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<http://www.umaine.edu/career>

UMaine CareerLink Instructions – Student

Getting Started with UMaine CareerLink!

Includes: logging in, changing your password, completing your profile, and uploading your resume.

System Note: It is recommended that you do NOT use your browser’s Back button when navigating in this system when the “ <Return” link found at the far right, top side of your screen is available. There are times the Back button won’t work at all.

**YOU SHOULD HAVE RECEIVED YOUR CAREERLINK PASSWORD IN AN EMAIL.
PLEASE SAVE YOUR PASSWORD SO YOU CAN ACCESS THE SYSTEM.**

1. Go to <http://www.umaine.edu/career/>
2. Click on **CareerLink**
3. Enter your Username (**your umit email address**) & Password in the Student Login section. If you forgot your password click on Forgot Password. A new password will be mailed to you.

Logging in your Account

1. Log in using your umit.maine.edu email address as your Username (**example: firstname.lastname@umit.maine.edu**) and the Password provided in the email confirmation.
2. You are now looking at the CareerLink home page. Notice the Announcements on the left, the Quick Links in the center, and the Alerts below the links.
3. **CHANGING YOUR PASSWORD:** The first thing you should do is change your password to something easy for you to remember.
 - A. Click on the Profile menu
 - B. Click on the Password/Preferences tab. Enter your initial password sent by the system (the one you logged in with) as your old password. Enter and confirm what you want your new password to be. Click on the

Change button on the far right bottom of the screen. You'll be taken back to the CareerLink home page.

****An important note about your password: All passwords are encrypted and therefore not viewable in the system. Please choose a password you will remember and/or write it down somewhere because you won't be able to view it from your account. Our office will NOT be able to tell you what your password is. If you forget your password, you'll need to click on the "Forgot my Password" tab on the CareerLink login page to have your password reset and emailed to you.**

Completing Your Profile:

1. Click on the Profile menu.
2. Complete/edit the fields in each of the three tabs: Personal Information, Academic Information, and Privacy. (We recommend leaving the Privacy page as is.) Be sure to click the **Save Changes** button at the bottom of each page. If you do not select Save Changes at the end of every screen, the information you filled in will not be automatically saved.

Uploading Your Resume

1. Click on the Documents menu if you're not already on that page and click on the Add New button.
2. 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. The upload process may take several minutes. When the process is finished, you'll see ready under the Status column on the Documents home page. 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.
3. Default Resume: If you upload more than one 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.

System Overview

1. **Home Page Highlights:**
 - A. **Announcements:** Regularly check here for important announcements from Career Services.
 - B. **Quick Links:** You'll find direct links to the pages you'll probably be using the most.
 - C. **Alerts:** These are time-sensitive reminders critical to your successful use of the system.
 - D. **Calendar:** View your scheduled activities including interviews, events, etc. by date.
 - E. **Feedback:** Your feedback is encouraged so we'll know how we can better serve you.
2. **Your Menu Choices:**

- A. **Profile:** Your personal and academic information.
- B. **Documents:** Where you upload your resumes, cover letters, and/or transcripts.
- C. **Jobs:** Where you search for both On-Campus Recruiting jobs (on-campus interview opportunities) and Non-Recruiting jobs.
- D. **Employers:** All employer information. You can even make your own list of your favorites.
- E. **Interviews:** View interview requests, sign up for interviews, and view scheduled interviews.
- F. **Events:** View upcoming events such as Career Expo and Employer Information Sessions.
- G. **Calendar:** Use this as your personal online calendar to record your interviews

How to Use the Jobs Menu

To search for On-Campus Recruiting jobs & non-OCR job postings.

Definition of Terms:

1. **On-Campus Recruiting** or OCR jobs are those positions being interviewed for on campus in the Career Center. They will either be Pre-Select (when the employer pre-screens resumes and makes invitations to interview) or Open (the employer does NOT pre-screen). Qualified candidates can sign up for interviews without an invitation.

2. **NON-OCR Job Postings** are those jobs that will not be interviewed for on UMaine's campus. Employers will contact you to set up the next step, whether it's a phone interview or they want you to come to their office for an interview.

- Login to your CareerLink account.
- Click on the Jobs menu and select: Jobs/Interviews to see OCR jobs and Non-OCR jobs posted directly to UMaine's site.
- You can also view jobs posted to national web sites, Careerbuilder.com and USAJobs by selecting either of those options.

1. **Jobs tab:** You can determine which job postings you will see by using the screening criteria on this page. * **We recommend** that you click on the "**show list with status**" link on the right side of your screen under the Campus Interviews legend. Doing so will add a Status column to the job posting table so you can easily see which jobs you qualify for, which jobs you've already applied to, etc.

A. **"Show Me" Drop Down Menu:** allows you to choose the type of jobs you'll see. Your choices are:

1. All Jobs & Interviews - to see all NON On-Campus Recruiting jobs (OCR) & all OCR jobs.
2. All Interviews (OCR only) - to see all Pre-select jobs for interviewing.
3. All Job Listings (Non-OCR) - to see only the NON-OCR jobs posted in the system.

4. Interviews I Qualify For – to only see those OCR jobs you meet the requirements for. You can also access this choice from the Quick Links.

We recommend that you don't use too many search criteria when looking for OCR jobs because you may filter out jobs or employers you could be interested in. Though the system won't let you apply to jobs you don't qualify for, you might want to obtain an employer's contact information to request additional information about other possible openings.

B. Other Search Options include: Majors, Position Type, Employer Name, Employer Industry, or Keywords – which can be any word you might find associated with that employer's name, job description, etc.

C. Hit Search button when finished. Your search results will appear on this same page.

D. The Job Posting Table contains the following information and sorting options:

1. **Job Title:** Click on the name of the job to see job details and to apply/submit your resume to interview for this position. If you're not able to apply, be sure to check the Application Status box for the reason and the Important Dates box for all dates and deadlines associated with this job.
2. **Employer:** Click on the employer name to see all jobs posted by that employer. You will also see Company Overview and Company Culture information if it was provided by that employer.
3. **Location:** The location the employer selected as relevant to that particular job.
4. **Position Type:** Full time or Internship
5. **Posted:** Date job was posted
6. **Deadline:** Your deadline to apply to each job.
7. **Status:** Shows whether you qualify for this job and whether you've already applied for it. (If you don't see this column, click on the "show list with status" link just below the Campus Interview legend box.
8. **Type:** Shows you if the job is a (P)Pre-Select or (O)Open (both=OCR), (CF)Career Fair, or (J)Job Listing (=Non-OCR) job.

Note: You can sort jobs by clicking on the column titles. Also, to better keep track of the jobs you're interested in, you can click on the Favorites button on the far right and that job will be copied to the Favorites page. This will keep you from having to go through the entire list more than once.

2. Advanced Search tab: You can create your own search options by choosing any or all of the provided search criteria. You can save them to create your personal Search Agents.

A. Search Agents: You can save your search options to create a Search Agent that can be used again and again. Click the blank box in the Search Agents section to turn on the Save As option (A "v" will appear in the box) and choose a name for your Search Agent.

B. Show Me: This is the same drop down menu found on the Job Postings page. Choose which jobs/interviews you want to search for.

C. Posting Date: (Last # of days) lets you view the most recent postings. For instance, if you enter a "3" it will search for jobs posted within the last 3 days.

D. **Keywords:** Includes any word that may be found in the job description, job requirements or qualifications, employer name, etc.

E. **Majors/Concentrations:** Search specifically by major.

F. **Ignore All Majors:** You can choose to take major completely out of the screening criteria.

G. **Position Type:** Full Time or Internship.

H. **Location:** Choose your general work location preference.

I. **Work Authorization:** You can search by the type of Visa you have.

After you've selected your search criteria, click on the Submit button at the bottom. You'll be taken to the Search Results page.

3. **Search Agents:** Click on the Search Agents tab to see a list of all of your Search Agents.

A. **Label:** Click on the Label name to set your Search Agent to run on a regular schedule.

1. **Schedule Search:** Choose the "yes" radio button under Enabled. When you do, the screen will refresh and you'll be able to set when and how often your search is run.

2. **Set Period:** Click the drop down menu under Period to choose day, week, or month.

3. **Set Frequency:** Under Multiple you'll enter a number to determine how often your search is run, ex: 2 times a month, 1 time a week, etc.

4. **Submit:** Click Submit to save the search schedule. When you do, you'll be taken back to the Search Agent page where you'll be able to see the schedule(s) of your search agent(s).

B. **Agent Type:** Who created your search agent.

C. **Last Run On:** When the search was last run.

D. **Next Scheduled Run:** When the search will run again.

E. **Schedule:** How often did you schedule the search to be run.

F. **Options:** You can Edit, Run, or Delete your search agent here.

When the scheduled search agent runs, you'll be emailed the results.

4. **Applications:** This is where you'll see a list of the NON-OCR job postings you've applied/submitted resumes to. The OCR job/interview applications are stored in the Interviews menu under the Interview Requests tab.

How To Sign Up for On-Campus Interviews

Go to the CareerLink login page.

Login using your Username (= your umeil email) and your Password. (If you've forgotten your password, click on the Forgot Password tab to have it reset and emailed to you.)

1. View & Apply For OCR Pre-Select Jobs:

A. Click on the **Jobs menu** and select UMaine: Jobs/Interviews. In the Show Me drop down box, choose:

1. **All Jobs & Interviews** - to see all NON OCR jobs AND all OCR jobs.
2. **All Interviews (OCR only)** - to see all pre-select jobs for interviewing.
*Recommended
3. **All Job Listings (Non-OCR)** - to see all the NON-OCR jobs posted in the system.

4. **Interviews I Qualify For** – to only see those OCR jobs you meet the requirements for. You can also access this choice from the Quick Links.

B. 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.

C. **Apply** for the job in the **Application Status** box to the right.

1. **Resume:** choose the resume you want to submit to this job.
2. **Cover Notes:** Send a short message to the employer if you choose.
3. **Check Spelling:** Check the spelling of your Cover Note if applicable.
4. **Submit:** Be sure to click on the Submit button to apply.
5. **Your Application has been submitted:** you should see this message in the Application Box after you've successfully submitted your resume.
6. **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.)

D. 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.

2. After You Have Been Invited to Interview:

A. Click on the **Interviews menu**, then click on the **Interview Requests** tab to see all the jobs/interviews you've applied for. *(Note: the **Status** will say "**pending**" until the student sign up period begins – even after the employer has made their decisions.)

B. Once the Student Sign Up Period has begun, the Status will change to "**invited,**" "**alternate,**" or "**not invited.**" (if invited students don't fill the schedule, alternates will get a chance to sign up. Check the Recruiting Calendar for alternate sign up dates.)

C. Click on the **Schedule Interview** button to schedule your interview for this position.

D. **Available Dates:** An employer may be interviewing for the same position on multiple days. If the system shows you more than one date, then you can choose the date you prefer.

E. **Available Interviews:** Select the time you would like to interview for this position. Remember, don't schedule interviews too closely together. We recommend setting them at least thirty minutes apart just in case someone is running late.

F. **Click on Submit** and you'll automatically be taken to the **Scheduled Interviews** tab where your interview is now listed. This is also where you can **Reschedule** or **Cancel** your interview.

Note: You can choose to **decline your interview invitation**. If you know you aren't interested in the interview, please decline it so the employer won't wonder if you just haven't signed up yet.

3. To See All Your Scheduled Interviews:

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

4. To Sign Up For Open Schedules:

An Open Schedule is one where the employer doesn't want to pre-screen applicants. Those who meet the qualifications set by the employer will be able to automatically sign up on the schedule on a first-come/first-serve basis. Most employers do not choose this type of schedule.

- A. 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.
- B. Click on the job **Title** for the desired employer.
- C. **Select the resume** you want to attach to this schedule in the gray box to the right.
- D. **Choose the time** you'd like to interview and click Submit.

How To Pre-Select, Apply or Submit Your Resume

(These words all mean the same thing (except pre-select is used only in OCR jobs where the others can also refer to other job postings.)

1. Click on **the Jobs menu**

2. 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. This is what I recommend you choose. If you choose "Interviews I Qualify For" the system will filter out jobs based on the job qualifications and your profile information. There is always a chance that you'll not see something you'd be interested in, but you can choose this choice if you like. Click the **Search button** at the bottom of the gray box.

3. 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.

4. 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**. This is where you can read

any information, job description, etc. entered by the employer. **This is also where you will pre-select** if you choose to. On the right side of this page you'll see the Application Status box, Important Dates, and Screening Criteria.

5. 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.**"

6. 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.

***To see the list of everyone you have pre-selected with click on the Interviews menu.**

Under the **Interview Requests tab** is where you'll see this list. This is also where you will find out if you've been invited to interview (under the Status column). This is also where you can withdraw your resume if you change your mind. You can only withdraw your resume until your Pre-Select Deadline.

***You do NOT need to attach a Cover Letter unless specifically requested by the employer.** Most employers coming for On-Campus Interviewing will not ask for a cover letter.