



# Student Overview for HuskyCareerLink

*The University of Connecticut's Center for Career Development provides current students and alumni an online job management system referred to as HuskyCareerLink. The system provides internship, co-op, and full-time position postings from employers to which students may apply electronically. Our On-Campus Interviewing program is also scheduled through the HuskyCareerLink system.*

## 1. Access **HuskyCareerLink**

- To start, go to [huskycareerlink.uconn.edu](http://huskycareerlink.uconn.edu) to log in.
- When prompted, input your NET ID as your username and your NET ID password to sign in.  
(If you have forgotten the password to your NET ID single sign-on, you may go to [www.netid.uconn.edu/NetIDHome/](http://www.netid.uconn.edu/NetIDHome/)).

## 2. Visit the **home page**

- Access Career Search, GoingGlobal, [www.internships.uconn.com](http://www.internships.uconn.com), and Husky Alumni Network (scroll down).
- Become acquainted with *Quick Links* - these links take you directly to *Getting Started*, *Find a Job*, *Land an Interview*, and your *Activity Summary*.

## 3. Complete your **personal profile**

- Complete your profile by clicking on *Personal Profile* on the right-hand toolbar.
- Once you have completed your personal information, click on *Save Changes* and *Continue*. You will then need to fill out your Academic Information and click on *Save Changes* and *Continue*.
- Decide whether or not you would like to receive emails about upcoming events, job postings you qualify for, etc. by adjusting your settings on the privacy page.
- You may view your log-in history by visiting the *Activity Summary* section.

## 4. Upload **documents**

- Review your résumé prior to uploading. During the fall and spring semesters, undergraduate résumé critique is available Monday – Friday 10:00 am - 4:00 pm at the Center for Career Development office located in the Wilbur Cross Building, Room 201. Graduate students and alumni should call 860.486.3013 to schedule a résumé critique appointment.
- Click on *Add New* and upload your résumé. Do not close the page until your résumé is converted to PDF.
- Follow the same procedure for cover letter, unofficial transcript, writing sample, and any other applicable documents.
- Opt in to Résumé Book - you may select résumé books you would like your résumé to appear in (some résumé books have select criteria).

## 5. Search **jobs and internships**

- Select *Organizations that Post at UConn* (jobs that have been approved through the Center for Career Development) or *Nacelink Network jobs* (jobs that have not been approved by the Center for Career Development).
- You may create a search on any of the following criteria: All Jobs & Internships, All Interviews, All Job Listings, Interviews I Qualify For, Career Fair Postings, Position Type, or Keywords.
- To be updated by email of job postings you may be interested in as they are posted in the system, set up a Search Agent. Under *Job Postings* click on the third tab, *Advanced Search*, and name your Search Agent you (can have more than one). Complete the form based on your preferences and submit.

## 6. Review **employers**

- This is a list of all employers that directly contact the Center for Career Development to post positions. Click on the employer that you are interested in and you will see an overview of that company/organization.
- You may also conduct a search by Industry Location or Keywords. You have the option to save employers as one of your Favorite Employers by going under *Options* and clicking *Add Employer to Favorites*.

## 7. Apply and Sign up for **interviews**

- To apply for an On-Campus Interview, on your homepage under *Land an Interview*, click on *Campus Interviews I Qualify For* and search either Employer or Job Title and review the job description. Click the apply button. The status of the interview will be listed under the *Requested Interview* tab as *pending*.
- Once the employer's decision has been made, you will have a message under *Land an Interview* on your homepage telling you that you have been selected.
- You may click the *Schedule Interview* button and select a time or click on decline if you do not want to interview. You will then see your interview listed under *Scheduled Interview* tab.
- You may cancel or reschedule the interview up until the schedule closing date.

## 8. Review **events and calendar**

- View a list of Center for Career Development events such as Information Sessions and Workshops, as well as the details that apply to them.
- All events are listed in the calendar with applicable deadlines. You may view the calendar by day, week, or month. Please scroll below the calendar to get complete details of these events.

## Helpful Hints

1. If you can't view jobs because your browser is stuck on your personal profile, you need to complete all the required fields before you can proceed.
2. Each screen has a help function with frequently asked questions as well as a video tutorial to assist you with navigating the system.

You may also email [recruiting@uconn.edu](mailto:recruiting@uconn.edu) or call 860-486-6156 for assistance.