

## Search and Apply for Jobs or Internships

Now that your resume has been reviewed and uploaded to your account, your ePortfolio is published and viewable and your practice interview is complete, it's time to start searching for positions in your CareerLink account.

### Set Up Your Job Search

To start your job search, you will first click the Jobs tab and select an option below.

The screenshot shows the Indiana University Southeast CareerLink ePortfolio homepage. On the left, there is a sidebar with a red header containing the 'CAREERLINK' logo and the text 'Find your career match with CareerLink'. Below this, there is a navigation menu with the following options: Home, Jobs (selected), All Jobs, My Job Applications, My OCR Applications, NACElink Network, Full-time, Part-time, Internships, and Work Study. The main content area features a search bar at the top with the placeholder 'Search'. Below the search bar, there is a profile card for 'IUS Student'. The profile card includes a circular icon with a black cat wearing a suit, the text 'IUS Student', 'Sophomore, Graduating May 2015', 'SE - Business BSB - Accounting, SE - Business BSB - Finance', and 'Profile 100% Complete'. To the right of the profile card, there is a section for 'Employers Followed' with a count of 2, an email link 'iusstud@ius.edu', and a note that the 'Resume last updated Jul 2016'. At the bottom of the main content area, there is a 'News Feed' section with a search icon and the text 'You have 7 new results in Search Agent New Jobs'. There is also a small RSS feed icon in the top right corner of the news feed box.

To select the right option for you, review the following definitions:

**All Jobs:** Includes all local job postings, including part-time and full-time jobs, internships, work study positions and on-campus student jobs.

**My Job Applications:** A listing of all the jobs you've applied for within your account.

**My OCR Applications:** Lists all of the jobs you've applied for during an on-campus interviewing event. You must be given access to On-Campus Recruiting in order to see this tab.

**NACElink Network:** A national job board offered by the software provider, NACElink.

**Full-time:** A listing of all full-time jobs available in the area. This listing is geared towards graduating seniors and alumni, and the options include positions that require a degree and do not require a degree.

**Part-time:** A listing of part-time jobs, or jobs posted for less than 32 hours per week. The majority of part-time jobs will not require a degree, and are targeted towards current students.

**Internships:** Features paid and unpaid internship opportunities available in the metro Louisville area.

**Work Study:** A listing of jobs available on and off-campus for students who have received a work study award from the financial aid office.



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Once you have selected a job search option and you've clicked the corresponding tab under the **Jobs** tab, you can review the results by scrolling down the page.

## Job Postings

JOB RECOMMENDED JOBS MY FAVORITES APPLICATIONS EXPIRED JOBS

ALL POSITION TYPES FULL-TIME PART-TIME INTERNSHIP

Find jobs by job title, company, location and more  Advanced Search ▾ Saved Searches ▾

Show Me: All Jobs & Interviews

Items 1-20 of 314 (Results as of: Thursday, July 14, 2016 | 9:33 pm) SORT BY: Date Posted ▾ SHOW 20 ▾ per page PAGE 1 ▾ Next

I	93.1 THE BEAT I PROGRAMMING DIRECTOR (URBAN) Full-time iHeartMedia, Inc. - Louisville, Kentucky	Jul 14	★
M	Unarmed Security Officer Part-time Murray Guard, Inc. - New Albany, Clarksville, Jeffersonville, Indiana	Jul 14	★
E	Kit Packing Associate Part-time Eurofins Genomics - Louisville, Kentucky	Jul 13	★

To change the sort and scroll options, click the arrow buttons on the right-hand side of your search screen. You can sort the results by Job Title, Employer, Date Posted and Deadline. You can show up to 250 results per page, and you can click the page numbers to continue through the list of available job postings.

SORT BY: Employer ▾ SHOW 20 ▾ per page PAGE 1 ▾ Next

To narrow down your search, use the keyword search bar or click on the down arrow next to **Advanced Search** for an additional set of search options.

Find jobs by job title, company, location and more  Advanced Search ▾ Saved Searches ▾

Show Me: All Jobs & Interviews

Items 1-20 of 314 (Results as of: Next)

3	Social Media/Digital Marketing Full-time 301 Interactive Media	Jul 7	★
E	Ancillary Specialties Full-time Employer Name Will	Jun 29	★
A	INTERNSHIP: AA Internship AA Clay Studio & G	May 25	★

Show Me

All Jobs & Interviews

Exclude Jobs I've Applied For

Yes  No

Jobs located within U.S. Jobs only (maximum 150 miles).

miles of zip code

Industry

[no selection]

Accommodation and Food Services  
Administrative and Support  
Agriculture, Forestry, Fishing and Hunting  
Arts, Entertainment, and Recreation  
Construction  
Education and Health Services  
Educational Services

Exclude Nationwide Jobs

Yes  No

External Majors/Concentrations

Check this box to search for records with no option selected



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## Create a Job Search Agent

Once you have selected a particular search option using either the keyword search bar or the [Advanced Search](#) option, you can create a Job Search Agent in your account by clicking the down arrow next to Saved Searches.

The screenshot shows a job search results page with a search bar at the top containing 'social media'. Below the search bar are buttons for 'Keywords: social media' (with an 'X'), 'Show Me: All Jobs & Interviews' (with an 'X'), and 'Clear All'. The main area displays search results for items 1-20 of 48, updated on Thursday, July 14, 2016, at 10:05 pm. Two results are visible: 'Social Media Marketing/Blogging' and 'Social Media Intern'. A modal window titled 'Title' is open, prompting the user to enter a title ('Social Media Jobs'), select an email frequency ('Never'), and choose 'Yes' or 'No' for 'New results only'. A 'SAVE' button is present in the modal. Below the modal, another section for 'New Jobs' is shown with similar settings.

Start by titling your search to indicate the type of jobs you are seeking, then indicate whether you want to receive email notifications, by clicking on either never, daily, every other day, weekly, monthly or quarterly. If you decide you want to receive email notifications, then indicate whether you want to receive only new results or all results by clicking Yes or No under the New Results Only option. Click Save to set up your agent.

This screenshot shows the 'Saved Searches' section. It lists three saved agents: 'Save search as...' (with 'Never' frequency and 'Yes' for New results only), 'New Jobs' (with 'Daily' frequency and 'Yes' for New results only), and 'Social Media Jobs' (with 'Never' frequency and 'Yes' for New results only). Each entry includes 'EDIT' and 'DELETE' buttons.

Once you save your Job Search Agent in your account, you always have the option to click the corresponding Title under Saved Searches to view the results. You can also set up as many Job Search Agents as you would like in your personal account.

## Applying for Jobs

Once you have selected a job or internship of interest, click on the job title to view the job posting.

This screenshot shows a job posting for an 'INTERNSHIP: Public Relations and Marketing ★'. The posting is for an 'Internship' at 'Crane House, The Asia Institute, Inc. – Louisville, Kentucky'. The posting includes a large 'APPLY' button. To the left of the posting, there is a 'Position Type' section indicating 'Internship'. To the right, there is an 'Important Dates' section showing it was posted on Nov 10, 2015, and applications were accepted until Nov 09, 2016. The 'Description' section lists 'SITE SUPERVISION MANAGER: Executive Director' and 'REPORTS: Director of Public Programs and Outreach'. The 'JOB SUMMARY' section describes the role as assisting with communications and public relations strategies for the AICH. The 'Contact Information' section lists the employer as 'Crane House, The Asia Institute, Inc.', the name as 'Ms. Lonna Versluis', and the title as 'Dir. Public Programs & Outreach'.



If you would like to Apply upon viewing the posting, you can click the Apply button or you can click the star next to the job title to Favorite the job for later.

Jobs Recommended Jobs My Favorites Applications Expired Jobs

By adding the job to your Favorites, you can save the posting for later viewing. The job posting can be found by clicking the **Jobs** tab, and then **My Favorites**. Your Favorites are also available on your **Home** page.

Once you are ready to apply, click the job posting and then the Apply button.

# Job Postings

Apply
X

**Application Status**

If you wish to apply, please select the document(s) to include and click Submit.

Resume

Choose a Resume to submit for this position.

Professional Resume\*

**Position Type**

Internship

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**Description**

SITE SUPERVISION MANAGER  
REPORTS: Director of Public Programs

**JOB SUMMARY**

Assist with the implementation and development of marketing strategies for the Asia Institute's public programs.

**DUTIES AND RESPONSIBILITIES**

Possess the ability to work evenings and weekends and

**APPLY**

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**Important Dates**

**Posted On:**  
Nov 10, 2015

**Applications Accepted Until:**  
Nov 09, 2016

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**Contact Information**

Employer: Crane House, The Asia Institute, Inc.  
Name: Ms. Lonna Versluys  
Title: Dir. Public Programs & Outreach

The Apply box will open up and you can select an approved resume to submit, and a cover letter. If you do not have an Approved cover letter, you can click the Add New button to create a cover letter on the fly. Please Note: Required documents will be marked with an asterisk.

You may also enter your cover letter information in the Notes box. The information provided in the Notes box will be included in the body of the email sent to the employer contact once you click the **Submit** button.

Once your resume has been submitted, you can view your completed application information by clicking the [My Job Applications](#) tab under the [Jobs](#) tab.