

Staff Guide to Career Services

Resources

- *CareerLink* - Online job listings for both part-time and full-time positions (**Directions on Back**)
- One-on-one help with resumes, cover letters, interviews and job applications
- Job search handouts and tips available online at go.chemeketa.edu/careercenter
- Classroom presentations on resume, cover letters, interviews, job searching, etc.

In-person Appointments

In-person appointments with Career Services staff currently **only** take place on the **Salem Campus**, but are available to students/alumni no matter where they attend.

Schedule an in-person appointment with the Career Center via ChemekNET, by calling 503.399.5026, or via email at careercenter@chemeketa.edu include name and phone number.

Email Appointments

Email careercenter@chemeketa.edu to have your resume or cover letter reviewed via email. Please allow **2 business days** for review and include the following in your message:

- Full Name
- Phone number
- Student ID Number
- Whether it is for a job or a class assignment
- Attach a copy/link of the job posting
- Job or assignment deadline

Phone Appointments

To set up a phone appointment for a mock interview or to review your resume/cover letter, email careercenter@chemeketa.edu or call 503.399.5026. Please include your name and number.

Online Resources – Visit go.chemeketa.edu/careercenter & select

Here you'll find links to handouts, resume templates, career exploration tools to help you pick a career path, upcoming workshops and job fairs, as well as CareerLink, our online job listing system

Classroom Presentations

Career Services staff are available to present on topics including: resume & cover letters, interviewing, job search, and career exploration at **all outreach locations**.

Interested faculty/student groups should email careercenter@chemeketa.edu or call 503.399.5026

Please make request 2 weeks in advance if possible


Hours/Location

Salem Campus • Building 2, Room 115 • Monday – Friday • 8 AM to 5 PM

503.399.5026 • careercenter@chemeketa.edu • go.chemeketa.edu/careercenter

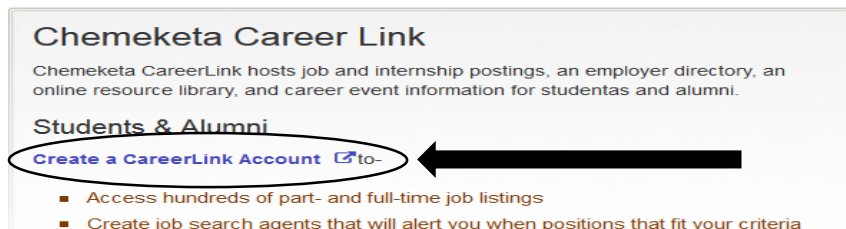
CareerLink Directions – Follow these steps to create an account & apply for jobs today!

1. Go to our website: go.chemeketa.edu/careercenter

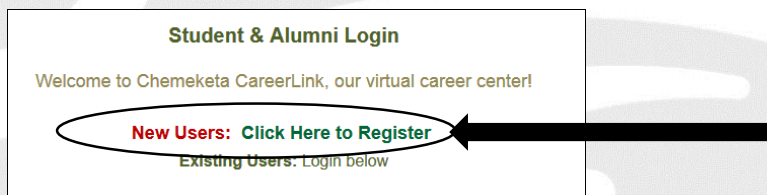
a. Click  **Students & Alumni** on the right side of page

i. Click  **Chemeketa Career Link** on the right side of the page

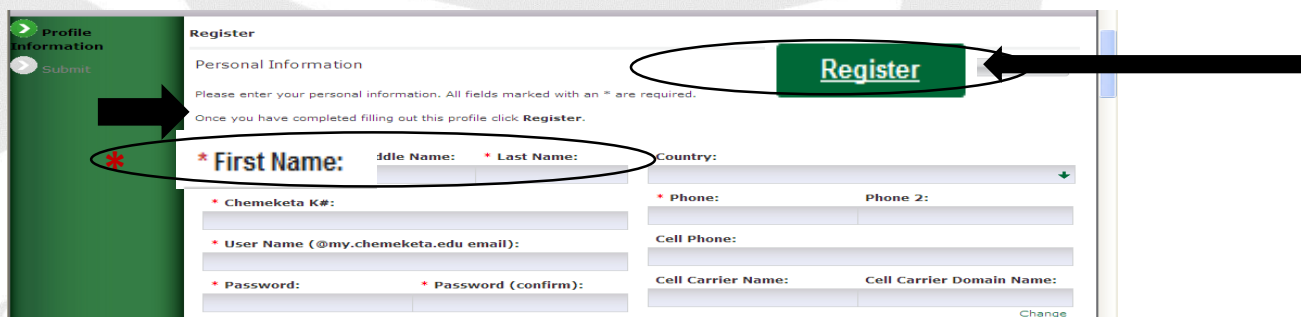
2. Select “**Create a CareerLink account**” in the middle of the page



3. Select “**Click Here to Register**” button in the middle of the page



4. Enter **required information** marked with an asterisk (*) and any additional information you wish. Then click “**Register**”



Profile Information
Submit

Register
Personal Information
Please enter your personal information. All fields marked with an * are required.
Once you have completed filling out this profile click **Register**.

* First Name: Middle Name: * Last Name: Country:
* Chemeketa K#: * Phone: Phone 2:
* User Name (@my.chemeketa.edu email): Cell Phone:
* Password: * Password (confirm): Cell Carrier Name: Cell Carrier Domain Name:
Change

5. Finally click “**Submit Profile**”

If you need assistance using CareerLink, please contact the Career Center

- Salem Campus, Building 2, Room 115
- **Hours:** Monday – Friday • 8 AM to 5 PM
- **Phone:** 503.399.5026
- **Email:** careercenter@chemeketa.edu



Career Center
Career Services | CWE | OST
Bldg. 2, Rm. 115, Salem
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