

CAREERlink Employer Help Guide

Welcome to CAREERlink

Welcome to CAREERlink, the new online system for the Career Center at Washington University in St. Louis and the Weston Career Center at Olin Business School. Washington University is now part of the NACELink network, powered by Symplicity.

This guide will walk you through how to use the system, from setting up your account to requesting on-campus interviews. Unlike our previous systems, CAREERlink will allow you to actively manage your recruiting activities for Washington University undergraduate and graduate students in the following schools:

- College of Arts & Sciences (BA, MA, PhD)
- Weston Career Center – Olin Business School (BSBA, MSF, MBA, PMBA, MAC)
- Sam Fox School of Design & Visual Arts (BFA, MFA, BS, MARC)
- School of Engineering and Applied Science (BS, BS/MS, MS, PhD)

Who is using CAREERlink?

CAREERlink is a joint system shared by the Washington University Career Center and the Weston Career Center at Olin Business School. CAREERlink will enable both career centers to better meet your recruiting needs. You can post positions, schedule on-campus interviews and request information sessions for all students at the same time.

Students enrolled in the schools listed above will be able to view your internships, co-ops and full-time jobs. Only those students who meet the criteria you set will be able to view information sessions and apply for your positions.

Recruiting Washington University students via CAREERlink

There are three methods to post your internship, co-op or job opportunity in CAREERlink. Please note that the system uses “job” to mean any type of opportunity including internships and co-ops.

- On-Campus Interviews & Resume Collects

On-Campus Interviews and Resume Collects represent the best opportunities for our students.

Request an On-Campus Interview when you wish to recruit Washington University students and interview candidates on our campus. On-Campus Interviews are specifically marketed to students by our offices. Student response is typically high.

Request a Resume Collect when you wish to recruit Washington University students, but are unable to visit campus for interviews. Students apply to the position in the system and to On-Campus Interviews. Resume Collects are specifically marketed to students by our offices.

- Non-OCR Job Posting

Request a non-OCR job posting when you wish to include Washington University students in your applicant pool. Students can search non-OCR job postings, but they are not specifically marketed to students. We only post career related jobs, internships and co-ops. Other opportunities should be directed to Student Financial Services at (314) 935-5900.

- Multi-School Postings

As part of the NACELink network, multi-school postings allow you to post your opportunity to any number of NACELink participant schools. For more information on multi-school postings, please visit nacelink.com.

- Information Sessions

CAREERlink also allows you to request an Information Session for Washington University students. We recommend that Information Sessions be held during the evening, Monday through Thursday.

- Career Fairs

The Washington University Career Center hosts two career fairs during the academic year. These fairs are hosted in September and February. Registrations for the Career Fair are accepted via CAREERlink.

First Login to CAREERlink

1. If you traditionally recruit at the Washington University Career Center, open your Web browser and navigate to careers.wustl.edu/careerlink, then click **Employers**. If you traditionally recruit at the Weston Career Center, open your Web browser and navigate to olin-wustl-csm.symplicity.com/employers.
2. Click **Register** to create an account.
3. Click **Submit**. You will enter CAREERlink.

Note: You will receive an e-mail confirming your registration. After you have logged in for the first time, please update your personal profile and your company profile. Only the primary contact for your organization has access to your company profile.

Forgot Password

1. Open your Web browser and navigate to careers.wustl.edu/careerlink. Click **Employers**.
2. Click **Forgot Password**. You see the Forgot My Password tab.
3. Enter your username (your e-mail address) in the **Username** field. Click **Go**.

Note: You will receive an e-mail with additional instructions on changing your password.

Change Password

1. Log in to CAREERlink. You see your Home page.
2. Select **account** on the main navigation bar. You see the Account page.
3. Select the **Password/Preferences** tab. Enter your old password and new password.
4. Click **No** under Simplify Interface.
5. Click **Save**.

Update Personal Profile

1. Log in to CAREERlink. You see your Home page.
2. Select **account** on the main navigation bar. You see the Account page.
3. Select the **Personal Profile** tab and update necessary information.
Note: Division represents your division or business unit and should be used if applicable. Department represents the area in which you work. Example: A recruiter for the Today Show would enter "TODAY Show" under Division and "Human Resources" under Department.
4. Click **Submit**.

Update Employer Profile

Note: Only the organization's primary contact can update the employer profile page. If you need to be made the primary contact, please e-mail us at careers@wustl.edu

1. Log in to CAREERlink. You see your Home page.
2. Select **profile** on the main navigation bar. You see the Profile page.
3. Enter information on each tab. Click **Save Changes** on each tab to save your work. Please complete as much information as possible.

Request an On-Campus Interview or Resume Collect Schedule

1. Log in to CAREERlink. You see your Home page.
2. Select **on-campus interviews and resume collects** on the main navigation bar. You see the **on-campus recruiting** page.
3. Click on the **Request a Schedule** button. You see the New Interview Schedule Request form.
4. Complete New Interview Request form. You must complete the Positions Recruited section for all interview and resume collect requests. Additional instructions are provided below for specific fields.

Field	Option	Description
OCR Model	Preselect	Choose for on-campus interviews.
	Preselect to Alternate	Choose for on-campus interviews with the option to select alternate interview candidates.
	Resume Collect	Choose for resume collects.
Position Type(s)	Post-Graduation	Choose for opportunities for full-time employment to start after students graduate.
	Full-Time Internship	Choose for internship opportunities that are approximately 40 hours or more per week. These are typically summer opportunities.
	Part-Time Internship	Choose for internship opportunities that are 20 hours or less per week.
	Co-op	Choose for engineering co-ops. We do not offer co-ops for students outside the School of Engineering & Applied Science.
	WUSTL Stipend	Only to be used by Washington University offices offering stipends to students.
	Scholarship	Choose for research scholarships, scholarship competitions and other related opportunities.
	Part-Time	Choose for part-time employment opportunities, typically offered during the school year.
Receive Auto-Generated Resume Packet	Yes	A resume packet will be sent to you via e-mail after the resume submission end date.
	No	You can review and sort applicants to your position by logging in to your CAREERlink account.
Positions Recruited – Division	Text Box	Please enter the division or business unit of the position, if applicable.
Positions Recruited – Semester Offered	Spring	Use for internships/co-ops during spring semester.
	Summer	Use for internships/co-ops during summer.
	Fall	Use for internships/co-ops during fall semester.
	Post-Graduation	Use for full-time opportunities for students graduating this year.
Positions Recruited – Contact Information	Open text box	Please enter the information you'd like displayed to students. We request that you provide your mailing address and e-mail address.
Positions Recruited – Resume receipt	E-mail	Applications, including all submitted documents, will be e-mailed to the contact listed on the job one-by-one, as students apply.
	Accumulate Online	You must log in to your CAREERlink account to view applicants. This allows you to sort applicants by a number of criteria, as well as make interview decisions.
	Other	Choose this option if you prefer applicants mail their materials to you.

5. Click **Submit**.

NOTE: Career Center staff will review your request and respond via e-mail. Your position must be approved by the Career Center before

Review OCI and/or Resume Collect Schedule and Applicants

1. Log in to CAREERlink. You see your Home page.
2. Select **on-campus interviews and resume collects** tab in the navigation bar. You see the Schedules tab on the on-campus recruiting page. More information about each tab is provided below.

Tab Name	Options
Schedules	<ul style="list-style-type: none"> • Review your list of current on-campus interview and resume collect schedules. • Click on the schedule date to edit and review your schedule trigger dates. Use the Tasks menu to edit schedule details, attach positions, and view your interview schedule (OCI only). • NOTE: All updates to schedules must be approved by the Career Center before they are visible by students.
Positions	<ul style="list-style-type: none"> • View current positions attached to on-campus interview or resume collect schedules.
Interviews (OCI only)	<ul style="list-style-type: none"> • View interviews for current to on-campus interview schedules.
Applicants	<ul style="list-style-type: none"> • Click on student's last name to review applicant information documents such as a resume and cover letter. • OCI only: assign an interview status for each applicant during pre-select period only. Choices may include alternate, invited, not invited. • Checkmark applicants to use the following Batch Options: <ul style="list-style-type: none"> - Send e-mail - Save marked applicants as a Microsoft Excel document. - Generate a resume book. • Use search filters to view applicants by student name, major or status.
Wait List (OCI only)	<ul style="list-style-type: none"> • View alternate interview candidates.

Request an Information Session

1. Log in to CAREERlink. You see your Home page.
2. Select **events** on the navigation bar. You see the Career Fair tab on the events page.
3. Click on the **Information Sessions** tab.
4. Click **Add New**.
5. Complete the information session request form. Additional instructions are provided below for specific fields.

Field	Option	Description
Date of Recruiting Visit	Month Date Year	Choose your on-campus interview date, if applicable.
Class Level Visibility	Freshman Sophomore Junior Senior 4 th Year MACC 5 th Year MACC MS Finance 1 st Year MBA 2 nd Year MBA PMBA EMBA Graduate Student Post Doctoral Appointee	Only those class levels you select are able to view your event and RSVP. Note that 4 th Year MACC, 5 th Year MACC, MS Finance, 1 st Year MBA, 2 nd Year MBA, PMBA and EMBA, are all graduate-level students in the Olin Business School. Graduate Student includes masters and doctoral degree students in Art, Architecture, Engineering, and Arts & Sciences.
Audio-Visual Equipment Requests	Podium DVD Player Wireless Microphone LCD/Overhead Projector Laptop	Select the A/V equipment you require for your event. There is no charge for A/V equipment.

Catering Options	Yes No	All catering must be done through our on-campus catering company, Bon Appétit. Please contact Bon Appétit directly to arrange catering (wucatering@cafebonappetit.com)
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6. Click **Submit**.

NOTE: Career Center staff will review your request and respond via e-mail. Your event must be approved by the Career Center before it is viewable by students.

Request a Non-OCI Job Posting

1. Log in to CAREERlink. You see your Home page.
2. Select **jobs (non-OCI)** on the main navigation bar. You see the Post to Washington University in St. Louis tab on the jobs postings page.
3. Click the **Add New** button. You see the New Job form.
4. Complete the new job form. Additional instructions are provided below for specific fields.

Field	Option	Description
Position Type(s)	Post-Graduation	Choose for opportunities for full-time employment to start after students graduate.
	Full-Time Internship	Choose for internship opportunities that are approximately 40 hours or more per week. These are typically summer opportunities.
	Part-Time Internship	Choose for internship opportunities that are 20 hours or less per week. These can be during the school year or summer.
	Co-op	Choose for engineering co-ops. We do not offer co-ops for students outside the School of Engineering & Applied Science.
	WUSTL Stipend	Only to be used by Washington University offices offering stipends to students.
	Scholarship	Choose for academic scholarships, scholarship competitions and other related opportunities.
	Part-Time	Choose for part-time employment opportunities, typically offered during the school year.
Copy Existing	Drop-down menu	You may copy previous positions associated with your company. Please note that positions from previous academic years may not be available.
Location	Nationwide	Choose yes if your position is available in all 50 states.
	City, State, Country	Enter the city, state and country of your position. Click Add Item to add additional locations.
Semester Offered	Spring	Use for internships/co-ops during spring semester.
	Summer	Use for internships/co-ops during summer.
	Fall	Use for internships/co-ops during fall semester.
	Post-Graduation	Use for full-time opportunities for students graduating this year.
Work Authorization	Unknown US Citizen Permanent Resident Authorized to work in US in internship/training program	Choose these options if you require applicants to be authorized to work in the US. To choose more than one option, hold down the Ctrl key on your keyboard. NOTE: Unknown means the student's work authorization status is unknown.
	Not authorized to work in US	Choose this option in addition to those above if you are accepting applicants who may require visa sponsorship.
Display Contact Info to Students	Checkbox and text field.	Check the box and enter the information you'd like displayed to students. We request that you provide your mailing address and e-mail address.
Resume Receipt	E-mail	Applications, including all submitted documents, will be e-mailed one-by-one, as students apply. Enter the e-mail to receive applications in the Default e-mail address box.
	Accumulate Online	You must log in to your CAREERlink account to view applicants. This allows you to sort applicants by a number of criteria, as well as make interview decisions.
	Other	Choose this option if you prefer applicants mail their materials to you. Enter specific application instructions, including mailing address, in the How to Apply box.

Additional Documents	Cover Letter Unofficial Transcript	Select additional documents required to apply. A resume is automatically required for all positions.
Apply Start and End Date		Click Select to enter the apply start and end dates. We prefer at least two weeks between the apply start and end dates.

5. Click **Submit**.

NOTE: Career Center staff will review your request and respond via e-mail. Your position must be approved by the Career Center before it is viewable by students.

Review Non OCI-Job Postings and Applicants

2. Log in to CAREERlink. You see your Home page.
3. Select **jobs (non-OCI)** in the navigation bar. You see the Post to Washington University in St. Louis tab on the job postings page.
4. Select the job title for the position you wish to review. You see the position information tab. More information about each tab is provided below.

Tab Name	Options
Position Title	<ul style="list-style-type: none">• Update job posting information such as job description, location and job function.• Update desired screening criteria such as major, class level and work authorization. <p>NOTE: All updates to job postings must be approved by the Career Center before they are visible by students.</p>
Student Resumes	<ul style="list-style-type: none">• Click on student's last name to review current application documents including a resume and cover letter.• Assign a status for each applicant. Choices include Sent E-mail, Review and Interested.• Checkmark applicants to use the following Batch Options:<ul style="list-style-type: none">- Send e-mail- Save marked applicants as a Microsoft Excel document.- Generate a resume book.
Preview	<ul style="list-style-type: none">• Use the preview tab to view your job posting, as seen by students. To edit your posting, click on the position title tab.

This help document is available at the following URL:
<http://www.careers.wustl.edu/documents/careerlinkemployerhelp.pdf>.