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I. Getting Started

CareerLink allows you to create a personal profile, store documents, apply and search for jobs and assistantships, participate in on-campus recruiting, research employers, schedule counseling appointments, RSVP to workshops, career fairs and info sessions, and manage your calendar. Please keep in mind that the University of Maine has not enabled all features for all users and the Main Navigation Bar will present the features that are accessible to you.

For the purposes of Student Employment, you will only need to access your personal and academic profiles, documents, jobs, employers and the calendar. For all questions regarding these functions, please contact the Office of Student Employment at (207) 581-1349.

For students interested in searching for Internships or Full-Time, career-based employment, and for career services as you prepare to graduate or research Internships, you will use the additional functions in CareerLink. For all questions regarding those functions, please contact the University of Maine Career Center at (207) 581-1359.

Profile Home Screen
Helpful Hints on Navigating the System

- Click on the Help button at any time for help.

- Don’t use your browser’s back button – use the Back navigation that is present in CareerLink.

- Only have one session open at a time. Don’t open multiple session windows at the same time.

- Click on the printer icon, located at the top right to create a printer-friendly image of any screen.

- If you need to view CareerLink in Accessibility Mode, click on the icon in the upper right corner to enable or disable this function.

- Make sure your e-mail address in CareerLink is current and that you are checking your e-mail regularly. It’s the best way to make sure you’re getting all the most current information from us!
II. Basic Account Information

Logging into your Account

Returning Users

If you know your Username and Password, follow the instructions below to log in to CareerLink (all students have been entered into CareerLink using the student’s FirstClass e-mail address as the Username):

1. Go to http://www.umaine.edu/studemp/.
2. Click on the Online Job Search Tab.
3. Click on CareerLink Student Log-In.
4. Enter your Username (your FirstClass e-mail) & Password.
5. You are now on your UMaine CareerLink Home Page.

Alternatively, you may go directly to https://maine-csm.symplicity.com/students to log-in.

Student LogIn Screen
Forgot Password

If you do not know your password, click on **Forgot Password** to generate a password for your account. Note: Enter your FirstClass (@umit.maine.edu) e-mail using periods, not underscores. A password will be e-mailed to you.

Forgot Password Screen

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No Username or Password

If you enter your Username (your FirstClass e-mail) and you receive a notification that no such Username exists, contact the Office of Student Employment at (207) 581-1349 or the Career Center at (207) 581-1359 to have an account set up for you.

No Username Found Screen

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For your convenience, you may wish to write your Username and Password in this Guide.

Username: __________________________________________

Password: __________________________________________
Changing your Password

You may change your password at any time under your Profile Tab.

Note: All Passwords are encrypted and therefore not viewable in CareerLink. 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 Log-In page to have your password reset and emailed to you (see page 5).

How to Change Your Password

1. Click on the Profile Tab, and then click on the Password/Preferences Tab.
2. Enter your Old Password.
3. Enter your New Password.
4. Re-enter your New Password.
5. Click Save.

Changing your Password Screen
III. System Overview

Home Page Highlights

Show Me
Make sure both the Announcements and Notifications boxes are checked to receive all information sent through CareerLink.

RSS Feed
This is a “feed” of frequently changing content on this site.

Feedback
Your feedback is encouraged so we will know how we can better serve you.

Announcements
Check here regularly for important announcements.

Connect with Facebook
CareerLink gives students the option to link their account to their Facebook page if desired!

Getting Started
The items listed here allow you to successfully establish your account in CareerLink. The circles to the left of each item will become checkmarks when completed.

| Important Note: In order to proceed to search for jobs in CareerLink, you must complete the Personal Profile and the Academic Profile. |

Shortcuts
You will find direct links to the pages Users access the most.

Attend Events
Information is accessible here regarding upcoming events (e.g., Career Fairs, Information Sessions, etc.).

Jump To
GOINGLOBAL and USA CAREER GUIDES are outside sources available to you through CareerLink. Student Employment opportunities available at UMaine will not be listed in outside sources.
Student Menu Choices

Profile Tab

Personal Profile: Update your personal profile as an individual User in the system.

Academic Profile: Update your graduation date and other academic information.

Privacy: You have the ability to enable text messaging alerts here.

Password/Preferences: Change your password and set accessibility options.

Important Note: You must complete the Personal and Academic Profile information before you can search for Jobs and Internships in CareerLink. The system will not allow you access to search functions until these two profiles are complete.

Student Profile Screen
Documents Tab

**Documents**: View existing and upload new, career-related documents (e.g., resumes, cover letters, etc.).

**Resume Builder**: Create a new resume or cover letter within the system using a step-by-step process in CareerLink. This is a very useful tool when pursuing career options. Please contact the Career Center at (207) 581-1359 for information regarding career services.

**Opt-In Resume Book**: Resumes may be submitted here, but this is unnecessary for most student employment positions.

**Document Library**: This is the tab you will be able to view available documents in the system.

*Documents Screen*
Jobs and Internships Tab

For all student employment and assistantship searches, select the UMaine Jobs & Internships Tab. This is where Part Time Federal Work-Study and Part Time (Non Work-Study) positions will be posted for both on-campus as well as off-campus employers. This is also where academic year graduate assistantships will be posted and summer employment opportunities for student employees.

Once a student begins to explore employment and career options in preparation for life beyond UMaine, they may also search for Full Time and Internship/Co-op positions through CareerLink. Information regarding these positions can be found through the University of Maine Career Center.

See Section IV: Searching for Jobs (page 14) for more detailed information on searching for jobs.

Jobs and Internships Screen
Employers Tab

The Employers Tab allows students to search for specific employers based on a number of criteria including industry, city, state, country and by keywords. This tab is helpful for students interested in researching more about a company they may be interested in applying for a position with. You may also add employers to your Favorites.

Employers Screen

Interviews Tab

If you have any interviews scheduled through the On-Campus Recruiting (OCR) function you would be able to view them on this tab. The Interviews Tab is only applicable for On-Campus Recruiters who have full-time or internship positions posted through the Career Center and with whom you have scheduled an interview with through CareerLink. This function is not applicable for student employment. For more information on this function, please contact the Career Center at (207) 581-1359.

Interviews Screen
Events Tab

The Events Tab is used to let you know about Career Fairs and Information Sessions. Currently, the Career Center is the only entity hosting events like these but checking this tab often will be helpful to keep you apprised of upcoming career events.

Events Screen

Calendar Tab

The calendar allows you to view any important dates as well as entering personal events.

Add an Event: To add an event on the calendar, double-click the appropriate time slot to open the New Event window or click Add New from the Personal Events Tab. Enter the details of the event with the title, description and location. Click the Save button to save changes. You may opt to send yourself an e-mail reminder when you create a new event.

Calendar Screen
IV. Searching for Jobs & Assistantships

To search for student employment jobs and assistantships at the University of Maine, you will use the UMaine Jobs & Internships option under the Jobs and Internships Tab.

**UMaine Jobs and Internships option Screen**

![UMaine Jobs and Internships option Screen](image)

**Search for Jobs & Assistantships**

After you click on the UMaine Jobs & Internships option under the Jobs and Internships Tab, you will see the Job Postings Screen where you can search for jobs.

**Job Postings Screen**

![Job Postings Screen](image)
Regular Search

You may use search filters including Position Type (Full Time, Graduate Assistantships, Internship, Part Time Federal Work-Study, Part Time (Non Work-Study), Summer Federal Work-Study, Summer (Non Federal Work-Study)), Keywords and location within a certain number of miles of a specific zip code.

When you hit the Search button, a list of applicable jobs will be returned to you.

Advanced Search

You may also perform an advanced search by clicking on the Advanced Search Tab. Under this search tab, you may filter results based on Keywords, Majors/Concentrations, Position Type, Job Function, Travel Percentage, Industry, City, State, Country, Location within a certain number of miles from a specific zip code, and Work Authorization.

Note: You may select more than one option within each category of the Advanced Search by holding the Ctrl button.

To complete your Advanced Search, click the Submit button. You will receive a list of applicable jobs based on your search.

Note: You may save your Advanced Search if you would like to perform the same search at a later date. To find your saved Advanced Search, click on the Search Agents Tab. For more information on Search Agents, see page 16.

Advanced Search Screen
Tips on Searching for Student Employment Jobs

- When searching for student employment positions, we recommend only searching based on **Position Type** or **Location**. This way you can see all the options that are available to you.
  
  o **If you were awarded Federal Work Study as a part of your Financial Aid package:** You will search for **Part Time Federal Work Study** for your **Position Type**. You may also choose to search for **Part Time (Non Work Study)** jobs if you wish, but we encourage you to take advantage of the Federal Work Study program if it was awarded to you. Most on-campus employers can use your Work Study award even if their job is not advertised as a Federal Work Study position. **To select both position types in the Advanced Search Tab, hold down the Ctrl button.** For more information on the Federal Work Study program, please visit www.umaine.edu/studemp.
  
  o **If you were not awarded Federal Work Study as a part of your Financial Aid package:** You will search for **Part Time (Non Work Study)** for your **Position Type** because you are not eligible to work a Federal Work Study position. **You may still work on campus,** you just cannot work a Federal Work Study position.
  
  o **If you would like to search for on-campus positions:** You may filter results based on a city search by adding the **Jobs Located Within** filter to the **Position Type** filter above. Set the number of miles from UMaine’s zip code – 04469 – to 1.

- **Saving your Advanced Search as a Search Agent:**
  
  1. When you create your **Advanced Search**, check the **Save As** box in the first field and enter a name for your search.
  2. Enter the appropriate Advanced Search criteria (see Tips above).
  3. Click Submit.

  Your search is now saved as a **Search Agent**. To run the search again, click on the **Search Agents Tab** and under the **Options** field, click **Run** to run the search once or **Schedule** to schedule a regular search. If you choose **Schedule** you can set the frequency of the search and the results will be emailed to you each time the search is run.
View Jobs

After you complete your search, you will receive a list of jobs that meet your search criteria.

To view quick information about a position: You may hover over the Quick View (binocular) icon available in a Regular Search.

Quick View Screen

To view full information about a position: You may click on the Job Title or the Apply button. You will be able to view the full job description including all information the employer has provided regarding the position. You will also find information on how to apply for the position.

You may also find information about the Employer by clicking on the Employer Profile icon.

Note: If you click the Star next to the Job Title, you will add the position to your Favorites List which you may go back to quickly by navigating to your Favorites Tab.
Job Position Screen

To enhance your job search, especially in the Bangor, or Portland areas, check out temp to hire listings at Bonney Staffing, Maine Staffing, Kelly Services, Robert Half or Manpower, all reputable staffing agencies seeking to fill temp to hire positions for many Maine companies.

Student Administrative Aide III

Student Employment

Posted: Jul 26, 2011
DIVISION: N/A
SALARY LEVEL: $7.75/hour
WORK AUTHORIZATION: None

DESCRIPTION
As a Student Administrative Aide III in The Office of Student Employment, a student employee is responsible for performing administrative support in an office setting under limited supervision. This includes working with confidential material while exercising a high level of independent judgment.

The student employee must exhibit initiative and discretion frequently. Clerical duties include, but are not limited to:
- Creating and providing information to students and other visitors, answering the telephone, entering and maintaining detailed records and data, reporting findings from databases to a supervisor, making copies, filing and sorting paperwork, opening and distributing mail within the office, operating standard office equipment (e.g., telephone, fax, etc.).

The student employee will be required to assist frequently with special projects and events, as well as assisting in coordinating office activities.

A student employee in the Administrative Aide III position must possess a working knowledge of Microsoft software, and a willingness to learn any new software necessary for working within the office. The student must exhibit good writing and verbal skills, and must demonstrate excellent clerical and customer service skills.

The student must be attentive to detail, able to adapt and be flexible, as well as being trustworthy, responsible and professional.

Students must have Federal Work-Study as part of their Financial Aid package for this position.

LOCATION
City
CAMPUS
State/Province
Maine
Country
United States

POSITION TYPE
Part Time Federal Work-Study

DESIRED MAJOR(S)
All Majors

DESIRED CLASS LEVEL(S)
First Year, Sophomore, Junior

JOB FUNCTION
Management/Administration

CONTACT INFORMATION
Employee: Student Employment
Name: Amy MacDougal
E-mail: amy.macdougal@bmu.tate-maine.edu
Phone: 207-581-1346
Address: The University of Maine
5781 Wingate Hall
Orono, Maine
04469-5781

How To Apply
Contact Amy MacDougal at 207-581-1346 or via e-mail amymac.dougal@bmu.tate-maine.edu

Important Dates
Posted On:
Jul 26, 2011
Applications Accepted Until:
Dec 31, 2011

Send a Question or Comment
Apply for Jobs & Assistantships

After you click on either the Job Description or the Apply button, each job description will include a How to Apply section. The Employer may include requests for an application to be completed, a resume to be submitted, a cover letter written or contact information for you to use to call or email the Employer directly. Some jobs will ask you to submit application material online and some will ask you to send information through e-mail.

If a position requires you to submit certain documents through CareerLink, click the Apply button within the Job Description.

Note: Pay particular attention to detail in this section on how to apply for the position as following instructions carefully could mean the difference between landing an interview or not!

View Job Application Status

If you have applied for a job through CareerLink (using the Apply button), you may view all job applications you have submitted by clicking on the Applications Tab or by clicking the Applied button next to the position you've applied for.