CAREERlink Quick Help Guide

Getting to the CAREERlink website
- From the OlinCareers website, click Jobs via CAREERlink. CAREERlink is used by all BSBA and Specialized Masters students. This is a shared system for undergraduate and graduate students across Washington University.

Password
- Your password is your WUSTL KEY.

Job postings
You can apply for opportunities by submitting your résumé and other requested documents through CAREERlink. The process is simple but is driven by timelines determined by the company’s scheduled interview date or the requested application deadline. When applying, read the application instructions completely and include all necessary documents. Notifications of selection for job postings are managed by the company directly, not via CAREERlink.

On-campus interviews
- The scheduling of interviews takes place through CAREERlink. If you are selected to interview on campus, you will receive notification through the CAREERlink system to go online and schedule an interview time. This can be done from a link on your home page or from the CAREERlink interview section. You can go to the “Interviews” section from your login page, view your interview requests, and sign up for a time. Interviews take place in the WCC interview suite in Bauer Hall throughout the academic year, with the exception of scheduled school breaks and during the summer.

Updating your Profile
- Click on “Profile” in the left navigation. Click into each section and fill out as much information as possible. At a minimum, you should update your profile at the beginning of each academic year and more often if your information changes.
- Also make sure to fill out your Personal and Academic Profile located under "My Account."

Uploading your documents
- In the left navigation, click on “Documents,” “Approved,” and then click on the “Add New” button.
- Enter a label to title the document. Select different titles for the same type of document (do not list all your résumés under the same title).
- Select the type of document (résumé, cover letter, etc.). Please note that if you select “Cover Letter,” you will be given the option to either type one through the system or select a file so you can upload a document.
- Click the “Choose File” button to find the file you wish to upload, and double-click on the selected Word Document.
- Click the “Submit” button to begin conversion.

Be sure to upload an updated résumé at the beginning of each academic year and make your updated résumé your “default” résumé.

Publishing a résumé to a résumé book
- Go to “My Account,” and then click on the “Privacy” tab. In that tab, you will be able to choose whether you want to be included in résumé books that are created for employers and various events. Please note that if you select no, you cannot be added to any résumé book being created for employers or events.

Searching for jobs, internships, and co-ops
- Select “Jobs” and then select “Jobs posted by WU Career Centers” to show all jobs and on-campus interviews posted by Olin and the WU Career Center.
- Set filters for search, and then click “Search.”
- The “Show Me” drop-down list allows you to search for on-campus interviews only or for job postings.

Searching for employers
- Click on “Employers” and "Employer Directory." From here, you can view all employers in the system. Choose to view employers whose company name begins with a specific letter (e.g., click on N for Nestlé Purina PetCare), or you can type the company name in the “Keyword” open text box, then click “Search.”
Creating and using search agents

- Search agents are customized job searches you create to identify jobs meeting your interests (finance jobs, a specific geographic region, etc.). Once a search engine is created and saved, you can be alerted by email when there are new jobs posted to the system that meet the specific criteria you have set.
- Select “Jobs” and then select “Jobs posted by WU Career Centers.”
- Click on the “Advanced Search” link on the top right.
- Set filters for search (you can click on “More filters” for additional criteria) and then click “Search” to see results.
- Save a search by clicking on the “Saved Searches” link on the top right and entering a title, how often to schedule search agents, and if the list should contain only new results.
- Once these steps are complete, the search will be added to the “Saved Searches” link.
- On the “Saved Searches” link, click on the “Send via email” drop-down list to trigger an email with search results to be sent as scheduled.

Adding jobs to your favorites list

- Search for jobs (see Searching for Jobs, Internships, and Co-ops on p. 7).
- In the “Search Results,” you can make any position a favorite simply by clicking on the star next to the job title. You can then access your “favorite” jobs by clicking on the “Favorites” tab.

Searching for Career Center or employer events/information sessions

- Click on the “Events & Workshops” tab. From this tab, you can click on “Career Fairs,” “Information Sessions,” or “Events & Workshops.”
- To find an information session, click on the “Information Session” tab, set filters, and click “Search.”
- To find events or workshops, click on the “Events & Workshops” tab, set filters and click “Search.”

Applying for a job

- Search for jobs (see Searching for jobs, internships, and co-ops above.)
- Select a job title from the “Search Results” page to open the job details. The job requirements are listed in the lower right side of the screen, so you can determine your eligibility to apply.
- On the right side of the job details page, you will see a section marked “Application Status”; in this section you will select your documents to submit. You can also add documents to your document library for submission at this time.
- Click “Submit” to apply.

Signing up for an interview

Log in to your CAREERlink account when you receive an “invitation to interview” via email.
- On the home page under “News Feed,” click on the “notification” that states you may sign up for an interview, or click on the “Interviews” tab.
- You will then see the “Requested Interviews” section that shows you were invited to interview.
- You can select “Schedule Interview.” (You can also cancel/decline your interview on this tab. Please do so if you are unable to schedule an interview.)
- Once you have clicked “Schedule Interview,” you will be shown the dates and times still available to interview. From the list, select the open time when you would like to interview and click “Submit.”
- Once you sign up for an interview time, your interview will show up in the “Scheduled Interviews” section under the “Interviews” tab.
- From the “Scheduled Interviews” section, while the interview sign-up period is still active, you will be able to reschedule or cancel/decline your interview as well as switch.

Please note that canceling/declining your interview must be done during the active interview sign-up period or at least two full business days prior to the interview date (e.g., if your interview is on Friday, you must notify the WCC by 5 p.m. on Tuesday).

Contact:
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