

# OU CareerLink

## For Students & Alumni

### Creating an Account and Accessing the System

- Go to <http://www.oucareerlink.com>.
- Create an account and complete profile data – KEEP YOUR PROFILE UPDATED
- Already have an account? Current students log in using your netID and password.

### Upload a Document (required to apply to positions)

- Log into your OUCareerLink account.
- In the Documents tab select + Add New.
- Create a Label – Example: John Doe Resume 1
- Choose the document type.
- Click Browse... to locate the document and click Submit.

### Searching for Employers (including contacts)

- Log into your OUCareerLink account.
- Hover over employers in the top navigation bar and select Employer Directory.
- Search by Employer Name, Overview, or other keywords.

### Applying for On-Campus Interviews

- Log into your OUCareerLink account.
- Click on Campus Interviews I Qualify For on the homepage.
- Click on the job title to review specifics about and apply to jobs before the deadline.
- Click on Pending Campus Interviews on the homepage to check the status regularly.

### No Show Policy for On-Campus Interviews

You will be considered a no-show if you fail to report for a scheduled interview or if you cancel an appointment less than 48 hours before the interview. Excused absences are approved at the discretion of the career services coordinator. Your first no-show requires a letter of apology to the interviewer with a copy to the career services coordinator. You will not be permitted to apply for jobs in OU CareerLink or sign up on schedules until the letter of apology is submitted. If you miss a second interview, you are immediately suspended from applying for jobs in OU CareerLink or signing up on schedules for the remainder of the academic year.

### Search for Jobs, Internships and Co-ops

- Log into your OU CareerLink account.
- Searches can be conducted directly from the homepage or via the Jobs tab.
- Click on the job title to review specifics about and apply to jobs before the deadline.