CareerLink Student User Guide

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What is CareerLink?
CareerLink is an online recruiting system that students and alumni can use to:

- Create a resume and receive feedback.
- Apply to job postings.
- Access Exploratory Resources and Document Library.
- RSVP to our Career Services event invitations and more.

This user guide will help you navigate some of the most utilized functions CareerLink has to offer. If you have any questions about CareerLink, please contact the Career Services (careers@lit.edu) for further assistance.

Frequently Asked Questions

How often should I check CareerLink?

- Check the system several times a week so you do not miss deadlines for job postings, on campus interviews, and Career Center events.
- These postings change daily so it is important to check CareerLink often.

How do I log in as a student user?
Simply log in to myLIT.edu, choose CareerLink, and click on Continue.

Navigating the Landing Page

On the landing page, you can view announcements, events, and various employer postings.
Setting Up/Editing Your Profile

**Pro Tip:** Keeping your profile up to date allows CareerLink to stay updated on your preferences!

On the landing page, click the “Profile” tab from the left menu.

Hover over each section and click to complete your Personal Statement, Education, Experience, Projects, Skills, Honors, and Awards, as well as Organizations and Activities to showcase your campus involvement.

- Personalize your profile landing page by adding a professional head-shot and a cover image.
- Provide your personal email address as it will allow our Career Services or employers to stay in contact with you post-graduation with employment opportunities.
- Share Linkedin or social media profiles if available.
- Once your profile completed, publish it to share it.
Managing Your Account
Click your name in the upper left corner, then “Account” to manage your account.

Add/Update Alternate Email Address & Phone Number(s)
- Click "Personal Information" and make any updates needed. You can stipulate whether or not you are seeking employment, provide a preferred name, cell phone number...

Update your Career Interests to receive personalized guidance
- Click "Academic" and share your professional preferences in regards to job types, functions, industries, what are you looking for most in an employer...
Uploading Documents (Application Materials)
The Documents section serves as a storage bin for all your job application materials organized by file type, such as “Resume”, “Cover Letter”, and “Writing Samples”. There is no limit to how many documents uploaded to your profile however; there is a 5MB limit on individual documents.

- Click “Documents” in the left menu and then on "My Documents".
- Click on the button "Add New" Resume", select any of the options corresponding to the document type for upload: "Resume", "Cover Letter"...

Pro Tip: Use the file naming convention to keep up with documents easily: LastName, FirstName_DocumentType

- Click on “Choose File” and browse for the document to upload.
- Click “Submit” for review!

Pro Tip: Make sure to get your resume reviewed by Career Services prior to upload. Resumes will be reviewed within two business days of receipt in CareerLink. Resumes needing edits may require a meeting, which will extend the review/approval process depending on scheduling and your prompt action.
**Jobs & Internships**

Some job postings will instruct you to apply directly to the employer, while others allow you to submit your application through the system. Pay special attention to the requested job application materials and submission requirements as they may vary depending on the employer.

**Locating Job Postings**

View available jobs by clicking on the “Jobs & Internships” tab in the left menu.

- Listings may be viewed by scrolling through or by searching by key word and/or applying filters to locate specific opportunities. Keep in mind the more searches and filters used — the more narrow the results produced.
- By clicking on "Show Me" you can search jobs, internships opportunities or career fair postings.
- To review the position details click on the Job Posting Box.
Creating Job Alerts

You may set up email alerts for job postings.

- Click on the "Show Me" tab, select your preference (ex: all jobs, or jobs I qualify for...).
- Click on button “+ Create Job Alert”.
- Click on “Job Alerts” select the drop down menu “Weekly” to set the email frequency.

Applying to a Job Posting

Pro Tip: You must have an approved resume uploaded to their Application Materials in order to apply for an opportunity listed in CareerLink.

- After clicking on the desired opportunity and reading the posting thoroughly, click on the “Apply” button in the top right corner of the posting and follow the instructions to apply.
Register for Events

When Career Services holds events, employer panels, and workshops, we ask students who are interested in attending to respond to the event invitation through CareerLink. Your registration allows for an accurate count of supplies and food required to make each event a success.

- Select “Events” from the left menu.
- Select one of the three type of events: "Career Fairs", "Information Sessions", or "Workshops".
- Click on the event to access more event details.
- Click “RSVP” to add your name to the event roster and add the event to your calendar.
- Following your submission, you will receive an email confirmation that your response was received. The event will reflect on your calendar.
Explore CareerLink Resources

Unsure of where to begin… unsure about what career to go for? Feeling stagnant in your search? Looking for something specific? CareerLink is a great start for researching different careers, leading industries or career 101 “How-To’s” – How to… write a resume, navigate a career fair, network, negotiate a salary – the list goes on! Career Services regularly curates resources to keep you in the know.

- Click on “Resources in the left menu.
- Choose from the Career Explorer, Career Finder, Document Library, or Resume Builder options.

Career Explorer

- Click on "Career Explorer" Tab and browse popular careers or leading industries.
- Click on the career or industry of your choice to get related info such as average wage, knowledge, skills, and personality traits that one should possess to excel in that job or browse similar careers.

Pro Tip: If you are pursuing an Associate degree in General Studies, this tool will allow you to make informed decisions and prepare your next professional/academic step.

Career Finder

- Click on the "Career Finder" tab and click on the "Get Started" button.
- Complete the Career Finder assessment to learn more about your career options.

Pro Tip: find out if your major is a good fit for you, or if you are undecided about your major, receive personalized career suggestions based on your interests and level of work experience.
Document Library

- Click on Document Library tab.
- Browse the resources available.

Pro Tip: Resources are filed by topic – search for one or read them all!

Resume Builder

- Click on the "Resume Builder" tab.
- Click on the "Create New Resume" button.
- Select a template from our library.
- Enter content and customize resume style.
- After reviewing your resume, click on the "Submit For Review" button to receive feedback from Career Services.
**Pro Tip:** Tailor your resume based on the type of job that you apply for by selecting a template corresponding to your major or to the profession you are pursuing. Create multiple resumes customized to the position you apply for, by using key words from the job post. Want to know more contact us!