The Tunnel

Carleton’s own job and internship postings website is not only accessible to current students, but recent graduates too. Since some organizations contact Carleton in an effort to attract recent Carleton graduates, The Tunnel is a good place to start/continue your search by browsing the ‘Full Time: Experienced’ job postings.

Login Instructions

Step 1: Login to the Tunnel using your alumni Carleton credentials: [https://login.carleton.edu/idp/profile/SAML2/Redirect/SSO?execution=e3s1](https://login.carleton.edu/idp/profile/SAML2/Redirect/SSO?execution=e3s1). Then, proceed to the next section.

Personal Information Verification

Step 2: The Tunnel Homepage: Click on your name in the upper right-hand corner.

Step 3: Under the ‘Account’ heading, click ‘Personal Information.’
Step 4: Verify and/or update your career interests so you receive notifications of relevant opportunities & deadlines.

Jobs for Carleton Alums: Sign Up for Auto Alerts

Step 5: Click on ‘Jobs and Internships,’ located on the left side toolbar directly below ‘Home.’

Step 6: Then, click ‘The Tunnel Job and Internship Postings,’ the first option.
Step 7: Job Postings Page: Click on ‘Advanced Search,’ located to the right of the blue ‘Search’ button.

Step 8: Advanced Search Box: Locate the ‘Position Type’ box > Select ‘Full Time: Experienced’ to narrow your search to job postings that are specifically geared for recent graduates.

- Optional: You may indicate other preferences (job function, industry, etc.) in this section to further narrow your search.

Step 9: Once your preferences are finalized, click ‘Search,’ located in the lower left-hand corner, to generate a list of job postings that match your search criteria.
Set-Up to Receive Email Updates

**Step 10:** To receive email updates about your search preferences, click ‘Saved Searches,’ located to the right of the blue ‘Search’ button.

**Step 11:** Give your search a name. For example, *Saved Searches*.

**Step 12:** From the ‘Send Via Email’ dropdown box, indicate how often you want to receive emails.