

Wildcat CareerLink Student Instructions



1

Get a Wildcat CareerLink Account

- Complete your consent form at the James W. Stuckert Career Center (408 Rose St.)
- Your username and password will be e-mailed to you
- Go to www.uky.edu/CareerCenter
- Click on **Student/Alumnus Login**
- Enter the username and password provided to you via e-mail

Use the **Password/Preferences tab (under Profile)** to change your password.

2

Complete Your Student Profile

- Log into your Wildcat CareerLink account
- Choose the **Profile** tab at the top
- Complete the information under the **Personal Information** and **Academic Information** tabs

Note: We recommend that you leave the privacy settings as their default. If you choose not to receive e-mail notifications, you will not receive notice that you have been selected for an interview.

3

Upload a Resume and Cover Letter

- Log into your Wildcat CareerLink account
- Select the **Documents** tab at the top of the screen
- Click **Add New**
- Create a label (i.e. Jeff's Resume, Banking Resume) and then select the document type
- Click **Browse** and find the document
- Click **Submit**
- Repeat this process for as many additional resumes, cover letters, and other documents as you would like

4

Search for Jobs/Internships

- Log into your Wildcat CareerLink account
- Choose the **Jobs/Internships** tab at the top of the screen
- Select **Wildcat CareerLink Jobs**
- Enter criteria in grey box and click **Search**
- Scroll down the screen to view a list of matching job/internship postings
- Click on the position title to view the complete description

5

Apply for Jobs

- Open the job/internship posting that you would like to apply for
- See the grey box on the right side of the screen for application information and eligibility
- Choose the resume you would like to send to the employer from the drop-down list
- Add any additional documents or notes you would like
- Select **Submit**

6

Sign Up for On-Campus Interviews

Some employers conduct their interviews on-campus at the Career Center. If you have applied for a job (following steps in box #5 above) with an employer that utilizes on-campus interviewing and are selected by the employer for an interview, you will receive an e-mail asking you to sign up for an interview time. You must sign into your CareerLink account to do so. You can also log into your CareerLink account to check the status of your applications. If you are selected for an interview, there will be an alert on the home page of your account prompting you to sign up for an interview time.

TIP

To add your resume to a resume book, click on the **Opt-In Resume Book** tab (under Documents). Next to the resume you would like published, click **Select Resume Book**. Use the scroll down menu to choose the resume book(s) that you would like to have your resume added to. Click **Submit**.

Getting Started with Wildcat CareerLink

The screenshot shows the Wildcat CareerLink website interface. At the top, there are logos for the University of Kentucky and NACElink. Below the logos is a navigation bar with tabs: Home, Profile, Documents, Jobs/Internships, Employers, Interviews, UK Mentoring Network, Events, and Calendar. The 'Jobs/Internships' and 'Employers' tabs are circled. Below the navigation bar, there are sections for announcements, quick links, alerts, and a calendar. The calendar shows August 2007 with the 1st highlighted. A feedback form is also visible.

Home Profile Documents **Jobs/Internships** **Employers** Interviews UK Mentoring Network Events Calendar

home

announcements

Welcome to Wildcat CareerLink!
Please check your personal profile information by clicking on Profile in the Navigation Bar.

Click on Documents in the Navigation Bar to upload at least 1 copy of your resume. Designate 1 resume as the default resume.

Call us at 859-257-2746 if you have questions.

First things first!
Use these tabs to complete your profile and upload a resume.

Use these links to get where you need to go quickly

quick links

- UK Mentoring Network
- My Scheduled On-Campus Interviews
- Status of the On-Campus Interviews for Which I've Applied
- On-Campus Interviews Matching My Qualifications
- 2007 Engineering and High Tech Career Fair Participants
- 2007 Business Career Fair Participants
- Activity Summary

alerts

- No current alerts.

any comments or questions?
Your feedback is welcome.

Submit

Calendar: August 2007

29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Check the Calendar for upcoming events

Search for jobs and internships here

Search for a specific employer and view available jobs

Let a Search Agent do the Finding for You...

What does a Search Agent do?

A Search Agent e-mails you periodically about new job/internship postings that match what you're looking for.

How do I get started?

- Go to Wildcat CareerLink Jobs/Internships and click on the **Advanced Search** tab. Check the **Save As** box and create a name for your search
- Continue entering your search criteria and select **Submit**
- To activate your search agent, select the **Search Agents** tab
- Click on **Schedule** (under Options) next to the search agent you created
- Select **"Yes"** next to **enabled**
- Fill in the **Period** and **Multiple** fields to determine how often you are e-mailed about new job postings
- Click **Submit**.

