# How to Find CareerLink and Navigate the Homepage

- Log into MySJU and click on the Career Services tab. Click on CareerLink icon on the page.
- View at-a-glance features on the left-side navigation toolbar; Profile, Documents, Jobs & Internships, Workshop & Events, Interviews, Employers, Agreements & Survey's and Resources
- View important event dates by selecting the Workshops & Events drop-down and clicking on Career Fairs or Workshops to view upcoming sessions.
- Students review News Feed and Announcements in the middle of the layout.

## Documents

**Documents List**

- View existing and upload new documents (resumes, cover letters, unofficial transcripts) by clicking on the documents tab on the left-hand column navigation toolbar.
- Click on add new to upload new document.
- System will convert document to pdf.

**Manage Documents**

- After clicking [Add New] button, enter a document title in the Label field.
- Select a Document Type.
- Click on [Browse] button, select a file to upload and then click the [Submit] button.

## Research Employers

- View information about employers by clicking on EMPLOYERS from the top navigation bar.
- Find a specific employer or job type, input details (employer name or job type) into the Search box on the top row, and then hit Enter on your keyboard.
- Place an employer under the Favorite Employers tab by clicking on the star under the Action Header on the right side of the Employers page after you have selected your company from the Employer Directory from the Employers tab on the left-side navigation toolbar.
- View a list of preferred employers by clicking on the Favorite Employers tab.
### Apply for Internships/Jobs

- View postings by clicking on jobs/internships from the left navigation toolbar.
- Select “St. John’s Jobs & Internships”
- To find a specific position input the CareerLink ID in the Keyword Search box, and then click the Search Button.
- To search for a type of position use keywords in quotations (“ “) to maximize results
  - Search by key phrase (“business analyst”) and not individual work, ‘analyst’
  - Try to be specific, such as “ESL Teacher” and not words like “education” which may appear in most positions
- Mark a job/internship as a “favorite” by clicking on the blank star on the right side of the job listinh; when it highlights to yellow your favorite has been saved.
- View all favorite jobs under the Favorites tab.
- Submit a resume, if qualified by following the directions under the job posting which is located in the How To Apply header on the right side of the job posting page. Following the directions based on what information is presented.

### Advanced Search | Creating Saved Search

- Refine a job search through the St. John’s Job & Internships tab on the left-side navigation, then by clicking on the Advanced Search selection on the right-side of the screen.
- Select Locations, Position Types, etc. to run a combination search for the jobs list.
- Run the search by clicking the [Search ] button. The search results will display under the Jobs tab.
- Create a Saved Search within the St. John’s Job & Internships tab. Saved Search appear on the right-side of the screen. You can select how often these results are emailed to you (Daily, Every other Day, Weekly)

### On Campus Recruiting (OCR)

#### View OCR Jobs/Interviews and Submit Resumes

- Click on “Jobs & Internships” and search for a job.
- The system will indicate whether you qualify to apply for the position and those that you have applied (in My OCR Applications)
- If you meet the minimum requirements, you can submit your resume *
- Check Schedule Details section (on right) for all relevant dates and deadlines
- Please note the campus where the interviews will take place. Please submit only if you are willing to interview on that campus.

*If you do not see a submit button, the system will explain why you are not eligible to apply for the position- if you have questions, please schedule an appointment to meet with an advisor in the Career Center

#### Check if you have been chosen for an interview

- You must access your CareerLink account to determine if you have been selected for interviews. This information will appear in the Interview section on the left-side navigation toolbar.

#### How do I sign up for an interview?

- You must select “Interview” tab and every job you want to interview for will appear under “Requested Interview.” Click into the position and select “Interview Requested”
- If you have been selected by an employer, your status will have changed from pending to invited
- Invited students can click the scheduled interview button to show interview dates and available times- you can then select a time for the interview during the designated Preselect Signup
- Once you have signed up, this date and time will appear in the scheduled interview section
- If you were selected for an interview but are not interested in interviewing with that company, select the decline interview button