



CareerLINK

Student Guide

Current UMass Lowell students already have a CareerLINK account; to access it:

1. Go to **career.uml.edu**
2. Click on **CareerLINK** and then **Student Login**
3. Enter **Username** (UML email address) and **Password** (student ID starting with UMS)
4. Complete required profile fields

If you are a UMass Lowell alumnus, please contact the Career & Co-op Center at 978-934-2355 to set up an account.

To upload your job search and co-op documents:

- Put your cursor over **My Account** and select **My Documents**
- Next to the appropriate document type, click on **Add**
- Click on **Choose File**, and then select and name the document you wish to upload
- Click on **Save**
- *Note: the first resume you upload will be reviewed and approved by a UMass Lowell Career Counselor*

To search for jobs, internships and co-ops:

- Click on **Job Search**
- Click on **Advanced Search** and enter search criteria such as Position Type, Major, and State; click on **Search** to view the list of postings that match your search criteria
- Click on the **Job ID** or **Title** to see the specifics of a position and how to apply
- You can save specific search criteria by clicking on **Save Search** at the top of the results page

To save jobs:

- To save a position to your "Favorites" folder, click on the yellow star ★ button to the right of the title (on the Job Results page), OR view the job and click on **Add to Favorites** at the top of the screen
- Click on **My Favorites** on the left navigation bar to see your favorite jobs
- **Yellow star = jobs you have saved; green star = saved jobs you have applied to**
- You can email job records by clicking on the **Email to Friend** button at the top of the job profile

To be emailed about new jobs of interest:

- After creating your job search, click on **Email me New Jobs for this Search**
- In pop up window, enter a **Job Agent Name** that makes sense to you and hit **Save**.
- You will be emailed when a new job that meets your search criteria is posted to CareerLINK
- To access your existing Job Agents, put your cursor over **My Account** and click on **My Activity**

To sign up for on-campus interviews:

You will be able to sign up only for interview schedules for which you are qualified

- Put your cursor over **Interview Schedules** and select **Sign up for Interviews I qualify for**
- Click on the **Schedule ID** to see the specifics of the position and application instructions. If this is a *Preselect Schedule*, then you will be requesting to be interviewed; if this is an *Open Schedule*, then you will be allowed to choose an open interview timeslot

To view upcoming interview schedules:

- Put your cursor over **Interview Schedules** and select **VIEW ALL Upcoming Interviews**
- Scroll down to view the entire list of interview schedules, OR click on **Advanced Search** and enter search criteria to narrow down your interview schedule search
- Click on the **Schedule ID / Title** to find information on the position and interview timeline

To search for career events & workshops:

- Click on the **Career Events & Workshops** tab at the top of your homepage
- Scroll down to view the entire list of events, or click on **Advanced Search** to enter search criteria
- To view details, click on the career event's name