

MAKING THE MOST OF UNI CAREERLINK IN YOUR JOB SEARCH

UNI CareerLink has some features and resources that can help you make the most of the system to locate employers and jobs and keep track of your job search progress, whether you are looking for a full-time job or an internship. The information below is intended to help you make use of all that UNI CareerLink has to offer.

SEARCHING FOR JOBS AND EMPLOYERS

You can search for jobs and employers by name or by criteria you have selected. Here are some tips for searching:

- **The same job can go by various titles**, so searching by a specific title may not reveal all the jobs that might be of interest to you.
- **Adding multiple criteria will restrict the number of jobs that are selected for you to view.** Start with fewer criteria and then narrow the search to fine tune it to your needs.
- **Use the advanced search option** to look for jobs meeting specific requirements—e.g., skills desired by the employer, major requested by the employer, jobs in a particular location, etc.

USING SEARCH AGENTS TO LOCATE JOBS FOR YOU

Search agents sort through openings listed in UNI CareerLink for jobs that meet criteria that you specify. When jobs that meet your request are found, you are e-mailed a message alerting you that new jobs have been listed.

- **To set up search agents**, go to the Jobs section of UNI CareerLink and do a search by criteria, such as job type, location, employer, etc. Click yes to use the search as search agent and then give the agent a descriptive name.
- **You can have multiple search agents working at once.** For example, you might want to look for jobs with a specific employer. You might be interested in a certain city or region and use the advanced search to set up an agent for that purpose. You might have interests in several different types of jobs and set up searches for each.
- **To check on jobs the search agent has located**, go to the Jobs section and click on Search Agents. Each search agent you have established will be listed. When you click on the agent name, you will see the jobs that have been located. Jobs can be kept in the search for future reference, put in a folder, or deleted.
- **You can create or delete search agents at any time.** For example, if you have been searching for jobs in a particular city and then decide that city is no longer in your future plans, you could delete the search agent for that location.
- **Once the search agent has located jobs of interest, you can save them to a jobs folder for future reference.**

USING FOLDERS TO TRACK JOBS AND EMPLOYERS

Once you have located jobs and employers of interest, you can save information to folders that you have created to help you keep track of your job search progress and possibilities.

- **You can choose how to group jobs or employers.** You could create folders by the month or week, to keep track of when the job appeared or the date of the application deadline. You could put certain types of jobs in a single folder—e.g., sales jobs in one folder and management jobs in another; lower elementary teaching jobs in one and upper elementary jobs in another. You could group by location—e.g., all jobs from one city or state in their own file.
- **You can create or delete folders at any time.**
- **You can print what is in a folder.**
- **You can add to or delete from folders at any time.**

REACHING BEYOND UNI LISTINGS WITH GLOBAL EXCHANGE

You can choose to join or withdraw from Global Exchange at any time. Participating in Global Exchange allows you to expand your job search to a broader range of geography and employers.

- **You can see jobs that employers have listed with other universities and opened to Global Exchange.**
- **Your resume can be searched by employers who may not have listed positions specifically with UNI.**