Student Quick Start Guide to Gator CareerLink

Accessing Gator CareerLink (GCL)

GCL is integrated with the UF campus log-in process; therefore, you use the same username and password you use to access campus services like GatorLink email, library services or myUFL.
To login:
- Go to career.ufl.edu
- Click on the "Gator CareerLink Login" at the top right
- Click "Student Login"
- Enter your GatorLink information
- Click "Login"

Requesting a Career Planning Appointment

This is a 30-minute session where you can talk to a career coach about anything related to your career path.
To request an appointment:
- Access your GCL account
- Click "Counseling" at the top of the page.
- Select a date, time, and topic (under "type").

Career Planning Topics include:
- Major selection
- Exploring career options
- Career interests, strengths & values
- Finding experience
- Networking
- Resume, CV, cover letter, personal statement or e-portfolio
- Graduate school exploration/ preparation
- Finding/preparing for a full-time job
- Interview preparation
- Molm Family Gator Career Closet and headshots

Your appointment is confirmed when you receive the "Career Planning Appointment Request Approved" email.

RSVP for Employer Hosted Event or Workshop

To RSVP for an event:
- Access your GCL account
- Click on "Events" and select "Workshops," "Employer Hosted Event" or "Career Fairs"
- Find the event you want to attend
- Click on "RSVP"
Once you have RSVP'd, we will remind you about the event a few days prior to the event via email. We will also notify you if there are any changes to the event.

Applying for a job through GCL

To look for available jobs:
- Access your GCL account
- Click on "Jobs"
- Click on the job titles for more information and application instructions
- To apply, click "Apply" button, select your resume and click "Submit"
Note: There are additional job posting sites under "Resources".

Uploading your Resume

To upload resume:
- Access your GCL account
- Click on "Add a Resume"
- Click "Browse" to locate your resume
- Give your resume a title that is related to the type of position you are seeking (i.e. – political science resume)
- Click "Submit"

Mock Interviews

This allows you to practice interviewing for multiple types of positions. Interview questions are pre-recorded. Your responses will be recorded and saved for review by you. You will need to use Google Chrome or Microsoft Edge to complete an interview. You will also need a computer with a camera and microphone.
- Access your GCL account
- Click on "Resources > Mock Interviews"
- Browse the list of position types for which interviews are available or search by keyword
- To complete the mock interview, click "Record New Attempt" under the position type of your choice
- At the next screen, click "Audio and Video Settings"
    - Click "Allow" to give access to the camera if this is your first time using the system
    - Adjust audio and video settings as needed
- Start with "Practice Question" or "Start Interview"

Public Profile

The "Public Profile" section allows you to provide employers with additional details beyond what is included on your resume. You can include a personal statement, education, experience, projects, and skills/competencies. You are also able to link to other online profiles and sites.
- Access your GCL account
- Click on "Public Profile"
- Click the name of the section you wish to edit
- On the right sidebar, include links to email, Facebook, LinkedIn, or an e-portfolio/website
- Click "Publish" in the right sidebar to make your profile visible to employers