



### How can I activate my JobLink account with the CDC?

Stop by our office (DCC 209) or mail your annual \$5 registration fee to the Career Development Center. Your account will be activated within two business days. Next, log in to JobLink at [www.cdc.rpi.edu](http://www.cdc.rpi.edu). Complete your online Profile and post a resume online. You will now be able to view OCR (on-campus recruiting) and Open Jobs online and apply for these openings through JobLink.

### How do I submit my resume for On-Campus Recruiting Interviews?

Log in to your account and select “OCR and Open Job Postings” (then select JobLink). Under this link, you will be able to search for OCR job postings. When viewing the job description, there will be a link on the right side called “Application Status,” providing you with details on the application process for that employer. If you meet all of the requirements, you should be able to apply, as long as the Resume Submission Deadline has not yet passed. OCR postings are time sensitive, so you must monitor deadline dates!

### How do I submit my resume for Open Jobs posted on JobLink?

Open Job Postings are for companies who are not coming to campus to interview. The process to submit your resume is the same for Open Job Postings as it is for OCR. Under the “Application Status” menu, you may be given special instructions on how to apply (ie. fax, company website, email).

### What if I've missed a deadline to submit my resume?

When possible, locate the contact information on the job description, and send your resume directly to that individual. Some employers choose not to display their contact information, so you may have to explore the company's website for further information. We recommend sending a cover letter to outline your skills, interests and qualifications. Even if you've missed a deadline and have submitted outside of the system, you still have the opportunity to be invited for an interview. You can also stop by the CDC Interview Center (DCC 345) on the morning of the interviews to drop off your resume.

### What is a Preselect Interview Schedule?

A Preselect interview schedule simply means that the employer will choose the students they wish to interview, based on the resumes that are submitted.

### What is an Open schedule?

An Open schedule provides qualified students with a chance to schedule an interview, provided they meet all of the employer's stated requirements. If a student is eligible, the employer's schedule will be viewable during the designated interview sign-up period, and students may select a time to interview.



### **What if I qualify for the position, but still cannot submit my resume?**

First, check under the “Application Status” section on the job posting to determine if the Resume Submission period has ended. If the date has passed, you cannot submit your resume through JobLink. Next, check your online profile for accuracy—there may be an error. Please be sure that you have filled out ALL required fields under each section. Please note that, since the CDC imports data directly from the Registrar’s Office, we are unable to change such things as your degree, major, graduation date, GPA or citizenship status. Please see the Registrar if you find an error! In addition, the CDC cannot change the requirements set by the employers on JobLink.

### **How do I know if I’ve been chosen for an on-campus interview?**

You should receive an email from JobLink, and you may also receive one directly from the employer. You can also check regularly under the “On Campus Recruiting Activity” tab found on your JobLink dashboard. Under this link, you can track your applications, and check under “Preselect Interview Requests” to see if you have been offered an interview.

### **How do I sign up online for an interview?**

Go to the “On Campus Recruiting Activity” link on your dashboard. Select the “Preselect Interview Requests” tab. If you’ve been selected, there will be a link inviting you to sign up. Also, you should have a live link under the “Alerts” section of your dashboard that will lead to the sign-up. If you are unable to sign up online, please go to the CDC for assistance. If you received an email from an employer, be sure to bring that with you. Please note that all sign-ups are date driven. You must sign up for an interview during the designated time period.

### **What if I’m chosen as an Alternate?**

Being chosen as an “Alternate” means that you will be allowed to sign up, only if there are slots open after the Primary candidates have signed up. Alternates generally only have a day or two to sign up, so you need to monitor the dates carefully to ensure your chances of getting an interview slot. You will sign up the same way, as noted above.

### **What is a Resume Book?**

The Resume Books are made available to employers to select candidates directly. All students can make their resumes available to employers by choosing the option given under the Profile/Privacy tab.

### **How do I search for a particular company online?**

Under the Search Job Listings tab, go to the Keyword search field and enter the company name. You may also select the “Employers” tab on your JobLink dashboard and enter the name. There, you can also determine if the employer has scheduled an on-campus interview date and job postings.

### **How can I use the CDC Calendar?**

The calendar on your JobLink dashboard can help you keep track of recruiting-related deadlines, resume submission dates, information meetings, and other recruiting events. Check the calendar often, so you won’t miss any important due dates or deadlines! You may also add your own events to track, including Career Fairs and Workshops.