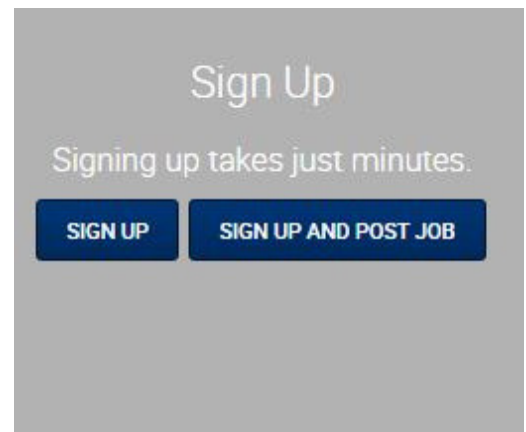




1) Create an Account

UMaine's CareerLink system allows you to search student resumes, schedule an on-campus recruiting visit, post jobs, and register for job fairs - all online!

- 1) Visit <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!



2) Logging In

- 1) Return 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!

Please note that all passwords are encrypted; our office cannot see your current password. We can only re-set or assign a new password to your account.

Sign In

Please enter your username and password.

Username
(your email address)

Password

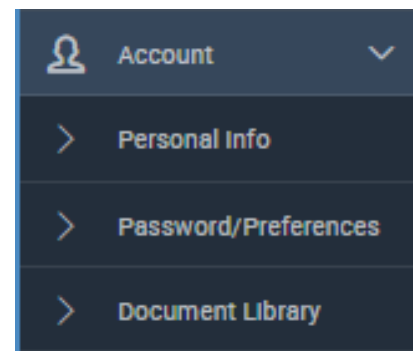
SIGN IN

[Forgot Password](#)

3) Changing your Password

- 1) Click on the Account menu, then click on the Password/Preferences tab
- 2) Enter and re-enter your New Password
- 3) Click on the Change button on the bottom right of the screen.

If you have forgotten your password and unable to log in, select 'Forgot Password' under the log-in screen and a link will be emailed to you.



4) System Overview

1. Home Page Highlights:

- A) Announcements: Regularly check here for important announcements from Career Services.
- B) Shortcuts: 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: Your 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.
- 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.

Shortcuts

- [Create Job Posting](#)
- [View Job Postings](#)
- [View Applicants](#)
- [View Participating NACELink Schools](#)
- [View Document Library](#)

Attend Events

- [↪ UMaine Career Fair 2018 is currently active](#)
- [↪ UMaine Engineering Job Fair 2017 is currently active](#)