Navigating JobLink

What is it?
JobLink is used to post both on-campus interview opportunities and “open” jobs, which are additional jobs from companies that won’t be holding interviews on campus. On-campus interview postings come with specific deadlines. Please be sure to review JobLink frequently for new activity, as companies are still signing up.

To Apply for On-Campus Interviews
Review postings by scrolling over the “Jobs” tab, and then select “JobLink (Open Job Postings & OCR – RPI Only)” from the pop-up menu. To view only On-Campus interviews, click on “Advanced Search” in the middle right section of the page, and then from the “Show Me” drop-down menu, select either “All Interviews” or “Interviews I May Qualify For.” The first option will display every interview opportunity, while the second will narrow the search to positions seeking your major/year.

NOTE: Some students may have a class year listed which is not a true reflection of their current status. If you cannot apply to something for which you qualify, please stop by the CCPD (DCC 209) for assistance.

To Apply for “Open” Jobs
To search for “Open” job postings, follow the same steps, except select “All Jobs & Interviews” or “All Job Listings” in the “Show Me” drop-down menu (rather than “All Interviews” or “Interviews I May Qualify For,” selected earlier). To narrow your search, select your major and types of jobs you’re interested in.

Once you have finished limiting your search, click “Search” at the bottom of the page to display your results. If you find a posting you are interested in, you can click the “Apply” button for OCR positions to find instructions on how to apply to that specific Interview. Open job postings might include additional information on applying outside of JobLink.

Employer Events & Workshops
Use the three separate “Events” tabs to view employer events (Information Sessions tab), CCPD workshops and the CCPD Spring Career Fair. You may click the RSVP button to confirm attendance, although this is not required.

Uploading Your Resume
If you already have a resume written, you can upload it to JobLink under the “Documents” tab. (You will need to upload a resume the first time you login to JobLink to create your account). You may upload up to 10 documents, including different versions of your resume, cover letters and a transcript. Select ONE resume (which should not be company specific) to be your default.

Once you upload a resume to JobLink, it will be viewable to employers by default. If you do not wish to have it viewable, scroll over the “Profile” tab, click on either “Academic” or “Personal,” and then click on the “Privacy” sub tab. Check “No” next to “Include in CCPD Online Resume Books?” to make your resume invisible to employers. You must log in at least ONCE EVERY 60 DAYS to keep your resume accessible to employers.

CCPD Updates
The CCPD sends out periodic emails with career-related information. If you do not wish to receive these emails, go to your “Privacy” tab as explained above, and select “No” next to “Receive CCPD Email Notifications?”