



## Alumni Guide

This guide will help alumni navigate the College of Charleston Career Center's online job system. You will find **CougarJobLink** on the Career Center's website.

Through **CougarJobLink** you can:

- Keep your alumni profile updated
- View and apply for full-time positions, and part-time
- View Career Center events, information sessions, and career fairs

### HOME

Once you have logged in you will be on the Home Page. Here you will find:  
Announcements, Upcoming Events, Task List

### MY ACCOUNT

**My Profile:** Here you can update your personal information. *It is important for you to keep this up-to-date in order for employers to search your profile.*

- Be sure to select "yes" under **Additional Information** if you wish to be included in search results when employers are searching alumni and student resumes.
- In addition to e-mails, **CougarJobLink** can send text messages about upcoming events. If you would like to receive these text messages please click "yes" under the **Personal Information section**.

**My Documents:** You can upload Microsoft Word, PDF or RTF documents into the following categories: Resume, Cover Letters, References, Unofficial Transcripts, Letters of Recommendation, and Writing Samples. In order to apply for positions through **CougarJobLink** you must have a resume uploaded.

- You will want to keep your resume up-to-date and name it appropriately.
- You will have one default resume, but you can choose which resume you would like to use when applying to individual positions.

**Activity:** You will find the following activity types:

- **Referrals** - Referral is recorded each time your resume is sent to an employer or an employer views your resume directly.
- **Placements** - Use the **REPORT A HIRE** function on the left -hand side to submit each time you have been hired for a part-time, full-time, or internship position.
- **Schedules** - All schedule activity is recorded, including sign-ups for interviews.
- **Event RSVPs** - An event RSVP is recorded for an event only if you specifically submitted an RSVP.

### EMPLOYER DIRECTORY

Choose Employer Directory to search through our list of employers.  
You will only see the employers who have selected to be visible to students.  
You will see employers even if they do not have jobs posted for the current semester.  
This is a great way to start researching employers in which you are interested.

## JOBS AND INTERVIEW SCHEDULES

Under **Jobs and Interview Schedules** you will be able to search all full-time, part-time, and internship positions.

- You can search by position by clicking on the dropdown arrow under **Position Type** and clicking the **green search button**.
- You may select as many position types as you would like. *Remember, you must hit clear on the right to start a new search.*
- You may also use the advanced search to search by: *Organization name, Location, Industry, or Job Category.*
- **Saved Searches:** On the Search Results page, you can click the **Save Search** link and set up your account to easily run this search in the future. You can also click on **Email me new jobs for this search** to automatically receive updates on new jobs posted that meet your search criteria.

### To Sign up for interview schedules:

1. To apply for a position, read and follow the **“Application Instructions”** in the job posting. Additionally, **“View Interview Schedule”** to see when the employer will be visiting campus.
2. To open the interview schedule for details and to request an interview, click the **schedule ID**. You will see a button above the **Posting Information** sections that reads **“Request Interview”**.
3. Request an interview before the **Request Period** closes
4. You will be notified by **CougarJobLink** (via email) of your status as Accepted or Not Accepted. **You should monitor your Task List Daily!**
5. If accepted, select an interview time slot before the **Interview Sign-up Deadline**.
6. The selection and interview time slot sign-up process typically occurs over a 7 day period.

### No Show & Cancellation Policy

Please take note of the Career Center’s on-campus interview policy: You are expected to honor all interview commitments. Reserving time for an interview prohibits other students from taking advantage of the opportunity, and failure to keep interview appointments reflects negatively upon you, the Career Center and the College of Charleston.

- If you cancel an interview, you are required to contact the recruiter at least 48 hours prior to your interview. A cancellation after this time is considered a no-show, and your **CougarJobLink** privileges through the Career Center will be suspended.
- If you fail to attend a scheduled interview without proper notice to the recruiter/company, all **CougarJobLink** privileges will be suspended until you have written a letter of apology to the recruiter (with a copy to the Career Center) explaining your reasons for missing the scheduled interview.

### Career Center Hours

Hours: 830:5:00

Drop-Ins: 1:00-4:00

Call to make an appointment: 843-953-5692

E-mail: [careercenter@cofc.edu](mailto:careercenter@cofc.edu)