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Using CareerLink to Find Jobs, Internships & On Campus Interviews

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Third Floor, Memorial Union 207.581.1359
umaine.edu/career



**Office of Student
Employment**

First Floor, Wingate Hall 207.581.1349
umaine.edu/studemp

Using CareerLink to Find Jobs, Internships & On Campus Interviews

Logging Into Your Account

- Go to umaine.edu/career OR umaine.edu/studemp/online-job-search/
- Login to CareerLink using the embedded login box OR at maine-csm.symplicity.com/student
- Enter your username (first.last@umaine.edu) and password
 - If you forgot your password or are logging in for the first time, click “Forgot your Password?” On the next screen enter your email address used for your username and an email containing a link to reset your password will be sent. This link expires 24 hours after the email is sent.
 - **Note: This login information is unrelated to your MaineStreet or First Class login credentials.**

Completing Your Profile

- Click on the Profile tab
- Complete/edit the fields in each of the three tabs: Personal Information, Academic Information, and Privacy. (In the privacy tab, you may opt-in to receive text messages reminding you of events and interviews for which you have registered.)
- Click on the Password/Preferences tab and change your password to a password you will remember
- Be sure to click the “Save Changes” button at the bottom of each page.

Searching for Full-Time Jobs, Internships, Part-Time Jobs, Summer Jobs and Work Study Positions

- Click on the “Jobs and Internships” tab and select “UMaine Jobs & Internships”
 - Note: You may be required to complete profile information before you can search the database
- **Choose ADVANCED SEARCH to filter your search by Position Type: Full-Time, Internship, Part-Time (Federal Work-Study & Non Work Study), and/or Summer (Federal Work-Study & Non Work-Study) positions.**
 - Many other search options are available, including Majors, Employer Name, Industry or Keywords - which can be any word you might find associated with that employer’s name, job description, etc.
- Saved Search tab: You can create your own search options by choosing any or all of the provided search criteria under “Advanced Search” and save them to create your personal Search Agents.
- You can also view jobs posted to other web sites, including NaceLink Network, Maine College Career Consortium, Internships.com and Internship Series On Line. --- These links are located under the “Jobs & Internships” tab.

Uploading Your Resume/Documents

- Click on the Documents menu and then click on the Add New button.
- The Label is the title or name of your resume. Choose the correct Document Type. Browse to find your document file. Click Submit to upload your document. If you have more than one document to upload, just repeat the process. In the View column you should see that you also have a .pdf version of your resume.
- Default Resume: If you upload more than 1 resume (you can have up to 10 different documents), you’ll need to make sure the correct resume is your default resume. The Document Title is in bold on the current default. Click the Make Default button to change your default resume.
- If you want your resume published in a Resume Book, select the Opt-In Resume Book tab and click on Select Resume Books
- If you need help building or formatting your resume, click on the Enhanced Resume Builder to get started.

How to Sign up for On-Campus Interviews

View & Apply For OCR Pre-Select Jobs:

- Click on the Job Title to go to the Position Information page. This is where you can apply/submit your resume if you choose to.
- Apply for the job in the Application Status box to the right.
 - Resume: choose the resume you want to submit to this job.
 - Cover Notes: send a short message to the employer if you choose (check spelling).
 - “Your Application has been submitted”: you should see this message in the Application Box after you’ve successfully submitted your resume.
 - Return: hit the Return button to go back to the list of jobs/to apply to another job

(All jobs you’ve submitted your resume to are listed on the Interviews page under the Interview Requests tab. This is also where you can withdraw your resume if you change your mind and where you can sign up for an interview if you get invited.

- The Important Dates box on the right - below the Application Status box - will give you all the dates and deadlines associated with this job/schedule. You may want to put on your calendar when the interview sign ups begin.

After You Have Been Invited to Interview:

- Click on the Interviews menu, then click on the Interview Requests tab to see all the jobs/interviews you’ve applied for.
- Once the Student Sign Up Period has begun, the Status will change to “invited,” “alternate,” or “not invited.”
- Click on the Schedule Interview button to schedule your interview for this position.
- Available Dates: you may choose the date you prefer.
- Available Interviews: select the time you would like to interview for this position and click Submit.
- This is also where you can Reschedule or Cancel your interview.

To See All Your Scheduled Interviews:

- Go to the Interviews menu and click on the Scheduled Interviews tab.
 - Interview Date: click here to view the Interview Details and Position Information page.
 - Position: click on the name of the job for the job description/details.
 - Employer: click on the name of the employer to see all the available positions posted by that employer.
- On the Scheduled Interviews page, you can Reschedule or Cancel or interview by using the appropriate buttons on the far right of the screen.
 - To reschedule, choose a new interview time and hit the Submit button at the bottom.

To Sign Up For Open Schedules (where the employer doesn’t want to pre-screen applicants.):

- Click on Campus Interviews I Qualify For under Quick Links on the CareerLink Home page. This will take you to the Jobs menu where ALL jobs you qualify for will be listed, including On-Campus Recruiting jobs – both Pre-Select and Open, as well as NON-OCR jobs. The Open jobs will have a green “O” under Type in the far right column.
- Click on the job title for the desired employer.
- Select the resume you want to attach to this schedule in the gray box to the right.
- Choose the time you’d like to interview and click Submit.

How To Pre-Select, Apply or Submit Your Resume

- Click on the Jobs menu
- In the grey box just under the tab, you’ll see a Show Me drop-down box. This is where you can decide exactly which of the posted jobs you want to see. For on-campus interviewing, you can choose “All Interviews,” which will show you all OCR jobs in the system. Click the Search button at the bottom of the gray box.
- You will be looking at the jobs resulting from your search. If you click on the word Deadline in the Deadline column, it will sort the jobs by the pre-select deadline which will bring all of the Accounting Week jobs to the front of the list since yours is the first deadline.
- You’ll see the name of the jobs and the employer in the first two columns. Click on the name of the job to go to the Position Information Page.
- In the Application Status box on the right: If you don’t qualify for the job, you’ll see “non qualify because:” and the reasons will be listed. If you do qualify, in the Application Status box you’ll see the process for submitting your resume. In the Resume drop-down menu, choose the resume you want to send (if you have more than one). The Notes text box is optional and probably not something you’ll use often. Click the Submit button to apply, or submit your resume to this job. After you do so, in the Application Status box you’ll see the following message “Your application has been submitted.”
- Click the BACK button at the bottom of the page to go back to your original search results. Continue the process until you’ve pre-selected for all the jobs you’re interested in.

★ Direct questions regarding full-time, internship (academic year or summer), or co-op listings to the Career Center. ★

★ Direct questions regarding part-time, summer, or work-study listings to Student Employment. ★