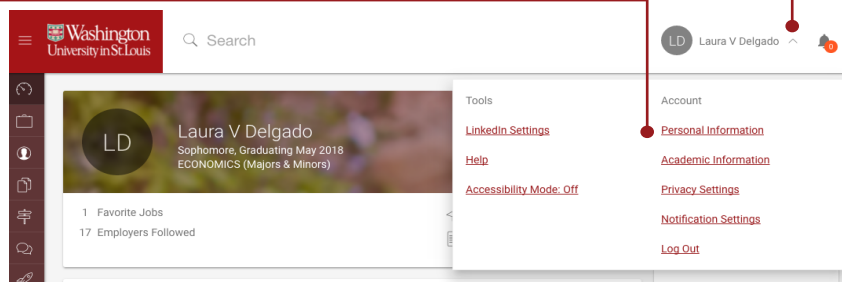


# CAREERlink Student Help Guide

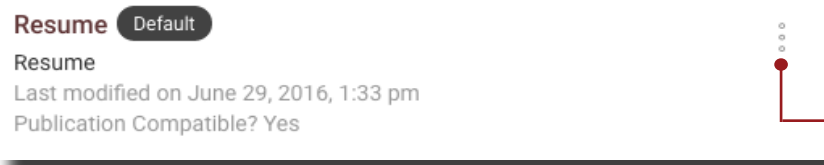
## UPDATE YOUR INFORMATION

1. Select the arrow next to your name on the top right corner of the screen
2. Select *Personal Information* from the top row of tabs and fill in contact information
3. Select *Save Changes and Continue* to go to the next tab or *Save Changes* to finish
4. Select the *Academic & Career Info* tab and indicate your industry preferences, geographic preferences, functional preferences, and post-graduation intentions
5. Select *Save Changes* to finish



## UPLOAD RESUME/ COVER LETTER

1. Select *Documents* from the left column of tabs and select *Documents* once more. Click *Add New* at the bottom of the page
2. Label the document, select the document type, browse for the file to upload, and select *Submit*
3. When the status column says "ready," the document has been converted and uploaded
4. Select the three dots beside each document to delete documents and choose which to make your default



## UPDATE YOUR PROFILE

1. Select *Profile* on the left column of tabs
2. Select the edit icon to fill in your personal statement
3. Select *Add Education, Add Experience, Add Projects, or Edit Skills* to complete your profile



**NOTE:** If uploading documents to apply for a position, return to the position posting to submit your application materials.

## EVENTS: FIND AND RSVP

1. Select the *Events & Workshops* tab
2. Select the appropriate tab for *Career Fairs and Panels, Employer Programs, or Skill Building Workshops*
3. Find the event you are looking for, select the title for more information, and select the *RSVP* button to RSVP

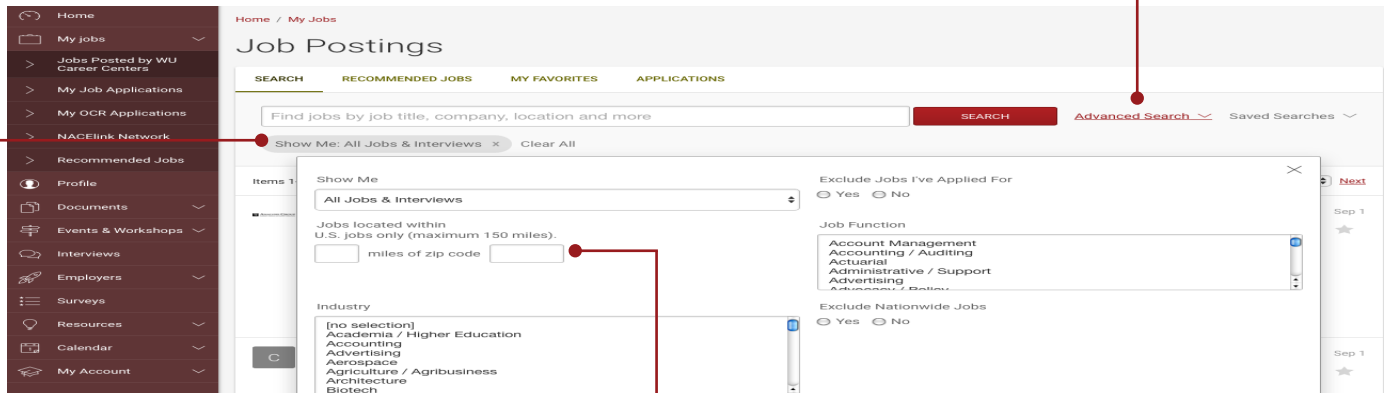
**NOTE:** Events with two or more employers will be posted under *Career Fairs and Panels*, events with a single employer will be posted under *Employer Programs*, and workshops will be posted under *Skill Building Workshops*.

### BASIC SEARCH

1. Select *My Jobs* from the left column of tabs and select *Jobs Posted by WU Career Centers* from the drop-down menu
2. In the *Show Me* category, leave *All Jobs & Interviews* selected
3. Input keyword based on job title, company, location, or other
4. Click to sort results by deadline
5. Select the job title for more info
6. Select the star icon to the right of the job title to add the job to your Favorites tab
7. Select *Clear All* to start a new search

### ADVANCED SEARCH

1. Under *My Jobs*, select the *Jobs Posted by WU Career Centers* tab. Select *Advanced Search*, to the right of the basic search box
2. For best results, complete fewer fields: keywords, position type, and job function, you can leave the rest of the search criteria blank
3. Click to sort results by deadline
4. Select the job title for more info
5. Select the star icon to the right of the job title to add the job to your favorites tab
6. To start a new search, select *clear all* under the main search box (not reset)



### SEARCH BY LOCATION

- Select *My Jobs* from the left column of tabs and select *Jobs Posted by WU Career Centers* from the drop-down menu. In basic search, type the state, city, or zip code in the search box and select *Search* (Go outside of CAREERlink to determine appropriate zip code.)

OR

- Select *My Jobs* and select *Jobs Posted by WU Career Centers*. In *Advanced Search* type the number of miles and zip code into the *Jobs Located Within* boxes.

### SEARCH BY EMPLOYER

1. Select *Employers* and *Employer Directory* from the left column of tabs
2. Select the desired employer's name
3. Below the employer's name, select the *Contacts* tab to see organization contacts and titles
4. Select the *Available Positions* tab to see postings
5. Select the star icon to add the employer to your list of *Favorite Employers*

**TIP:** The *Keywords* box searches employers descriptions, not just employer name. For an exact match, try searching by employer website.

### TIPS:

- Select *Saved Searches*, enter a search term, select *Save Search As*, and customize personal email notifications
- In the *Keywords* box, add \* to the end of a word stem to get more results. (e.g. *consult\** will find *consulting* and *consultant*)
- Multi-select or de-select options by holding the CTRL key on a PC or the Command key on a Mac (you can only use this function in *Advanced Search*)
- In the *City* box, check spelling and avoid abbreviations; try different ways to type the city name (e.g., *St. Louis*, *Saint Louis*, *St Louis*)

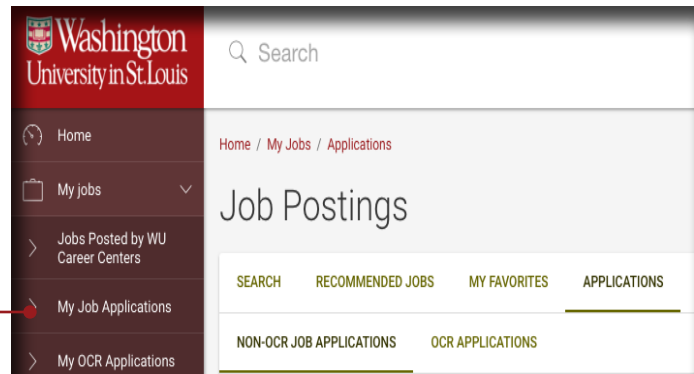
**APPLY FOR A POSITION**

1. From the job description page (found by searching the *My Jobs* or *Employers* tabs), select *Apply* on the right side of the heading
2. Select one of your previously uploaded cover letters and resumes from the drop-down menus
3. If there is no cover letter option, include a cover letter as a two-page document with your resume (we suggest you always include a cover letter unless told not to by the employer)
4. Make sure to select *Submit* to fully submit your application through CAREERlink. You should receive an email at your WUSTL address to confirm your application. If you do not, or if you have any questions about the application process, call 314-935-5930

**NOTE:** Read through the job description to see if the employer has also requested that you apply online via their website

**CHECK THE STATUS OF YOUR APPLICATION**

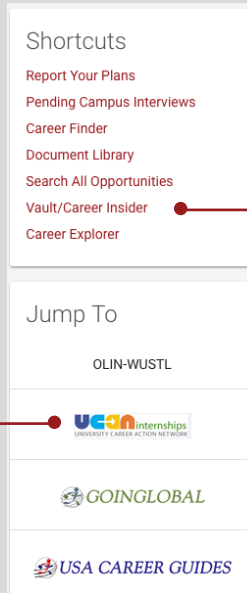
1. To check the status of your application, select the *My Job Applications* tab located under *My Jobs*. You will find your submitted applications under the *Applications* tab
2. If the job you applied for offers on-campus recruiting, search for the application under *OCR Applications*. Otherwise, search under *NON-OCR Job Applications*
3. Check the status of each application in the Status column



**SEARCH USING UCAN**

1. On your CAREERlink homepage, select *UCAN Internship Network* under *Jump To* to see employers and internships offered by other top tier schools
2. Once redirected to the UCAN page, do NOT select the school names (this will take you to their career search page that you cannot access). Instead, select *Internships* or *Employers* from the top row of tabs
3. Search for internships as you would on CAREERlink by entering search criteria, selecting Submit and selecting the position

**NOTE:** You cannot directly apply to any of the positions through UCAN. Visit the company's website for application details



**ACCESSING VAULT**

1. On the CAREERlink homepage, select *Vault/Career Insider* in the shortcuts menu to the right
2. Log in or create an account under *Create My Vault Account* by entering your @wustl.edu e-mail address

**TIPS:**

- Check out Vault's industry guides (See Guides tab on top left menu)
- Through Vault, companies provide students with insider tips. Before you interview or apply, check out the company's 'scoop' via searching Vault's *Companies* tab

**SEARCH NACELINK NETWORK**

1. Select *My Jobs* from the left column of tabs and select *NACELink Network* from drop-down menu
2. Fill in *Where* and *What* boxes and select the search button

**NOTE:** This will take you to an outside search. These job postings are not screened by the Career Center