GoldPASS that can help you explore and learn about career opportunities. Listed below are steps to help you search through job and internship postings. You will also find tips on how to use the Employer Search and the Professional Networking database features. Looking at job and internship postings is a great way to get a better sense of what real employers are looking for, and also to see current job descriptions in career fields you may be interested in.

Search Job and Internship Postings

1. Put your cursor over the Job/Internship Search menu and select “Job/Internship Search.”

2. To view ALL current positions, click the Search button without entering any search criteria. To narrow your search, fill in criteria such as position type or job category. There are additional options under “Advanced Search”. Then click Search.

   NOTE: When narrowing your search, think about the general type of work you think you might enjoy doing (Advertising, working with Children and Families, Engineering, etc.) and see if you can find options in the “Job Category” field that match these interests. Don’t worry at this stage about how the work may relate to majors.

---

1 http://goldpass.umn.edu
2 http://cla.umn.edu/student-services-advising/career-internship-services/job-search-resources/goldpass/goldpass-how
3. Scroll through your search results. When you see an interesting job title, click on it to see the full details. (If your search generated too many results to browse, try narrowing your search a little bit)

4. Review the job profile thoroughly. Here are some things to consider:
   a. What company is hiring for this position?
   b. Where is this job located?
   c. What is its job description? Does the job sound interesting?
   d. What are the qualifications of the job? What qualifications do you already meet? Are there certain skills or experiences you would need to gain in order to be qualified?
   e. What are the hours and expected salary for the job? Does this meet your expectations?
   f. What degrees/majors are required for the job? Is the employer asking for a specific major?

5. Take notes on the jobs you found that you are most interested in, or print off copies of the position descriptions to write on or save for future reference.

Additional GoldPASS Features

*The Find Employers feature of GoldPASS allows students to search for employers as a way for students to learn more about organizations related to your career interests. All employers listed on the directory have also agreed to allow students to contact them directly, so this can be a great way to find potential connections for informational interviews. Use the following steps to get started:

1. Select the “Find Employers” tab at the top left of the page. This will bring you to the Employer Search page.

2. Search for organizations using either the “Organization Name” or “City” search boxes or the “Advanced Search” option located next to the green “Search” button. Using the Advanced Search allows you to search by industry if you don't have a particular employer in mind.

3. Scroll through the generated list of Employers and select those of interest.

4. Read through the employer profile, including the brief description of the employer, located at the top of the page. Profiles may also contain corresponding websites, as well as a personal contact located at the bottom of the page. Be sure to check the “Openings” section of each Employer's profile to see if there are any job postings or open events.

5. Continue research of Employers by following links and contact information on the Employer Profile. Don’t forget, all of the Employers listed on the directory have agreed to allow student contact, so reach out! Be professional, be intentional, and explore!

---

Note: The Professional Networking feature is currently available only to students in CLA, CBS, CSE & CEHD. Please contact the career center for your enrolled college if you have networking questions and are not enrolled in one of these colleges.

*The Professional Networking feature of GoldPASS allows students to connect with professionals across a wide range of fields and educational backgrounds. The professionals listed on GoldPASS have agreed to serve as mentors to students in some capacity, as detailed in each mentor's profile. Depending on the professional, students may have the ability to e-mail network with mentors, conduct informational interviews, and/or job shadow a mentor. A student may contact up to 10 mentors per month using the GoldPASS system. Use the following steps to get started:

1. Select the “Professional Networking” tab at the top right of the page. This will bring you to the Professional Networking Database.

2. Search for professionals using either the “Keyword” or “Industry” search boxes or the “Advanced Search” option located next to the green “Search” button.

3. Scroll through the generated list of professionals and select those that are of interest to you.

4. Read through the professional’s profile to see if their current job or past jobs are related to careers that you want to know more about. Also pay attention to what degree(s) they earned.

5. Once you find a mentor that appears to be a match, click on the ‘Contact Mentor” button at the top center of the page. Once you select this button, a gray box will appear and display the number of contacts you have left for the month, and ask whether you wish to continue. Selecting “Okay” will open a box in which to draft an e-mail to a mentor, requesting mentorship. Your e-mail will be automatically attached to the message. Remember to be professional! Read through these Networking tips before you contact a mentor.

Reflection Prompts

After spending some time exploring careers in GoldPASS, consider the following questions:

- What did you learn about the job qualifications needed for jobs/internships that interested you?
- Did anything surprise you or confirm what you already knew?
- What specific employers would you like to learn more about?
- What additional experiences are important to keep in mind for preparation for these jobs/internships?
- How does what you have learned inform your major decision?

Updated 7/28/15

---

5 https://www.careerhelp.umn.edu/sites/careerhelp.umn.edu/files/networking.pdf