



# PART TIME JOBS CHECKLIST

A part-time job is a form of employment in which the employee works fewer than 30 hours per week. ClemsonJobLink is an online recruiting system provided to Clemson students and first year alumni to assist with job opportunities. The part-time jobs listed in ClemsonJobLink are either located on-campus or off-campus.

Some typical job industries include:

- Local Restaurants
- Retail/Sales
- Marinas/Golf Courses
- Marketing (Small Business)

## 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 If your information is outdated, you may be excluded from job opportunities.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.”

## 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.

\* You will need to have an uploaded resume in ClemsonJobLink before applying for any positions.

## PART TIME POSITION TYPES

Part-time (Off-campus): Part-time employment opportunities at businesses in Clemson and the surrounding area (Anderson, Greenville, Seneca, Easley, etc.).

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

## 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 verses 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.