# HOW DO I USE CLEMSONJobLINK?

## LOG ON TO ClemsonJobLink

1. Go to [http://career.clemson.edu](http://career.clemson.edu) and click on ClemsonJobLink.
2. Select **Students Click Here** to log into ClemsonJobLink and enter your university ID and Password.

## CREATE or UPDATE YOUR PROFILE

1. Select **Profile** from the top row of tabs and fill in your personal information. Click **Save Changes and Continue** to go to the next tab. Enter your academic information and click **Save Changes and Continue**. 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 If your information is outdated, you may be excluded from job opportunities.
2. Answer the privacy settings and check the box agreeing to the Privacy Policy and Consent to Release Records. Click **Save Changes and Continue**. From here you can upload your resume, cover letter, or other documents.

## ADVANCED SEARCH

1. Select **ClemsonJobLink Jobs** or **CSM Jobs** from the Jobs tab, then select the **Advanced Search** tab.
2. Begin your search by choosing a position type and choose your specific major. No other criteria need to be entered unless you want to narrow your search further.
3. OR, type in the search term “CBBS-OSE” in the Keyword box to bring up a listing of opportunities from contacts with an established relationship to CBBS.
4. For a broader search, choose a position type, select your college rather than your major and check “yes” next to “Ignore jobs with ‘All Majors’ selected.”
5. Sort jobs by employer, job title, date posted, or deadline.
6. Click on the job title for more details about that position.
7. To start a new search, click on the Advanced Search tab, scroll to the bottom and click **Clear**.

## POSITION TYPES

1. **Full-time**: Positions for those who will be graduating or have graduated and are looking for full-time employment.
2. **Fellowship**: short-term opportunities that are sponsored by a specific association or organization seeking to expand leadership in their field.
3. **Internship (Off-campus)**: part-time or full-time opportunities related to a student’s major/career interests. Can be completed in the summer or during a semester at an employer located outside of Clemson’s campus.
4. **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 Clemson’s campus.
5. **Part-time (Off-campus)**: part-time employment opportunities at businesses in Clemson and the surrounding area.
6. **Part-time (On-campus)**: part-time employment opportunities with departments on Clemson’s campus.
7. **Summer**: opportunities for employment during the summer. Typically part-time or full-time opportunities in local businesses.
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### SEARCH BY EMPLOYER

1. Select **Search Employers** from the top row of tabs.
2. Type the employer name in the Keywords field and click **Search** (make sure to spell correctly).
3. Click on the desired employer’s name.
4. The **Overview** tab provides you with a description of the company and contact information.
5. Click on the **Available Positions** tab to browse openings.
6. Click on the position title to view more information and/or apply.

### APPLY FOR A POSITION

1. On the job description page, click **Apply** on the right-hand side of the screen under “Want this job?”
2. Select your previously uploaded resume from the drop-down menu and any other documents (such as cover letter or unofficial transcript) that the job requests.
3. If you wish to use a tailored resume, you can upload a new one to your Documents. In the Documents tab, click **Add New** and browse your computer for the document you wish to use. You will need to have an uploaded resume before being able to apply for positions via ClemsonJobLink.
4. Select **Submit** to complete the application process. Fully read the job description to ensure that the employer is not requesting that you also apply via their website.

### SIGN UP FOR ON-CAMPUS INTERVIEWS

1. A job posting that displays “Recruiting On Campus” (often referred to as OCR) means that the employer will be on Clemson’s campus conducting interviews. On-campus interviews take place in the Center for Career & Professional Development (3rd floor Hendrix Student Center)
2. Just like any position you want to apply to, submit your resume and other documents via ClemsonJobLink.
3. On the resume submission deadline, the employer will receive all of the resumes (and related documents) of students who applied for that particular position. The employer then selects the students they wish to interview. If chosen to interview, you will be notified by email with a prompt to sign up for your interview time.
4. Once chosen to interview, log back into your ClemsonJobLink account and click on the **Interviews** tab. Under **Interview Requests**, sign up for a time beginning on the date indicated by the “Sign-up Start Date.” You must choose a time that fits into your schedule (don’t forget walking or driving to/from Hendrix) before the date marked by the “Sign-up End Date.”
5. After signing up for an interview time, you may view your **Scheduled Interviews** located under the **Interviews** tab. “Interview Requests” shows what interviews you still have pending.

### FIND EMPLOYER INFORMATION SESSIONS

1. Click on the **Calendar** tab.
2. See the dates, times, and locations of information sessions by day, week, month, or year views.
3. Most employers will advertise their information sessions via ClemsonJobLink, so check it often.