

# CareerLink Student Guide

## How to register and search for jobs

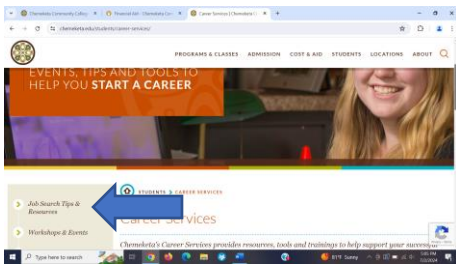
- Chemeketa CareerLink is an online job board available to current and former Chemeketa students
- There are both part-time jobs and full-time jobs suitable for working while in school or after graduation
- Remember, you can use CareerLink and other Career Services resources after leaving Chemeketa

### To create your account:

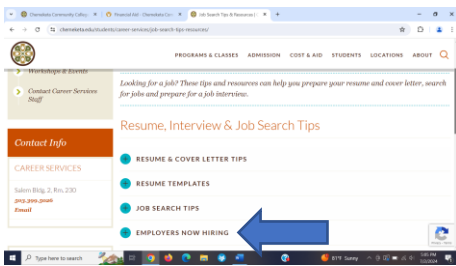
1) Go to:  
[go.chemeketa.edu/careercenter](http://go.chemeketa.edu/careercenter)



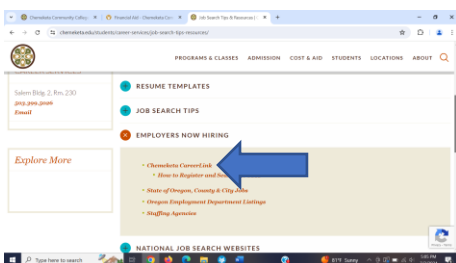
2) On the left side, click on:  
 “Job Search Tips & Resources”



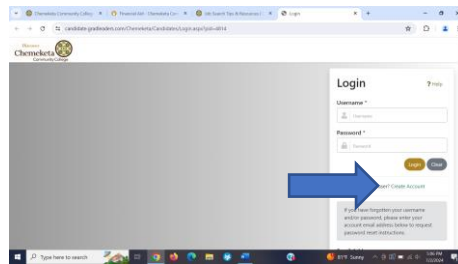
3) Click on: “Employers Now Hiring”



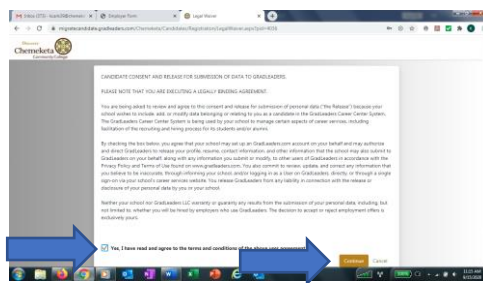
4) Click on “Chemeketa CareerLink”



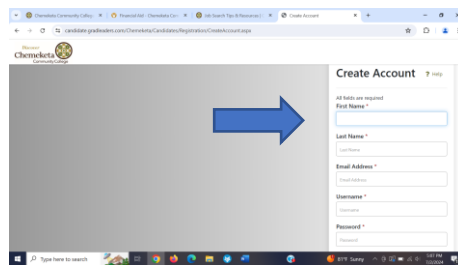
5) Click on “Create Account” link on righthand side:



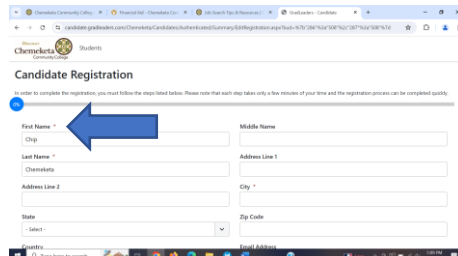
6) Click box next to “Yes” on bottom lefthand side, the click “Continue” to the right:



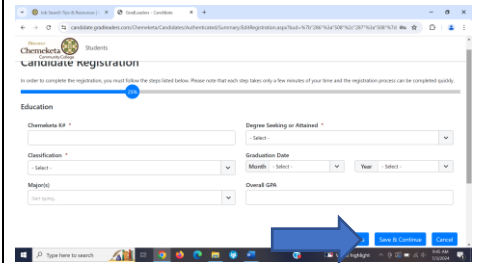
7) Type in your name, Chemeketa e-mail address, a username, and a password, then click “Save”:



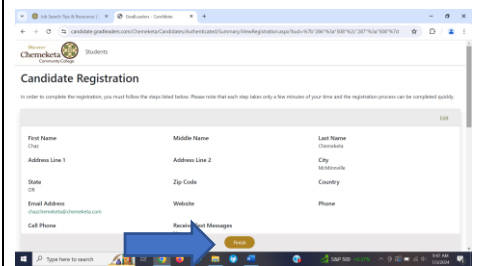
8) In the registration screens, fill in the required sections noted by the red asterisks; others can be left blank:



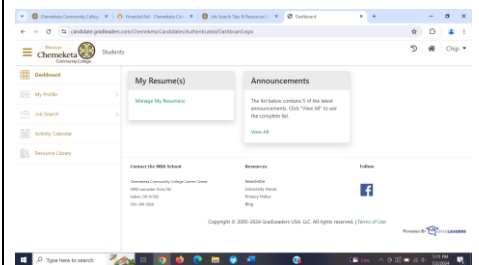
8) In each screen, after filling in the required information, at the bottom click “Save & Continue”:



9) After completing the last screen, review the information you entered; if it is correct, at the bottom of the screen click on “Finish”:



10) You will then be taken to your Chemeketa CareerLink home page and can begin searching for jobs:

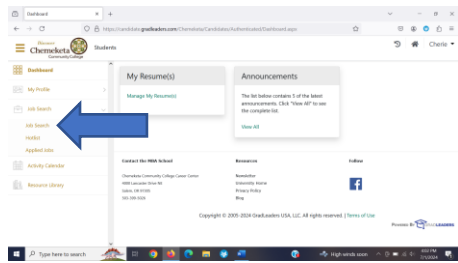


**To learn how to search for jobs, see the other side of this page >>**

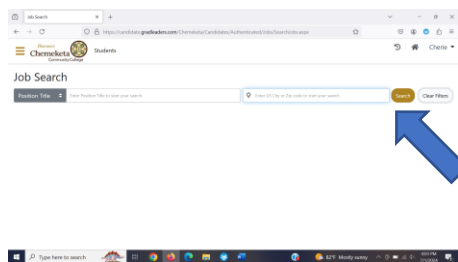
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## To search for jobs:

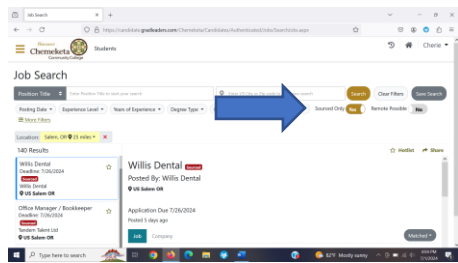
1) Log in to your Chemeketa CareerLink home page. On the left side, click on “Job Search” and then click on the “Job Search” dropdown:



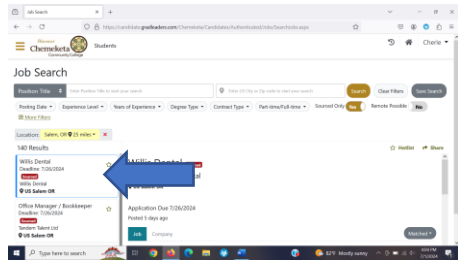
2) Type in the name of the city where you want to work, then click on “Search”:



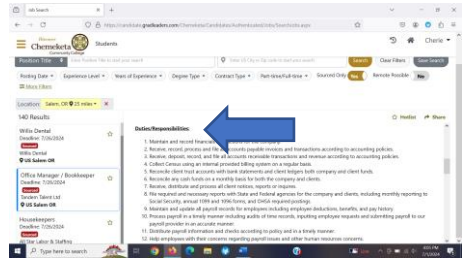
3) To see only jobs that have been screened by Chemeketa Career Services staff, go to the “Sourced Only” option and switch it to “Yes”:



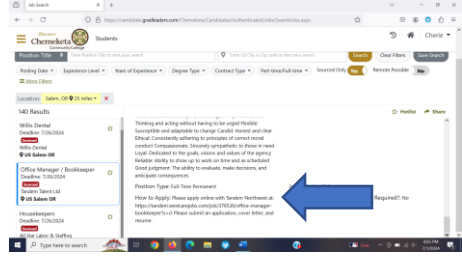
4) Scroll down to see the jobs available; each listing will show the job title, the employer and the job location. When you see a job that interests you, click on the job title:



5) The job posting will open on your screen. The posting will include details about that job, including duties and qualifications:



6) Scroll down for wages, other details and how to apply:



9) Pay attention to the details of how the employer wants you to apply for the position.

Some employers may want you to apply in person, and may have specific hours they want you to come in.

Some employers may ask you to submit a resume, or a resume and cover letter, via e-mail to an address they list in the job posting.

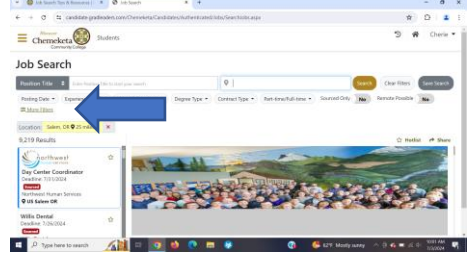
Other employers may supply a link to a website and ask you to apply online.

Some jobs will have “closing dates” listed, meaning you need to submit your application by that date to be considered for the job.

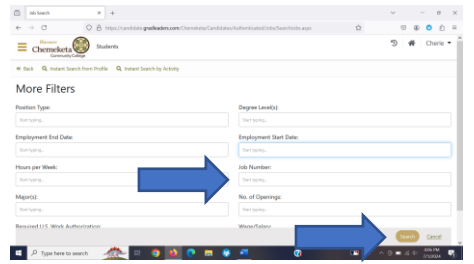
Be sure to follow the “How to apply” instructions carefully, because some employers toss out any applications that aren’t submitted properly.

## To find a specific job by number:

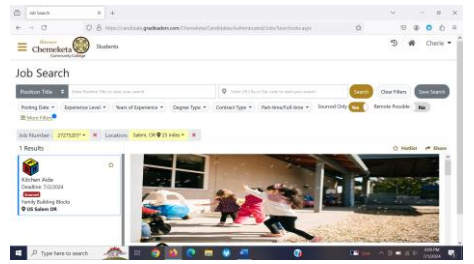
1) On your Chemeketa CareerLink job search page, on the lefthand side click on “More Filters”:



2) In the box labeled “Job Number” type the 8-digit number of the job you want to see, then click “Search”:



3) Your job will appear:



3) To find another job, click on “Clear Filters” in the upper right.

## Remember:

Chemeketa Career Services staff can help you get your application materials in order before you submit them to help in getting an interview!

### Chemeketa Career Services

Salem campus: Building 2, Room 230  
Hours:  
Tuesday through Thursday, 8 a.m.-7 p.m.  
Friday, 8 a.m.-5 p.m.  
Appointments, both in person and remote, can be made through Navigate  
Phone: 503.399.5026  
E-mail: [careercenter@chemeketa.edu](mailto:careercenter@chemeketa.edu)  
Website: [go.chemeketa.edu/careercenter](http://go.chemeketa.edu/careercenter)