

# STUDENT OVERVIEW

## OF HUSKYCAREERLINK

*UConn'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.
- Click on the link for “Students Log In”.
- When prompted, input your NET ID as your username and your NET ID password to sign in (If you have forgotten your password to your NET ID sign sign-on, you may go to [www.netid.uconn.edu/NetIDHome](http://www.netid.uconn.edu/NetIDHome)).

**2**

### **Visit the home page**

- From the home page you can access job searches, internship searches, HuskyCareerPrep, a listing of upcoming career events, career chats, videos and more.
- Use the navigation pane on the left of the screen or click on the tiles in the middle to explore.

**3**

### **Complete your personal profile**

- Complete your profile information by clicking on the gear at the top of the screen. The more comprehensive your profile the more likely you will be noticed!
  - Visual Profile: Add a professional picture of yourself, make a personal statement, display activities you're involved in, identify your job preferences and more.
  - Settings: Manage your password, show or hide your profile and select email notification preferences.
  - About Me: Update your personal and academic information.

**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 Wilbur Cross Building Room 201. Graduate students and alumni should call 860.486.3013 to schedule a résumé critique appointment.
- Click on “My Docs” and choose the file you'd like to upload. Select the type of file (résumé, cover letter, transcript, writing sample or other). Provide a short description of the document. When finished click “Upload File”.

**5**

### **Search for opportunities**

- From the home page click on the “Jobs” tile or “my jobs” in the navigation pane on the left of the screen. By selecting the appropriate tab you can search jobs, internships & co-ops, on campus interviewing and see your recent activity. You can also do an internet search for opportunities using Indeed.

**6****Apply and Sign up for interviews**

- To apply for an On-Campus Interview click on the “Jobs” tile or “my jobs” in the navigation pane on the left of the home page screen. Click on the “On Campus Interviewing” tab. In this tab you can view all or search for specific on campus interviewing opportunities. Review the job description and make sure you fulfill the requirements. To apply to a position click the “apply” button.
- You will receive a notification from the employer if you have been selected to interview and you will be prompted to schedule your interview time.

**7****Review employers**

- Click on “companies” in the navigation pane on the left of the screen to view companies in the system 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, City, Company Name, Company Type, and Companies with Alumni Connections. You have the option to save companies as favorites.

**8****Review events**

- From the home page click on the “Events” tile or “my events” in the navigation pane on the left of the screen to view a list of Center for Career Development events such as Information Sessions and Workshops, as well as the details that apply to them.

**9****Access HuskyCareerPrep**

- Transition seamlessly from HuskyCareerLink to HuskyCareerPrep (HCP) by clicking on the HCP tile located on the top right of the home page screen or by clicking on HuskyCareerPrep in the navigation pane. HCP is an online module that provides additional career development resources.

**10****My Progress**

- From the home page click on the center tile or “my score” in the navigation pane on the left of the screen to view your progress in the system. Your progress score is calculated by measuring your progress in specific task groups. These tasks are grouped to help you focus your efforts toward the goals of helping you build your profile, find that job, best prepare for that interview, and build the skills to get noticed and stand out from the crowd.

Please email [recruiting@uconn.edu](mailto:recruiting@uconn.edu) or call 860-486-3013 for assistance.

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