



Changing Lives, Building Futures....

KeydetConnect Guide for Employers

Office of Career Services: Carroll Hall, Room 311

Phone: 540-464-7560 Email: careerservices@vmi.edu

Website: <http://www.vmi.edu/careerservices>

About KeydetConnect:

KeydetConnect is the VMI Office of Career Services online management tool employers can use to post internships, part-time, and full time positions. With the KeydetConnect system you can collect resumes, schedule on-Post interviews, view previous positions posted by your organization, and share detailed information about your organization (including links to your company's Human Resources page) for cadets to review. KeydetConnect is made available to employers, cadets, and members of the VMI Mentor Network at no cost.

Registering for KeydetConnect is simple.

1. [Click here to register](#) or go to <https://employer.gradleaders.com/VMI/Employers/Login.aspx?jprid=4977>
2. On the Sign-in screen you will see "**1st Time Users: Create a New Account**". Click the link and answer all questions provided. **When you enter a username, it must reflect your email address.**
3. You now have a **KeydetConnect** account established and can post your jobs or schedule recruiting events on-Post.

Already have a KeydetConnect Account?

1. [Click here to login](#) or type the web address on the next line into your web browser: <https://employer.gradleaders.com/VMI/Employers/Login.aspx?jprid=4977>
2. Enter your username, password and click submit to login.
* Your Username is the email address that you used to register for KeydetConnect.
If you don't know your password, enter your email address under "Forgot Password?" or contact the Office of Career Services and we can help you to access this information.

You can also visit KeydetConnect conveniently through the Career Services website:

1. Go to the Career Services Website at www.vmi.edu/careerservices
2. Click on the "Employers" link on the left side of the webpage
3. Scroll down and click on the "**KeydetConnect**" link
4. In the "Click Here To Register" box and follow the prompts

Key sections of KeydetConnect:

- ✓ **View Profile:** Update your user profile information.
- ✓ **View Organization Profile & Contacts:** To view the company profile and see other recruiters.
- ✓ **Student Search:** Search cadets by name, graduation date, major, language, degree attained.
- ✓ **Job Postings:** View a list of jobs that you have posted and post new jobs to KeydetConnect.
- ✓ **On Campus Requests:** To request a recruiting visit.
- ✓ **Interviews:** View a list of all interview schedules you have created.
- ✓ **Events:** View career events, presentations, and fairs that you have scheduled.

Have questions about KeydetConnect or recruiting at VMI? Contact the Office of Career Services at 540-464-7560 or email us at careerservices@vmi.edu.