

Creating a Stout CareerLink Account: Alumni

UNIVERSITY OF WISCONSIN- STOUT




Stout CareerLink is a powerful resource that helps UW-Stout students and alumni find and prepare for co-ops and full-time jobs.

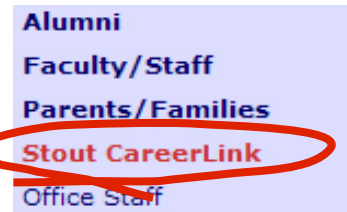
+ If you have an existing Stout CareerLink account you do NOT need to open a new account after graduation. However, your account may be canceled due to inactivity. It can be reactivated upon request.

+ If you don't have a Stout CareerLink account, follow these instructions to use the services.

.....

Get Started!

- Go to the Career Services homepage- www.uwstout.edu/careers
- Click on the “Stout CareerLink button” in the left-hand navigation bar.
- Click the “Alumni” button. 
- Select the “here” link to request access.



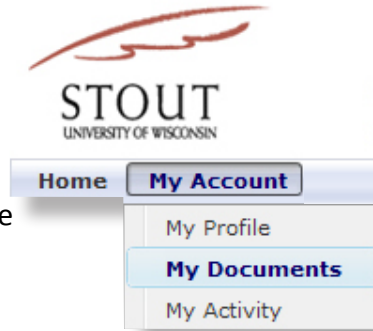
ALUMNI: If you do not already have access to Stout CareerLink and would like to request access now, please click [here](#)

- You have the option of requesting access to the full service or to only the Job Vacancy List. *Full service includes: Employers, Job Vacancy List, On-Campus Interviews, Career Events, Interview Stream, ReferenceUSA, Going Global, EmployOn, and Mentor Search.*
 - **For access to the full service:**
 - Fill out the Alumni Stout CareerLink Access Form and click “Submit.”
 - Indicate that you would like to receive access to the full service by checking the “Full Service” box.
 - Upload a resume to your Stout CareerLink account.
 - **For access to the Job Vacancy List only:**
 - Fill out the Alumni Stout CareerLink Access Form and click “Submit.”
 - Indicate that you would like to receive access to the Job Vacancy List only by checking the “Job Vacancy List” box.
 - *You will NOT have to upload a resume.*

After requesting access, you will receive an e-mail with your user ID and password.

Upload A Resume

- To upload a resume, log into your Stout CareerLink account.
- Move your cursor over the “My Account” button on the top navigation bar.
- Select “My Documents” from the drop-down list.



If you don't have a resume:

- You can get help creating one with Optimal Resume- <http://uwstout.optimalresume.com>
 - This website will take you through a step-by-step process of how to create a unique, professional, and powerful resume.

If you do have a resume:

- Scroll down to the Employment Related Categories section.
- Click on the “Upload File” link.

Employment Related Categories

Resumes - Required

[Upload File]

- Click the “Browse” button and search for your resume.
- Name it something appropriate and click “Upload.”

*Document Name: Quality Insurance

*Select File to Upload: C:\Documents and S

- To update a resume that is already in the Stout CareerLink system you will need to upload the updated resume and delete the old resume.

Now that you've uploaded your resume, you need to wait for Career Services to approve it. Once they do, you will have access to the full system of resources, including: Employers, Job Vacancy List, On-Campus Interviews, Career Events, Interview Stream, ReferenceUSA, Going Global, EmployOn, and Mentor Search.

.....

If you have more questions contact Career Services:

**103 Administration Building
University of Wisconsin- Stout
Menomonie, WI 54751**

7:30 a.m. - 4:30 p.m. Mon.-Fri.
715-232-1601
715-232-3595 (fax)
careerservices@uwstout.edu
www.uwstout.edu/careers