CareerLink Registration: For JOB, INTERNSHIP and CO-OP SEARCHES

ACCESSING CAREERLINK
• Visit the Academic & Career Planning website (www.meredith.edu/acp)
• Click on the CAREERLINK icon.
• At the log-in page, enter your username and password. *(Initially, your username will be your first initial, last name, and birthday (ex. Jsmith06271983) and password will be angel). Password may be changed.*

UPDATE YOUR PROFILE
• On the Welcome Page, select My Account (top bar) and then My Profile.
• Complete the information for each section on the profile page. *(All fields with asterisks are required).*
• The “Additional Information” section contains a link to the “Student Consent Form”. Please read this document and then click YES to indicate you have read and will agree to the conditions. Click CONTINUE at top of page.

UPLOAD YOUR DOCUMENTS
• On the Welcome Page, select My Account (top bar) and then My Documents.
• Add, view, update, download, or remove a variety of documents.
  *(Note: The first resume document uploaded will become the “default” resume and cannot be removed until additional resumes are uploaded.* When finished, you may sign-out or return to another task button at top of page.

SEARCHING FOR JOBS, INTERNSHIPS, AND CO-OPS
• On the Welcome Page, select Job Search (top bar) – then “Job Search” or “Co-op Intern Jobs”.
• Use “Advanced Search” feature to narrow your results - Numerous search criteria are available for you to use: keyword, organization names, employer categories, majors, locations, paid or unpaid.
  *(Note: Do not make your search criteria too narrow. Try several search methods for optimal results.)*
  *(Through the Save Search section, you can receive an email as new jobs matching your search criteria are posted.)*

APPLYING FOR JOBS, INTERNSHIPS, AND CO-OPS
• Most of the positions listed allow you to apply through CareerLink. *(Must have a resume uploaded)*
  If your profile is a match with a particular position, the word “Apply” will appear highlighted in red on left side of page. When you click Apply, a screen will appear and you can then choose the document(s) (resume, cover letter, others requested) that you wish to send to the employer. *(Documents MUST be uploaded into the CareerLink My Documents section)* Click Submit at bottom of the screen.
  • If the employer wants candidates to apply through another method, those instructions should appear in the “Application Instructions” field of the position.

CAMPUS RECRUITING
• Click on this button at top of page to see On-Campus Recruiting opportunities available to you.
• You may sign-up for time slots, and/or submit your resume for pre-screening – per employer instructions.

CAREER EVENTS
• Click Career Event to see details about workshops, information sessions, career fairs.
• Look for an RSVP option or a “register” button for those events requiring a sign-up.

EMPLOYER DIRECTORY
• On Welcome page, select Employer and Graduate/Professional Program Directory (top bar).
• Search by company name, state, or employer category for contact names, addresses, emails, other details.

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