Careercenter
The Division of Student Life

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http://www.umaine.edu/career

UMaine CareerLink Instructions - Employer

I. Creating an Account

Most any service you are looking for can be done through the convenience of the UMaine CareerLink system. Searching student resumes, scheduling an on-campus recruiting visit, placing a job and registering for job fairs can all be done by you from your own workstation or mobile device.

1. Go to http://www.umaine.edu/career/ and click on CareerLink.
2. Click Go in the Employer Section, then click the Register tab
3. Complete the registration form and click submit. Be sure to provide information for all of the required fields marked with a red asterisk.
4. You will see a 'Thank you for registering message' confirming your registration is complete. You will not see this message if you failed to provide information for a required field. As soon as we approve your registration, you will receive an email confirmation which will contain your login information. (We will approve new employer accounts continuously throughout each business day.) That is it! Your email should be arriving shortly.

II. Logging into your Account

1. Go to http://www.umaine.edu/career/
2. Click on **CareerLink**
3. Enter your Username (email) & Password in the Employer Login section
4. You are now on your UMaine CareerLink home page. Please note the Announcements, Quick Links and the Alerts.

III. Changing your Password

1. Click on the Account menu, then click on the Password/Preferences tab.
2. Enter your New Password.
3. Re-enter your New Password. Choose a Password that will be easy for you to remember. (Please read the important note about Passwords below.)
4. Click on the Change button on the bottom right of the screen.
    a. An important note about your Password: All Passwords are encrypted and therefore

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not viewable in the system. Please choose a Password you will remember and/or write it down somewhere because you will not 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 will need to click on the 'Forgot my Password' tab on the UMaine CareerLink login page to have your password reset and emailed to you.

System Overview

1. Home Page Highlights:
   A. Announcement: Regularly check here for important announcements from Career Services.
   B. Quick Links: You will find direct links to the pages you will probably use 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: You feedback is encouraged so we will know how we can better serve you.
2. Your Menu Choices:
   A. Account/Personal Profile: update your personal profile, change your password, and view your account activity summary.
   B. Calendar: View your scheduled events, deadlines, appointments, etc. here
   C. Company Profile: You will only need to complete this information once. Please provide as much information about your organization as possible. There is also a place for your logo.
   D. Post a Job: This is for NON On-Campus Recruiting jobs.
   E. Search UMaine Resume Books: Access resumes for each student/alumni registered with the UMaine CareerLink system.
   F. On-Campus Recruiting (OCR): Access all relevant OCR information here including schedules, jobs, applicant lists, etc.
   G. Events: Click here to register for Career Fairs, Schedule Information Sessions, or review details regarding your previously scheduled events.

   If MENU tabs are not bold/not accessible, you didn't request/weren't given access to these parts of the system. If you feel a mistake has been made regarding this, please contact Kate Axelsen Foster, Assistant Director/Employer Relations-207-581-1353.

How to Use the On-Campus Recruiting (OCR) Menu Options
(includes: schedules, positions, interviews & applicants)

1st Tab: Schedules

From this page, you can create a new schedule request by clicking on the Request A Schedule button. You can also view and edit schedules you have already set up by following the instructions below.

From this page you immediately see the list of your schedules and below that you see your Pending Schedule Requests. Under Schedules, click on the date for your schedule to see all of you information for that particular schedule in one place, including Positions Recruited, Schedule Details, Interviews Scheduled, and Applicants. Notice the Tasks menu on the left of your screen. This is where you can edit your information and see even more details such as:

1. **Review Schedule:**
   1. Positions Recruited: shows your current jobs, the schedules they are attached to, interview date(s), number of rooms, and number of applications and interview slots.

2. Schedule Details: shows you all the relevant information and dates for your schedules - including student & employer deadline dates. The Edit Schedule Details button will allow you to edit certain information about your schedule depending on where the schedule is in the OCR process (for example, you will not be able to change the interview length after students have begun signing up).
3. Interview Scheduled: Allows you to see which of the invited students have signed up and their interview time.
4. Applicants: Shows you the list of all your invited students.

2. **Edit Schedule Details:** This is another way to edit the same information.
3. **Attach Positions for Recruitment:** Click here to attach another position to one of your schedules.
4. **Room/Timeslot Availability:** If you have more than one job and want each job to have separate rooms/schedules, this is where you can make that happen. Just select the job in the drop down menu and make sure the + signs are turned on only for the number of rooms you want this job interviewed in. (If you have any questions, contact Career Services and we will be glad to help you.) You can also make adjustments to your schedule, block out times you do not want to use for interviewing, change your last interview time to earlier in order to leave early, etc. Remember, once students begin signing up, changes to your schedule cannot be made.
5. **View Another Schedule:** This takes you back to the list of your schedules found when you clicked on the Schedules tab. You can click on another schedule date to view all these details for another of your schedules.
6. **Request A Schedule:** Click this link to request additional schedules.

Note: You will only see the links that are relevant to the particular schedule you are viewing. For instance, if it is too late to add another job to your schedule, you won't see option number 3 under your Tasks heading.

2nd Tab: Positions (Jobs)

Important Note: In the OCR menu, to post a new job you must first request a schedule for that job to be attached to or attach it to an existing schedule.

View a list of all your OCR jobs currently in the system and what schedule they are attached to. Click on the Title of the job to see the full position information. To return to the list of jobs, hit the return button at the bottom or the return link at the top far right of your screen. To edit a job, click on the job name. After you make your changes, click on the Submit button. If you want to erase your edits, click on the Reset button.

3rd Tab: Interviews

1. View your scheduled interviews for your upcoming OCR visit. Choose which job you want to view from the Position drop down menu and click Apply Search button. If no students have signed up yet, you will get a 'no records found' message. Once students begin signing up, you will see the schedule, the position, student name, room, time and student document(s) listed on this page.

2. Mass Email/Generate Personal Resume Book: From this list you can send an email to any number of students listed on this screen by clicking the box on the far left of the screen,

which will put a checkmark in the box. After you have selected your student(s), from the Batch Options drop down menu choose either Mail to Checked or Generate Book to keep specific resumes gathered in a resume book of your making.

4th Tab: Applicants

From this page you can search by position (using the Position drop down menu) for all students who were invited or made alternates, etc. (from the Status drop down menu). You can also search by student name if you need to specifically look up certain students. Students may decline an interview invitation online. You can see which students (if any) declined an interview from this page.

5th Tab: Wait-List

UMaine does not currently use wait lists.

6th Tab: Publication Requests

You can create a resume book or packet of resumes you would like grouped together and the Publication Requests page is where you would access that. Resume packets are also a good way to print groups of resumes at the same time. You can also create a schedule packet which will contain a copy of your OCR schedule and all the relevant resumes.

How to Complete Your Schedule Create New Schedule Request

1. Log into UMaine's CareerLink system using your email address and password
    (or if you are already logged in, click on HOME on the menu bar.)
2. Click on Create New Schedule Request under Quick Links (or click on the OCR menu choice, then click on the Request A Schedule tab, then Click on the Add New button.)
3. Complete the fields under New Interview Schedule Request using the information provided below.
    Note: The system will automatically refresh after some of your choices are made.

    A. **Recruiting Session:** Select the semester and year you wish to interview
    B. **OCR Model**: Chose ONE from the options below. (We can change this later if necessary.)
        1. **Room Only** - You are making any/all schedule arrangements and only need a room from us.
        2. **Pre-Select Only** - Students submit resume online for your review. Only invited students can sign up for an interview time.
        3. **Pre-Select to Alternate** - Employer initially screens students and makes invitations online. Several Alternates are chosen from the applicant list to interview if any of the invited students don't sign up. Invited students will have first access to signing up, then Alternates.

4. **Pre-Select to Open** - Employer initially screens students but will also allow students who were not chosen as Invited or Alternates to sign up through open sign-ups, if slots remain.
5. **Pre-Select to Alternate to Open** - Invited students will be able to sign up on the schedule first. Several days later, Alternates will be given the chance. If any interview slots remain open, several days prior to the interview date students not invited at all will be able to sign up.
6. **Open** - Any student who matches the employers' qualifications may sign up for an interview. Employers do NOT get to review resumes prior to the student signing up on the schedule.
7. **Resume Collect** - You are only collecting resumes for this job posting at this time, but may choose to convert this to an interview schedule in the future.

C. **Interview Date**: Select the date you would like to come to UMaine to conduct interviews. Be sure to review the Availability column on the right to make sure we have enough rooms to accommodate you on the date you would like to come to UMaine. (You will set Number of Rooms Below.)

D. **Time Slot**: Select Full day or if you just need a morning or afternoon schedule, you can make that choice. **The default 30-min Full Day Schedule runs from 8:15-4:30 with 75 minutes for lunch (11:45-1:00). If you will need additional breaks during the day, you will need to set those when you are making your schedule details under the Room/Timeslot Availability screen.

E. **Number of Rooms**: Refers to the number of separate interview schedules/rooms you will need. (One schedule per room, but you can have more than one job attached to a schedule.) One 30-minute schedule allows for 14 interviews beginning at 8:15 and ending at 4:30.

F. **Location:** All interviews are held in the Memorial Union on the University of Maine campus.

G. **Interview Length:** You have a choice of 30 minutes, 45 minutes, or 1 hour. If you need a different set up, please choose "Other" and include details in the Notes box at the bottom of the screen.

H. **Allow Multiple Student Interviews**: Choosing "yes" will allow students to sign up for multiple interview times.

I. **Notes**: Please include any additional scheduling information you would like us to know here, including different time/length for lunch, etc.

Click on Submit. **If the form comes back up blank, that means it was sent to us. You will receive an email confirmation that we have approved your schedule. If you need more than one schedule, you can submit your next one by following the same procedures.

J. **Positions Recruited:** This step is necessary for every OCR Model except Room Only. Click on 'Add Position' button.

K. **Copy Position**: Choose the existing job you would like to attach to this schedule.

L. **Position Type:** You may choose more than one position type if you are interviewing for both Full-Time and Part-Time or Internship for this position.

M. **Title:** Enter the name of the job.

N. **Job Function**: Choose a general category that this job would fall into.

O. **Description:** Enter your job description. Please enter as much information as possible so students will be able to tell if they would be a good match for your position.

P. **Display Contact Information to Students**: Check this box and edit any additional information besides your name that you would like students to see.

Q. **Desired Work Authorization:** Useful to indicate that you can hire particular VISA's (select all VISA's and Residency Statuses that you can hire). Do not select any if you have no residency restrictions.

R. **Desired Major(s):** Select multiple majors by holding down the CTRL key.

S. **Additional Documents**: Click any additional documents you would like to request. This does NOT require students to provide these documents in order to apply. If you would like to receive these requested documents as part of the application process, please mention this in the notes box following.

T. **Salary Level:** Provide a salary range if you would like to.

U. **Location:** Provide location information for your position by clicking on 'Add Item'.

V. **Add Item:** Click here to add another job posting to your interview schedule

4. When finished with this position, click the 'Submit' button.
*To Edit a Position: To edit a job attached to an approved schedule, go to your homepage. Click on 'View Interview Schedule'. Click on the 'Positions' tab and then click on the name of the position you wish to edit. Make any changes. After you make your changes, click on the 'Submit' button. If you want to erase your edits, click on the 'Reset' button.

5. **Tasks Menu:** After you finish filling out your request, you will be on the Schedule screen. On the left of your screen, you will see the Tasks menu. This is where you can edit your information and see even more details such as:

    A. **Review Schedule:**
        1. **Positions Recruited:** Shows your current jobs, the schedules they are attached to, interview date(s), number of rooms, and number of applicants and interview slots.
        2. **Schedule Details:** Shows you all the relevant information and dates for your schedules - including student and employer deadline dates. The edit Schedule Details button will allow you to edit certain information about your schedule depending on where the schedule is in the OCR process (for example, you will not be able to change the interview length after students have begun signing up.)
        3. **Interviews Scheduled:** Allows you to see which of the invited students have signed up and their interview time.
        4. **Applicants:** Shows you the list of all your invited students. Students may decline an interview invitation through their UMaine CareerLink account. You can see who declined an interview here.

    B. **Edit Schedule Detail:** This is another way to edit the same.
    C. **Attach Positions for Recruitment:** Click here to attach another position to one of your schedules
    D. **View Interview Schedule**: You can view your interview schedule for each of your interview rooms. You can see what students are signed up in each time slot.
    E. **Room/Timeslot Availability:** If you have more than one job and want each job to have separate rooms/schedules, this is where you can make that happen. Just select the job in the drop down menu and make sure the + signs are turned on only for the number of rooms you want this job interviewed in. (If you have any questions, contact Career Services and we will be glad to help you.) You can also make adjustments to your schedule, block out times you don't want to use for interviewing, change your last interview time to earlier in order to leave early, etc. Remember, once students begin signing up, changes to your schedule cannot be made.
    F. **View Another Schedule:** This takes you back to the list of your schedules found when you clicked on the Schedules tab. You can click on another schedule date to view all these details for another of your schedules.

G. **Request A Schedule:** Click this link to request additional schedules.

How to View & Manage Submitted Resumes

1. From your home page, click on the OCR Applicants Quick Link to view students who applied for OCR jobs. (Or click on the OCR menu across the top of your screen, the click on the Applicants tab.)
2. **View the list of applicants.** You can see their name, the position applied for, submitted documents and the status.
   A. **Last Name:** Notice the last name is a link. Click this to go to the Applicant Status page. If you have more than one schedule/day and want to choose which schedule/day this particular applicant can sign up on, you can make that decision here.
   B. **Documents:** To view the resume in PDF format click on the paper icon with the 'R' on it.
   C. **Status:** This is where you will make your interview decision for each applicant. If you see the 'Select has not begun yet' message in the Status column, that means the students are still able to apply. After their apply deadline & during the employer decision dates, the status with read 'pending' meaning employers will now be able to record their decisions. Checkmark multiple students and click on the Change Status To dropdown menu to mark a batch of students as Not Invited, Invited, etc.

   Important Information on Inviting/Not Inviting Students:
   a. Once you change the status for each applicant from Pending to Invited, Not Invited, etc., you are finished. You do not need to save or submit your changes because the system automatically saves your changes. You can make changes until the Student Sign Up Period begins. After that, the status choices will no longer be available. *Note: The students see Pending as their status until their sign up period begins regardless of what you have changed their status to be and when you changed it.
   b. Students marked Pending will be automatically changed to Not Invited at the end of the Employer Select period.
   c. If an invited student declines the interview, you will see that on the right of the status in the Status column.
   d. Once an invited student signs up on your schedule, they will no longer appear on the Applicants page, but instead will appear on the Interview page. You can view the list of students who have signed up for an interview time by clicking on the Interviews Tab. You can also view your schedule(s) in the interview schedule format by clicking on the Schedules tab and then on the View Interview Schedule link on the left.
3. **View Schedule:** Once a student signs up for an interview, the interview details appear under the Interviews tab. You can also view your schedule(s) in the interview schedule format by clicking on the Schedules tab and then on the View Interview Schedule link on the left.

How to Post Your Non-OCR Job

(Non On-Campus-Recruiting jobs are those which will not need an interview schedule because interviews are not being held at UMaine.)
1. Log into your UMaine CareerLink account.
2. From your home page click on the Quick Link - Create Non-OCR Job Posting or you can click on the Jobs menu across the top, then click on the 'Add New' button.

3. Complete the New Job form. These fields include:
    A. Job Description: Please provide as much information as possible.
    B. Resume Submission: You can choose how you want to receive submitted resumes:
        1. Email: resumes will be emailed to you as they are submitted.
        2. Online: you will log into your UMaine CareerLink account, click on the Jobs menu, then click on the Student Resumes tab to see applicant's names and resumes.
    C. Start Date: Choose the date you would like your job posting to become available.
    D. Expiration Date: The date your posting will no longer be available to applicants.
    E. Position Type: Choose one from Full-Time employment or Internship.
    F. GPA: If you do not have a GPA requirement, enter 0.00.
    G. Grad Date Start: Select the earliest graduation date you will consider.
    H. Grad Date End: Select the latest graduation date you will consider.
    I. Work Authorization: Select work authorization(s) your organization is allowed to consider. (Hold the CTRL key down as you click for multiple selections.)
    J. Desired Majors: Choose all majors you are interested in interviewing.
4. Hit the 'Submit' button when your posting is ready.

NOTE: Your job will be PENDING until we approve it. When it has been approved, you will see a green check in the Approved column. You will also get an email confirmation.