

Create a Stout CareerLink Account - Employers

With a Stout CareerLink account, you will be able to:

- Search student resumes
- Post jobs & co-ops
- Interview students on-campus

UNIVERSITY OF WISCONSIN- STOUT

GET STARTED!


- ◇ Go to the Career Services homepage at www.uwstout.edu/careers.
- ◇ Click on “Stout CareerLink” in the left-hand navigation bar (*Figure 1*).
- ◇ Click the  button.
- ◇ Click the “FIRST TIME USERS CLICK HERE!” link located below the login button.
- ◇ Enter your organization’s name.
Keep your search brief, such as Jones, not Jones and Company, Inc.

Figure 1

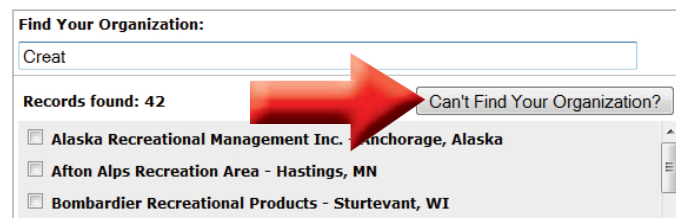


- ◇ Select your organization and click “Continue.”
- ◇ Enter appropriate employer and contact information.

If your organization doesn’t appear

- ◇ Click the “Can’t Find Your Organization?” button (*Figure 2*) and fill out the form that follows.

Figure 2



- ◇ Once completed, click the “Register” button at either the top or the bottom of the page.

Your request will be submitted and reviewed by Career Services. Upon approval, you will be contacted by e-mail and given access to student search, resume books, my jobs, schedules, and career events.

UPDATE/EDIT ACCOUNT INFORMATION

- ◇ Click “My Profile” button in the top navigation bar.
- ◇ In the “Profile View” tab, click on the “Edit” button in the section you’d like to change, **OR** click on the “Employer Information” or “Contact Information” tabs to make changes.
- ◇ When you finish making changes click “Save.”



Stout CareerLink is updated periodically. This may result in changes to the above process.
If you have any questions, contact:

Career Services

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