

## CareerLink Student Guide

Access the following website: [www.meredith.edu/career](http://www.meredith.edu/career)  
Click on the Link to CareerLink on the Career Center homepage.



**Existing Users:** All current students and many alumnae have a CareerLink account. Log into the system using your Username and Password. Your username is your **first initial, last name**, and **birthdate** (ex: jsmith06191989). Your initial password is **angel**. Once you log in for the first time change your password and update your profile information.

**Meredith Students and Alumnae:** *If you are having trouble logging in or are unsure about your CareerLink account, contact the Career Center at 919.760.8341 or [career@meredith.edu](mailto:career@meredith.edu), providing the following information:*

- **First & Last Name (maiden, too, if applicable)**
- **Birthdate (month day year)**
- **Meredith Graduation Month, Year**
- **Meredith Degree**
- **Meredith Major**
- **Current Email**
- **Current Phone Number**
- **Current Address**
- **Applicant Type (full time, co-op/intern, temporary categories for job postings)**

### Existing Users - Update your profile

- Put your cursor over **My Account** and select **My Profile**
- You will see sections containing *Personal Information, Demographic Information, Skills, and Additional Information*.
- Each section will have an **[Edit]** link. Click on this link to edit fields within the section.
- Carefully go through each section and complete all of the fields making sure to click on the **Save** button. Required fields are marked with an asterisk (\*).

Definition of **Allow Employer Viewing**, under *Additional Information* in profile section:

Select **YES** to allow all employers to search and view your complete profile and uploaded documents (i.e., resume). Employers can NOT search for you if you have not uploaded your resume.

If you select **NO**, only the employers to whom you apply will see your limited profile information and documents. Other employers will not have access to any of your information.

**NOTE:** The more detailed you fill out your profile, the better we will be able to assist you.

### Upload your documents

- Put your cursor over **My Account** and select **My Documents**
- Click on the **[Upload File]** link
- Click the **Browse** button to find your document
- Select the correct document and name it
- Click the **Upload** button

**NOTE:** When uploading more than one document, make sure your most general resume is your default. Your default resume is the document that employers can view when accessing our system. You may replace or update your default resume, but the system will not allow you to delete a default resume. The system requires at least one resume at all times once you upload a resume.



## Viewing Your Activity:

- Put your cursor over **My Account** and select **My Activity**
- There are 4 types of activity that you can view:
  - **Referrals** – These are resumes that you've submitted to an employer for a job, the Career Center has submitted on your behalf, or an employer has downloaded.
  - **Placements** – These are current job placements or acceptance to a graduate/professional school and details of those. You may enter this information through the **Report a Hire** section.
  - **Schedules** – The Schedule Activity shows any interviews, information sessions, or waiting lists that you are signed up for. You can also see any Pre-selection Activity that is still pending for you, under the Pre-selection Activity section.
  - **RSVPs** - These are the Career Events that you have a current RSVP.

## Searching for Employers and Contacts

- Put your cursor over and select **Employer Directory**
- Fill in the search criteria to narrow down your employer search (i.e., by category) OR just click the **Search** button (without entering any search criteria) to view all employers.
- You will be able to view information about the employer, address information, any current job postings, and contacts if available.

## Searching for Jobs, Internships and Co-ops

- Put your cursor over and select **Job Search**
- Fill in the search criteria to narrow down your job search (i.e., internships) OR just click the **Search** button (without entering any search criteria) to view all current jobs.
- Click on the **Job ID** to see the specifics of the position and how to apply.
- Upload your current or targeted resume to be able to apply for the position(s).

**NOTE:** You have the capability of saving your job, internship, and co-op searches. CareerLink will email you new jobs that meet your saved search criteria. The email subject line will say: **Job Agent Results for day, month date, year.**

## Searching for Campus Recruiting: Qualified and Future Campus Recruiting

### **Qualified Campus Recruiting:**

In our system you will only be able to apply to schedules for which you are qualified under the Qualified Campus Recruiting menu.

- Put your cursor over **Campus Recruiting** and select **Qualified Campus Recruiting**.
- Click on **the Schedule ID** to see the specifics of the position and how to apply. If this is a **Pre-select schedule**, then you will be requesting to be interviewed. If this is an **Open schedule**, then you will be allowed to choose an open interview timeslot.

### **Future Campus Recruiting:**

In our system you will be able to look at all current schedules in the system under the **Future Campus Recruiting** menu, but you cannot apply or sign-up on these schedules. Go to **Qualified Campus Recruiting** to apply or sign-up on a schedule.

- Put your cursor over **Campus Recruiting** and select **Future Campus Recruiting**
- Fill in the search criteria to narrow down your interview schedule search OR just click the **Search** button (without entering any search criteria) to view all current interview schedules.
- Click on the **Schedule ID** to see the specifics of the position



### **Searching for Career Events:**

- Click on the **Career Events** menu
- You will see a list of all current Career Events (Career Fairs, Workshops, Information Sessions, etc.)
- To view details, employers that have registered and/or RSVP, click on the Career Event's name.

**NOTE:** Not all events accept RSVPs or allow students to search the list of employers registered for the event.

### **Resource Library:**

- Helpful guides and tip sheets to assist you in your career planning and job search
- List of all Career Center website passwords for password protected sites.

### **Quicklinks:**

- Report a Hire – choose this option to report acceptance to an internship, co-op, job, or graduate/professional school.
- My Task List – items related to the jobs you have applied to online that require your attention.
- Saved searches – save time by saving searches you complete often.

### **Calendar:**

- Track your career planning activities – Go to your calendar, located at the bottom of the home page, to enter and track information (visible only on your account).
- Career events (i.e., workshops, fairs, etc.) sponsored by the Career Center automatically appear on the calendar.
- On campus interviews that you schedule through CareerLink will automatically appear on your personal calendar (visible only on your account).