



MIAMI CAREERlink

CONNECT TO IT

QUICK REFERENCE GUIDE

- Search for jobs;
- Store your resumes and other job-search documents (e.g., cover letters); and
- Track your job search, including jobs and interviews for which you qualify, and resume submissions.

Alumni Registration:

1. Please click 'Yes,' you are an alumnus(a).
2. Enter all of your information. Any field with a red asterisk is a required field that must be filled in before you can move on.
3. 'Geographic Preference' – It is to your advantage to pick 3 geographic preferences as employers may use geographic preference to identify candidates.
4. 'Receive E-mail Notifications' – We strongly suggest you leave this as 'Yes' in order to receive e-mails from employers and Alumni Career Services regarding opportunities and other important information concerning your job search.
5. 'Include in Resume Books' – We strongly encourage you to click 'Yes' in order for employers to have access to your default resume when looking for candidates.
6. 'Policy Affirmation' – In order to use Miami CAREERlink, you must read and check the box agreeing to abide by the policy affirmation.
7. Click the 'Submit' button to save your information and view Miami CAREERlink's homepage.

NOTE: To update your personal information you will click on the 'Profile' tab. After updating your information, remember to click 'Save' to store the entered data.

Documents:

- Click on 'Add New' to upload any document: resume, cover letter, writing sample, etc. You are able to keep up to 10 documents on the system.

Jobs (to search for jobs):

- 1) Miami CAREERlink jobs are positions posted by employers directly through the Miami CAREERlink system.
- 2) NACELink jobs are positions posted through the National Association of Colleges and Employers. This is a separate system and is not specific to Miami. The majority of these postings are geared toward experienced candidates.
- 3) Miami CAREERlink jobs may be searched by candidate eligibility, position type, job function, industry and keywords.
- 4) Please note: The internship database is now incorporated in the Miami CAREERlink job postings. While alumni may see these positions they are intended for current students.

Advanced Search: In order to receive e-mail notifications about jobs for which you are eligible, you must click on 'Advanced Search' and fill out the necessary criteria. It is imperative to SAVE the 'Advanced Search' in order to receive emails. Next, go into Search Agents and click the schedule button which will allow you to specify the frequency with which you receive emails. We recommend you receive email notifications daily.

NOTE: If during your advanced search no jobs are appearing, check your search agent's criteria and make sure your job search is not too narrow.

Employers:

- Information supplied by the employer. This information may be used to help you determine for which positions you want to interview and also assist you in beginning to research employers prior to your interviews.

Calendar:

- Provides a listing of Career Services' workshops, events, and Employer Information Sessions or Pre-nights. *Please note:* while this information is viewable by alumni, it is generally intended for student use. Employer functions are by invitation only.

Tips for Operating Miami CAREERlink Effectively:

- Utilize the following browsers for optimal use: Firefox 2+, Internet Explorer 6+, Safari 2+.
- If you have a question or encounter a challenge while using the system, please type your question or challenge into the comments and questions box in the right-hand column of Miami CAREERlink's homepage (i.e., this is the first page after log in).