



# ClemsonJobLink Cheat Sheet

## LOG ON TO ClemsonJobLink

1. Go to <http://career.clemson.edu/> and click on “ClemsonJobLink” on the menu on the left.
2. Proceed to the “Students” section to log into ClemsonJobLink and enter your Novell username and password.

## CREATE YOUR ACCOUNT

1. Select “My Account” from the left column of tabs and enter your **personal** information.
2. Click “Save” to go to the next tab. Enter your **academic** information and click “Save.” It is important to update your information each semester because the system automatically evaluates your qualifications based on your profile. If your information is outdated, you may be excluded from job opportunities.

In the privacy settings, you can select to “Receive Email Notifications, Include in Resume Book, Include in Global Talent Search, Sync Options” to make the system work better for you and receive text alerts as jobs are posted. It is important to check the box if agreeing to the “Privacy Policy and Consent Guidelines” to Release Records. Click “Save Changes and Continue.”

## PUBLISH YOUR PROFILE

1. Select “Profile” from the left column and click the banner on right to edit. A **cover image** and **profile photo** can be added and edited. To edit personal information such as your name and academic information select the edit pencil symbol.
2. To add a personal statement to your profile, select the “add personal statement” option located under the banner. When statement is written be sure to select “save” before moving on. Following the same procedure **Education, Experience, Projects and Skills and Competencies** can also be added. It is important to update your information as you gain more experience.
3. The right column provides you with an opportunity to **publish** your profile, add a **permanent email**, link your account to **Facebook** and **LinkedIn**, and link any **professional websites** you preside over.

## UPLOAD DOCUMENTS

Select “Documents” from the left column of tabs and click on the “Add New” button.

Label the document and choose the type.

For job-specific cover letters or resumes, include, the employer name in the label to ensure that is submitted to the correct job posting.

Select “Choose File” and locate the document on your computer. Click “Submit” when finished.

You can use the options column to delete documents or select one as a default.

## POSITION TYPES

**Professional Full-time:** Positions for those who will be graduating or have graduated and looking for full-time employment.

**Fellowship:** Short-term opportunities that are sponsored by a specific organization seeking to expand leadership in their field.

**Internship (Off-campus):** Part-time or full-time opportunities related to a student’s major/career interests; can be completed in the summer/semester with an employer located off campus.

**Internship (UPIC Program):** Part-time or full-time opportunities related to a student’s major/career interests; can be completed in a summer or during a semester and is located in a department on campus.

**On Campus Internships (Non-UPIC):** Part-time or full-time opportunities related to a student’s major/career interests; can be completed in the summer or a semester and is located on campus.

**Part-time (Off-campus):** Part-time employment opportunities at businesses in Clemson and the surrounding area.

**Part-time (On-campus):** Part-time employment opportunities with departments on Clemson’s campus.

## SEARCH FOR JOBS

Under the “Jobs” tab, select “ClemsonJobLink Postings” from the tab at the top of the page, and then select the “Advanced Search Link” to the right.

Begin your search by choosing a position type, and then select “More Filters” at the bottom of the page. Under “Majors/Concentrations” select your college/major, and then “Search.”

For a more focused search under your major, check “Yes” next to “Ignore jobs with ‘All Majors’ selected” and click “Search.”

Select “SORT BY” at the top of the job postings page by; Position Type, Job Title, Employer, Date Posted and Deadline.

Select the job title for more information on the position, description, location, class level, degree level, work authorization, salary, and contact information and how to apply.

## SEARCH BY EMPLOYER

Select the “Employers” tab on the left of the page. Underneath employers click “Employer Directory.”

Type the employer name in “Keywords.” The employer’s name will appear if they have registered an account.

Select the employers name to learn a brief overview of the employer and current available positions.

You will need to have an uploaded resume in ClemsonJobLink before being able to apply for any positions.

## APPLY FOR A POSITION

1. After reviewing the job description, you will see the instructions on how to apply for this position. Follow the company's instructions, as some positions will require you to submit a resume on their website versus through ClemsonJobLink.
2. If the instructions read "**Apply**" click on "**Apply**" the instructions will state what documents the company is requesting. Scroll down to select the document and press "**Submit**" to complete the application process.
3. If you do not have the document needed, such as a cover letter or unofficial transcript resume, click "**Add New**" and browse your computer for the document you wish to use.

You will *need to have an uploaded resume* in ClemsonJobLink before being able to apply for any positions.

## SIGN UP FOR ON-CAMPUS INTERVIEWS

A job posting that displays "**On Campus Interviews**" (referred to as OCI) means that the employer will be on Clemson's campus conducting interviews.

1. You will need to follow the instruction just like any job posting. OCI will include a "**Resume Submission Start Date**" and a "**Resume Submission End Date.**" You will need to submit a resume and any other documents requested.
2. If the OCI job post is "**pre-select**" or "**pre-select to alternate**" you will be notified by e-mail if you have been selected to interview with the employer after the "**Employer Select Date**" has ended. The email will come from "**symplicity.com.**" For reference, review the "**Types of Interviews.**"
3. Once you are notified that you have been accepted to interview, log into ClemsonJobLink. Go to "**Interviews**", "**Requested Interviews**" sign up for a time beginning on the date indicated by the "**Sign-up Start Date.**" You need to choose a time that fits into your schedule before the date marked by the "**Sign-up End Date.**"
4. After signing up for an interview time, view your "**Scheduled Interviews**" located under the "**Interviews**" tab. "**Interview Requests**" shows what interviews you still have pending.

## FIND EMPLOYER INFORMATION SESSIONS

The Career Center advertises Information Sessions held by visiting employers looking to recruit Clemson Students in ClemsonJobLink. These sessions take place both on and off-campus throughout the school year and are a great way to network and learn about employers.

1. Select "**Events**" from the left column of tabs
2. From here dates, times, and locations of information sessions can be viewed by day, week, month, or year.

## OTHER CAREER RESOURCES

**\*Use Clemson email to register\***

### **CareerShift**

Offers the most comprehensive online resource using a keyword search to view job opportunities within 5 to 100 miles from major cities.

### **Career Spots**

Offers short web videos clips (2-5 minutes) addressing key job search issues such as interviewing tips, social networking and much more.

### **Going Global**

A web resource designed to help candidates search country career guides, H-1B info, key employer directory, internships and full time employment opportunities, internationally.

### **Glass Door**

A career site that offers an inside look at jobs and companies.