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.
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 login 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: 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.
- 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.