

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.