



CLEMSONJOBLINK

Log onto ClemsonJobLink

- Go to <http://career.clemson.edu/> and click on “ClemsonJobLink” on the menu on the left
- Proceed to the “Login” section to log in to ClemsonJobLink, by clicking on “Current Student” and entering your Clemson username and password

Create your account

- Select “My Account” from the left column of tabs and enter your personal information and click “Next”
- Enter your academic information and click “Save.” It is important to update your information each semester because the system automatically evaluates your qualifications based on your profile. If your information is outdated, you may be excluded from job opportunities
- In the privacy settings, you can choose to include resumes and receive email notifications to receive alerts as jobs are posted. It is important to check “Privacy Policy and Consent Guidelines to release records. Click “Save and Continue”

Publish your profile

- Select “Profile” from the left column and click the banner on right to edit. Here you can edit personal information and add a profile photo as well as adding a personal statement. Remember to update your information as you gain more experience
- The right column provides you with an opportunity to publish your profile, add a permanent email, link your account to Facebook and LinkedIn, upload your resume and link and professional websites you preside over

Upload documents

- Select approved below the “Documents” tab in the left column of tabs and click on the “Add New” button
- Label the document and choose the type
- For job specific cover letters or resumes, include the employer’s name in the label to ensure it is submitted to the correct job posting
- Select “Choose File” and locate the document on your computer, click “Submit” when finished
- You can use the row of options under each document to delete or select one as a default

Search for jobs

- Under the “Jobs” tab, select “Discover” from the tab at the top of the page, click “See All Jobs” below the “Search button filter
- Begin your search by checking “Position Types”. Check “More Filter” to the right of the position type to add any additional filters, then click “Apply”
- For a more focused search, check “Yes” under “Include Only Selected Major”. Go to

“Majors/Concentrations” to select your college and click the black arrow to choose your major. Click “Apply”

- Select the job title for more information details on the position and how to apply
- TIP: Always click “Apply” after selecting your search fields at the bottom of each page

Search by employer

- Select the “Employers” tab on the left of the page and underneath click “Contact Directory”, then click “Employers” in the top bar
- If the company has a registered account, you can find them by typing their name in the Keywords search box. You can read a brief description of the company and find any available positions by clicking “Available Positions”

Position types

- **Professional Full-Time:** Positions for those who will be graduating or have graduated and are looking for full-time employment
- **Fellowship:** Short-term opportunities that are sponsored by a specific organization seeking to expand leadership in their field
- **Internship (Off-campus):** Part-time or full-time opportunities related to a student’s major/career interest; can be completed in summer/semester with an employer located off campus
- **Internship (UPIC Program):** Part-time or full-time opportunities related to a student’s major/career interests; can be completed in a summer or during a semester and is located in a department on campus
- **On-Campus Internship (Non UPIC):** Part-time or full-time opportunities related to a student’s major/career interests; can be completed in a summer or during a semester and is located in a department on campus
- **Part-time (Off-campus):** Part-time employment opportunities at businesses in Clemson and the surrounding areas
- **Part-time (On-campus):** Part-time employment opportunities with departments on Clemson’s campus

Apply for a position

- After reviewing the job description, you will see the instructions on how to apply for this position. Follow the company’s instructions, as some positions will require you to submit a resume on their website verses through ClemsonJobLink.
- If the company is accepting applications through ClemsonJobLink, click “Apply” and you will be told what documents the company is requesting. Scroll through the drop-down menu to select the document and press “Submit” to complete the application process.
- If you have not uploaded the needed documents, click “Add New” to upload from your computer. You will need to have an uploaded resume in ClemsonJobLink before being able to apply for any positions.

Sign up for on-campus interviews

A job posting that displays “On Campus Interviews” (referred to as OCI) means that the employer will be on Clemson’s campus conducting interviews.

- You will need to follow the instructions just like any job posting and include a resume. OCI will

include a Resume Submission Start Date and Resume Submission End Date.

- If the OCI job post is “pre-select” or “pre-select to alternate” you will be notified by email if you have been selected to interview with the employer after the Employer Select Date has ended. The email will come from “simplicity.com”. For reference, review the “Types of Interviews”.
- Once you are notified that you have been accepted to interview, log into ClemsonJobLink. Go to “Interviews” and sign up for a time beginning on the date indicated by the “Sign-up Start Date.” You need to choose a time that fits into your schedule before the date marked by the “Sign-up End Date.”
- After signing up for an interview time, view your “Scheduled Interviews” located under the Interviews tab. Interview requests show what interviews you still have pending.

Find employer information sessions

The Career Center advertises Information Sessions held by visiting employers looking to recruit Clemson Students in ClemsonJobLink. These sessions take place both on and off-campus throughout the school year and are a great way to network and learn about employers.

- Select the “Events” tab from the left column and click “Information Sessions”.
- From here dates, times, and locations of information sessions can be viewed by day, week, month, or year.

Other career resources

Use Clemson email to register

CareerShift

Offers the most comprehensive online resource using a keyword search to view job opportunities within 5 to 100 miles from major cities.

Career Spots

Offers short web video clips (2-5 minutes) addressing key job search issues such as interviewing tips, social networking and much more.

GoinGlobal

A web resource designed to help candidates search country career guides, H-1B info, key employer directory, and international internships and full-time employment opportunities.

Glass Door

A career site that offers an inside look at jobs and companies