HOW DO I CREATE AN ACCOUNT?

- Navigate to the Career Center webpage (www.latech.edu/career_center) and click on the TechLink logo.
- Once on the TechLink registration page (https://latech-csm.symplicity.com/students/), click on the *register* button on the right-hand side of the page.
- Complete the *Student 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. Also, be sure to completely fill out all parts of your profile so that you have the ability to access the **JOBS** section of the site.

*ATTENTION ALUMNI – When setting up your profile, you'll see a prompt to fill in your Tech email address. Please ignore this prompt and input an email address that you use frequently. As you know, your Tech email address disappears after graduation, and attaching your account to an email that does not exist will prevent you from accessing the site.

WHAT IF I FORGET MY PASSWORD?

- Navigate to the Career Center webpage (www.latech.edu/career_center) and click on the TechLink logo.
- Once on the TechLink registration page (https://latech-csm.symplicity.com/students/), click on the *forgot password* link on the left-hand side of the page.
- Enter the email address you used when you set up your account, i.e. jld001@latech.edu, and select the GO button.
- A message will pop up that says, "Password sent via email - you should receive it shortly."
- Log in to your email account and click on the link provided in the message entitled *TechLink Password Reset Request* which will allow you to create and confirm a new password. Select SAVE.
- Once you have taken this action, you will find yourself on your TechLink account home page and a message at the top of the screen will read, "Password has been updated."

HOW DO I VIEW EVENTS AND RSVP TO THOSE I'D LIKE TO ATTEND?

- Navigate to the Career Center webpage (www.latech.edu/career_center) and click on the TechLink logo.
- Once logged in, click on the *Events* tab at the top of your account's homepage. *Events* is the second-to-last tab on the right-hand side of the toolbar.
- Once in the *Events* page, be sure that the **WORKSHOPS** tab is selected.
- In the **WORKSHOPS** tab, you will see a list of events. Browse through the Career Center-sponsored seminars, employer information sessions, and off-campus events that have been posted and pinpoint one that you would like to attend.
- To read more details about the event, including its location and start and end time, click on the event name. At the bottom of the page, you will find an RSVP button that you can click on to indicate that you plan on attending.
- After clicking on the RSVP button, you will be navigated back to the main page containing the entire list of events the Career Center offers or endorses. Under the name of the event, the button will change from RSVP to CANCEL RSVP. You will also receive an email entitled, *Career Center: Workshop RSVP Confirmation*

HOW DO I UPLOAD MY RESUME, COVER LETTER, OR OTHER DOCUMENTS?

- Navigate to the Career Center webpage (www.latech.edu/career_center) and click on the TechLink logo.
- Once logged in, 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.

HOW DO I SEARCH FOR JOB AND INTERNSHIP OPPORTUNITIES?

- Navigate to the Career Center webpage (www.latech.edu/career_center) and click on the image labeled *TechLink for Students/Alumni* on the right-hand side of the homepage.
- *USING SHORT-CUTS*: Once logged in, choose the **JOBS I QUALIFY FOR** or **CAMPUS INTERVIEWS I QUALIFY FOR** shortcut, located on the right-hand side of the page. Choosing either of these shortcuts will allow you to view opportunities that are open to you based on your year in school, your GPA, your major, etc.
- To read more details about any opportunites that pique your interest, click on the job title. Be sure to read each field to determine if the opportunity aligns well with your skills, your interests, and your geographic preferences. Also be sure to determine that you are free to participate in the interview, if you plan to apply for an on-campus interview position.

- **USING THE JOBS TAB:** Once logged in, click on the *Jobs* tab at the top of your account's homepage. *Jobs* is the fifth tab from the left-hand side in the toolbar
- When the drop-down menu appears after click on *Jobs*, choose *CSM Jobs* to view opportunities posted exclusively for Tech students
- On the *Job Postings* page, you can use the **SHOW ME** drop-down menu to filter opportunities. Your options include "All Jobs & Interviews," "All Interviews," All Job Listings," "Interviews I Qualify For," etc.
- You can also use the **KEYWORD**, **POSITION TYPE**, and **JOB FUNCTION** filters to narrow down the list of opportunities you will see

HOW DO I PARTICIPATE IN ON-CAMPUS INTERVIEWS THAT ARE POSTED ON TECHLINK?

Employers use our ON-CAMPUS INTERVIEW services through TechLink when they are recruiting for specific positions. Be sure to read the job description, qualifications, responsibilities, pay, duration of experience, and location *very carefully* before you choose to apply. To apply for on-campus interviews, log into TechLink and click on **CAMPUS INTERVIEWS I QUALIFY FOR**. As an alternative method, you can view the scheduled on-campus interviews by clicking on the **JOBS** and **CSM JOBS** tab. Once on the *Job Postings* page, use the drop-down box labeled **SHOW ME** and select "All Interviews."

Click on the position that piques your interest and determine that you have all of the documents that the job posting requires uploaded to TechLink.

Once you click on the position and read the description, be sure to read all the "Schedule Details." Schedule Details outline the following items:

a. <u>Interview Date:</u> The interview date is the day that the employer will be conducting on-campus interviews. By applying for the position, you are indicating that you are available to interview on that date if you are selected. If the date conflicts with your schedule and you apply, you are committing that you will make the necessary arrangements to be available for an interview if you are selected. If you know that you will not be able to attend on the interview date, then you should not apply to the on-campus interview. If something changes before the resume deadline, you can withdraw your application from the on-campus interview.

b. <u>OCR Interview Location:</u> All on-campus interviews take place in the Career Center, Keeny Hall, room 337. Plan to arrive between 5 and 15 minutes before your scheduled interview time. Check in with a staff member at the front desk and we will direct you about where to wait for the recruiter you will be meeting.

c. <u>Schedule Type – Pre-select:</u> All on-campus interviews on TechLink are "pre-selected interviews," which means that employers will choose folks that they'd like to interview from among the submitted application materials. In order to be considered, you must submit your resume by the deadline. From there recruiters typically "pre-select" the candidates they'd like to interview the next day. The timing of the

process is very tight so please adhere to the resume deadline – it is strictly enforced!

d. <u>**Resume Deadlines:**</u> The listed day and time is a strict cut-off and you must submit your resume within the timeframe in order to be considered for the interview.

e. <u>**Sign-Up Start:**</u> When the sign-up start date arrives, you will receive an email if you have been selected for the interview. Employers typically select interview candidates 1 to 2 days after the resume deadline. Once you have received an email that you have been selected, please log in to TechLink to select an interview time. When you log in to TechLink you will see instructions on the home page that will instruct you about how to choose an interview time. ***Please note that you are typically not sent an email if you are not selected***. You can log in to TechLink after the sign-up start to view your status.

f. <u>**Sign-Up End:**</u> If you are selected for an interview, you must sign up for an interview time by the sign-up end date. Take note – the sign-up end date is typically very close to the actual interview date.

g. <u>**Screening Criteria:**</u> The screening criteria indicate the type of applicants that the employer is interested in recruiting. If you meet the criteria but can still not sign up for an interview, please click on the "Profile" tab to update your academic information and/or call the Career Center by dialing 318.257.4336.

On-campus interviewing policies

The policies that follow have been created to be fair to all students who participate in the on-campus interviews process. Our employer partners are excited to recruit Louisiana Tech University students and we want to ensure that they are interviewing candidates with genuine intentions for securing employment with them. Employers assume that the candidates they choose to interview have a serious interest in the company and position and will be available on the day of the interview.

If you submit your resume for a position, we are assuming that you are making arrangements to be available that day (i.e., talking to your professor, making arrangements with your work supervisor, etc). ***Submitting your resume for an on-campus interview means that you are committing to the interview day if you are selected.***

If you are selected for an interview, you must sign up for an interview time by the deadline.

If you fail to sign-up for an interview time or fail to show up for an on-campus interview more than 2 times, you will be prohibited from participating in the on-campus interview process for the remainder of the academic year.

If there is an emergency on the day of the interview, please contact the Career Center immediately at 318.257.4336.

-No-show policy-

If you fail to show up for the on-campus interview that you have signed up for, you are considered a "no show" and you must send an email apology to the employer within 48-hours, copying the Coordinator of Employer Relations & Recruitment Services in the Career Center. The Coordinator will contact you immediately after missing your scheduled interview time by email, passing along the recruiter's contact information. You will also receive instructions on what is appropriate to include in this apology message.

-On-campus interviewing cancellation policy-

If you have signed up for an interview, cancellations will be accepted 2 days prior to the interview, giving the Career Center enough time to fill your slot with an alternative candidate. A non-emergency cancellation received less than 48 hours is considered a ***no-show***. Refer to the no-show policy above about the procedures that fit that scenario.