1865 THE UNIVERSITY OF
MAINE

*Career*center
The Division of Student Life

Third Floor, Memorial Union   207.581.1359
umaine.edu/career

careerLINK
STUDENTS ☙ JOBS ☙ EMPLOYERS

Use CareerLink to Find Jobs, Internships & On Campus Interviews

Log Into Your Account

- Go to umaine.edu/career OR umaine.edu/studemp/online-job-search/
- Login to CareerLink using the login box OR at maine-csm.symplicity.com/student
- Enter your username (first.last@maine.edu) and password
    - If you forgot your password or are logging in for the first time, click **"Forgot your Password?"** On the next screen enter your email address (username) and a link to reset your password will be sent by email. This link expires 24 hours after the email is sent.
    - **Note: This login information is unrelated to your MaineStreet login credentials.**

Complete Your Profile

- Click on the Profile tab
- Complete/edit the fields in each of the tabs: Personal Statement, Education, Experience, Projects, and Skills. (In the Privacy tab, you may opt-in to receive text messages reminding you of events and interviews for which you have registered.)
- Click on the **"Password"** tab and change your password to a password you will remember.
- Be sure to click **"Save Changes"** at the bottom of each page.

Search for Jobs (Full-Time, Internships, Part-Time, Summer, and Work Study)

- Click on "**Jobs and Internships**" on the left side of the page. Then, select the "**Discover**" option.
    - Note: You are required to complete profile information before you can search the database
- **To search for jobs, you can do any of the following:**
- Use the keywords bar to type in key words for specific jobs.
- Use the **"Location"** bar to search Orono, ME for local jobs.
- Search the **"Trending Jobs"** category for popular student job openings.
- Select "**See All Jobs**" to browse a list of filters, such as position type, industry, and job function.
- You can also view jobs posted to other web sites, including NaceLink Network, Maine College Career Consortium, Internships.com and Internship Series On Line. --- These links are located under the **"Jobs & Internships"** tab.

Upload Your Resume/Documents

- Click on **"Documents"** and then click on the **"Approved"** button to see your existing documents or to add new ones.
- Select "**Add New**" to add documents. Under Label, you can name the file, and under Document Type, you can select what type of file you are uploading. Browse to find your document file. Click **"Submit"** to upload your document. If you have more than one document to upload, repeat the process.
- Default Resume: If you upload more than 1 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.

Apply/Submit Your Resume for Jobs

- Click on the **"Jobs and Internships"** tab on the left side of the screen.
- Search the jobs you are interested in by using the available filters.
- From this list, select a job you wish to apply for, and you will be brought to the additional information page.
- If you have already submitted a resume to the documents section of your profile, there will be a button in the upper right corner that says '**Apply**". If you have not submitted a resume yet, follow the instructions under the "**Upload Your Resume/Documents**" section of this handout.
- Once you click "**Apply**", a pop-up window will appear. From here you can attach your resume and any additional documents the employer has requested (i.e. cover letter, transcript, etc.). Make sure to pay attention to any special instructions the employer may have included for applying for the job, such as going to the company website to submit an application.

For On-Campus Interviews

View & Apply For OCR Pre-Select Jobs:

- 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.
- Apply for the job in the **"Application Status"** box to the right.
    - Resume: choose the resume you want to submit to this job.
    - Cover Notes: send a short message to the employer if you choose (check spelling).
    - After you've successfully submitted your resume, you should see **"Your Application has been submitted"**
    - 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.

- 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.

After You Have Been Invited to Interview:

- Click on the **"Interviews"** menu, on this page you can see your scheduled and requested interviews.
- If selected, your status will change to "invited."
- Click on the **"Schedule Interview"** button to schedule your interview for this position.
- Available Interviews: Select the time you would like to interview for this position and click **"Submit".**
- This is also where you can Reschedule or Cancel your interview. Please call the Career Center to cancel.

To See All Your Scheduled Interviews:

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

To Sign Up For Open Schedules (where the employer will not pre-screen applicants.):

- 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
- Click on the job title for the desired employer.
- Select the resume you want to attach.
- Choose the time you'd like to interview and click "Submit".
- Plan to arrive to the scheduled interview time and location early.

★ Direct questions regarding full-time, internship (academic year or summer), or co-op listings to the Career Center at 207.581.1359★

★ Direct questions regarding part-time, summer, or work-study listings to Student Employment at 207.581.1349 ★