**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. Select Students click here to log into ClemsonJobLink and enter your Novell user name and password.

**CREATE 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 If your information is outdated, you may be excluded from job opportunities.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.

**UPLOAD DOCUMENTS**

1. Select Upload Documents from the top row of tabs and click on the Add New Button.
2. 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.
3. Select Browse File and locate the document on your computer. Click Submit when finished.
4. When the status column says “ready”, the document has been converted and uploaded.
5. You can use the options column to delete documents or select one as a default.

**ADVANCED SEARCH**

1. Select ClemsonJobLink Job Postings from the Search Job and Internship Postings tab, then select the Advanced Search tab.
2. Begin your search by choosing a position type, select “yes” to “Ignore jobs with ‘All Majors’ selected” and choose your specific major.
3. 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”.
4. Click Submit.
5. Sort jobs by employer, job title, date posted, or deadline. Refer to the legend for the type of posting.
6. Click on the job title for more information.
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 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 at local businesses in Clemson or the surrounding area
For more information regarding ClemsonJobLink, or for any other job searching needs including resume reviews, cover letter critiques and mock interviews, please visit the Michelin Career Center on the 3rd floor of the Hendrix Student Center between the hours of 9 AM to 12 PM or 1:30 PM to 4 PM for a drop-in or to schedule an appointment. You can also call 864.656.0440 to schedule an appointment with a career counselor. Don’t forget to utilize all of the resources available on our website at http://career.clemson.edu/ and follow us on Facebook, Twitter, and Pinterest!