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. How to Post Your 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.

Please contact the Office of Student Employment with any questions:
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