

# CareerLink Student Guide

## How to register and search for jobs

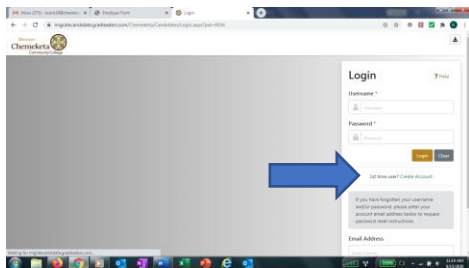
- Chemeketa CareerLink is an online job board available to Chemeketa students and former students
- There are both part-time jobs and full-time jobs suitable for both working while in school and after graduation
- Remember, you can use CareerLink and other Career Services resources after leaving Chemeketa

### To begin:

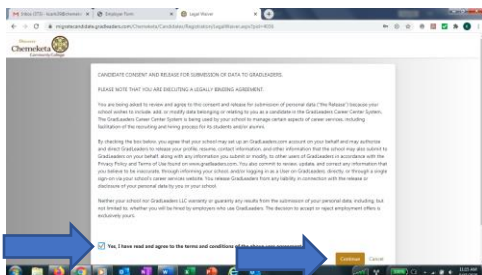
- 1) Go to:  
[go.chemeketa.edu/careercenter](http://go.chemeketa.edu/careercenter)
- 2) On the left side, click on:  
 “Job Search Tips & Resources”
- 3) Click on: “Employers Now Hiring”
- 4) Click on “Chemeketa CareerLink”
- 5) Click on “Click Here To Register”

### To register:

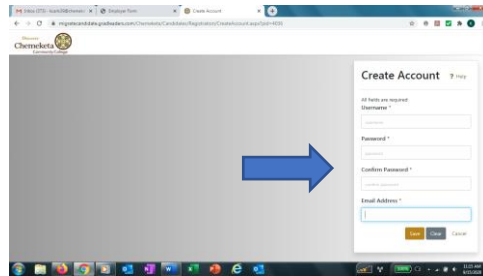
- 1) Click on “Create Account” link on righthand side:



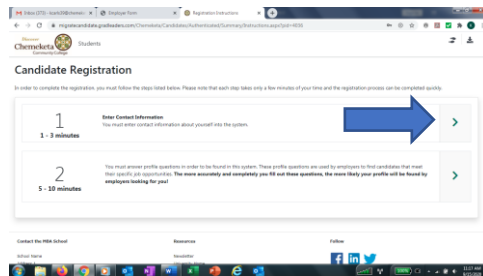
- 2) Click box next to “Yes” on bottom lefthand side, the click “Continue” to the right:



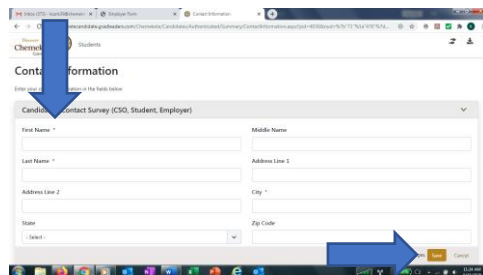
- 3) Type in a username, a password, and your Chemeketa e-mail address, then click “Save” (see illustration at top of next column):



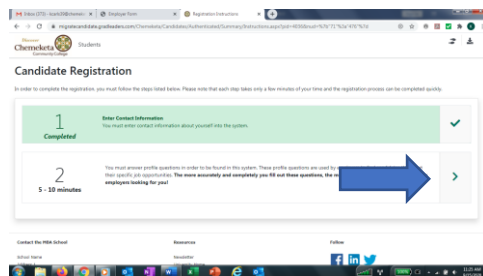
- 4) To the right the Step 1 box, click on the “>” arrow:



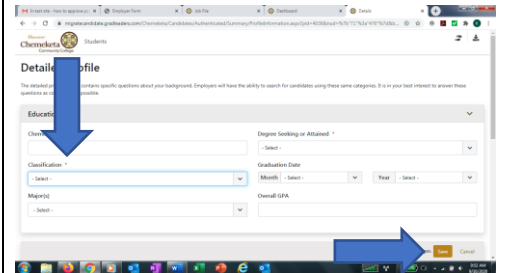
- 5) Fill in the contact information; the fields with a red “\*” are the only ones required. Then click “Save”:



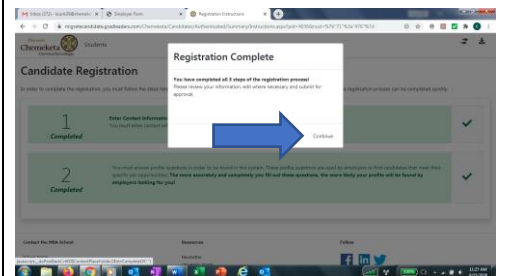
- 6) To the right of the Step 2 box, click on the “>” arrow:



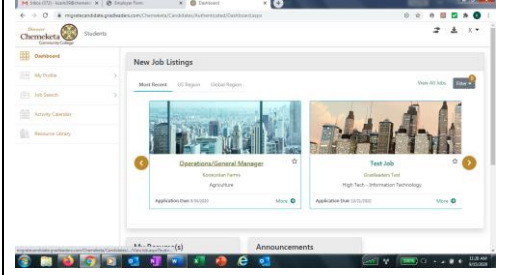
- 7) Fill in the profile information; the fields with a red “\*” are the only ones required. Then click “Save”:



- 8) You’ll be shown a screen that your registration is complete; then click “Continue” at lower right:



- 9) That will take you to your own CareerLink homepage:

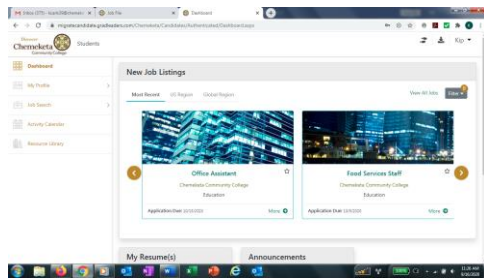


### To learn how to search for jobs, see the other side of this page >>

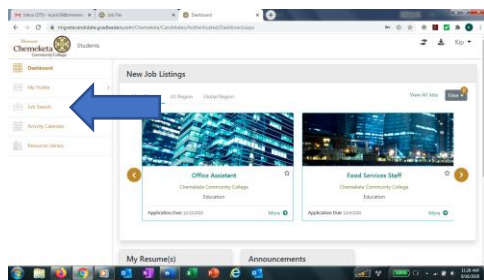
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# To search for jobs:

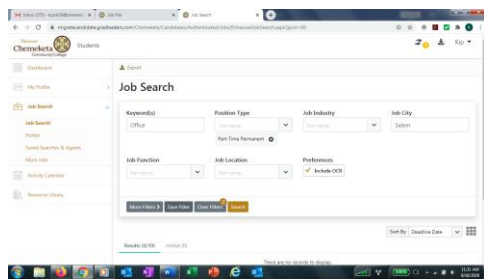
1) Log in to your Chemeketa CareerLink home page:



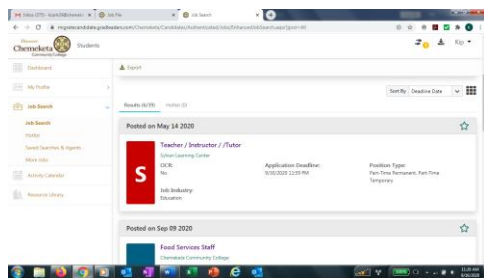
2) To search all jobs, click on “Job Search” on the lefthand side; then click the “Job Search” dropdown:



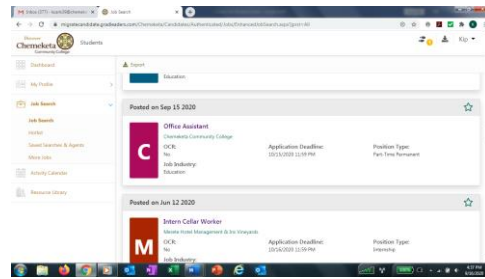
3) To search for only certain types of jobs, fill in details in the “Job Search” box, then click “Search”:



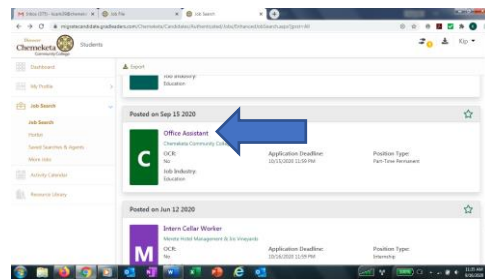
4) Scroll down to see the jobs available:



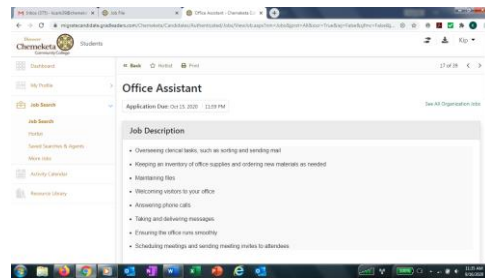
5) Each listing will show the title, the employer, and whether the position is part-time or full-time:



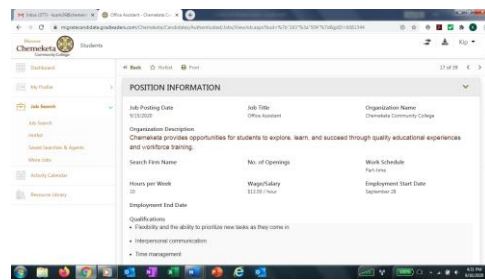
6) When you see a job that interests you, click on the job title:



7) You'll see details about that job, including duties:



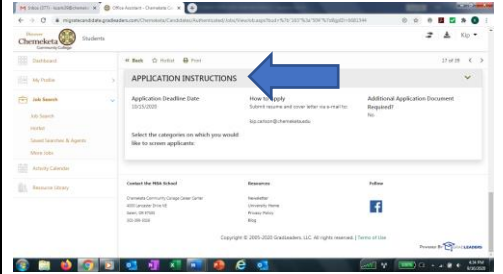
8) Scroll down for wages and hours:



9) Qualifications and location:



10) And how to apply:



11) Pay attention to the details of how the employer wants you to apply for the position.

Some employers may want you to apply in person, and may have specific hours they want you to come in.

Some employers may ask you to submit a resume, or a resume and cover letter, via e-mail to an address they list in the job posting.

Other employers may supply a link to a website and ask you to apply online.

Some jobs will have “closing dates” listed, meaning you need to submit your application by that date to be considered for the job.

Be sure to follow the “How to apply” instructions carefully, because some employers toss out any applications that aren't submitted properly.

## Remember:

Chemeketa Career Services staff are here to help you get your application materials in order before you submit them to give you the best chance at getting an interview!

## Chemeketa Career Services

Salem campus: Building 2, Room 115

Hours:

Monday through Thursday, 8 a.m.-7 p.m.

Friday, 8 a.m.-5 p.m.

Appointments made through MyChemeketa

Phone: 503.399.5026

E-mail: [careercenter@chemeketa.edu](mailto:careercenter@chemeketa.edu)

Website: [go.chemeketa.edu/careercenter](http://go.chemeketa.edu/careercenter)