Applying for On-Campus Interviews through TechLink

CREATE AN ACCOUNT

- Navigate to the Career Center website (www.latech.edu/career_center) and click on the TechLink logo.
- Once on the TechLink registration page, click on the register button on the right-hand side of the page.
- Complete the Student/Alumni Registration form, filling in all required fields. Once you have completed the form, click on the submit button at the bottom of the page.
- A page will pop up that says, “Your registration has been received. An email will shortly be sent to your email to verify validity of your email address.”
- Log in to your email account and click on the link provided in the message entitled, TechLink Email Verification. Clicking on the link will trigger an additional email to be sent to your inbox and you will see a window with this message: “Your email has been confirmed. Thank you for your interest. Your registration has been received and someone will contact you shortly regarding your TechLink account.”
- At this point, your account information will be sitting in a “bucket” until someone in the Career Center approves your account. You will have the ability to login to your account once you receive an email entitled Welcome to TechLink, which contains information about your username and how to create your password.
- Follow the link in the Welcome to TechLink email to create and confirm your new password.

COMPLETE YOUR PROFILE

- Navigate to the Career Center webpage (www.latech.edu/career_center) and click on the TechLink logo.
- Fill out the username and password fields with your account information and select the GO button.
- Once logged in, completely fill out all parts of your profile so that you have the ability to access other sections of the site.

UPLOAD YOUR RESUME AND UNOFFICIAL TRANSCRIPT

- Click on the Documents tab at the top of your account’s homepage. Documents is the third tab from the left-hand side in the toolbar.
- In the Documents page, click on the ADD NEW button.
- Fill out the “Student Document Label,” selecting a name that will help you to identify the version of the document you are uploading. Below the label, select the most accurate document type.
- Upload your document much like you would attach a document in an email: click on “Browse” and locate the file you would like to upload to TechLink on your computer.

*To participate in on-campus interviews, you are typically required to submit both a resume and a copy of your unofficial transcript. To access your unofficial transcript, navigate to your BOSS account and either copy and paste the text of your unofficial transcript to a Word document or take screenshots, which you then copy and paste onto a Word document.

SEARCH FOR OPPORTUNITIES

- From your TechLink homepage, conduct a KEYWORD search and type in a keyword that will allow you to locate the opportunity that has been posted by the organization you are seeking. Be sure that the SHOW ME drop-down menu on the right-hand side of the page displays “All Jobs & Interviews.” Click on the SEARCH button. *Tip: All on-campus interviews (OCIs) have been tagged with the keywords ON-CAMPUS INTERVIEW. Use that search term to locate all OCIs.
- Click on the position and verify that the opportunity aligns with your career goals. Also determine if you meet all of the criteria to be able to apply.
- Select the APPLY button if you want to submit your resume for consideration. Follow the instructions that pop up with the “apply” box and select SUBMIT once you are ready to send off your documents. For on-campus interviews, you will likely have to submit both a resume and a copy of your unofficial transcript.

Questions? Contact Jennie Flynn-McKevitt, Coordinator of Employer Relations & Recruitment Services in the Career Center jflynn@latech.edu | 318.257.4336