Stout CareerLink Account

Find and prepare for a full-time job • Search for specific types of employers
Access a broad range of external resources

UNIVERSITY OF WISCONSIN-STOUT

GETTING STARTED

- Go to the Career Services home page at http://www.uwstout.edu/services/careerservices
- Click “Stout CareerLink” in the left-hand navigation bar.
- Click the blue “Alumni” button at the bottom of the page.
- On the login page, click the link in the right box to request a username and password from Career Services.
- Fill out the request form. At the bottom of the page, decide which services you’d like to access.

- The Job Vacancy List is a job database that contains job postings that have been forwarded by employers to Stout CareerLink. This is a great way to find jobs that are relevant to the majors UW-Stout provides. You are not required to upload a resume if you choose this option.
- Full service requires that you upload your resume to Stout CareerLink. Once you upload your resume, your file will be reviewed by Career Services and you will be given access to all resources. Please allow 24 hours for this to happen. (See next page for help uploading your resume).
- After being approved, you will have access to the Job Vacancy List, employer database, career event information, list of on-campus interview schedules, mentoring system and external services. External services include ReferenceUSA (an employer database), EmployOn (a job search database), Going Global (an international job search database), InterviewStream (a web-based mock interview system) and more!

- We strongly encourage checking both boxes in order to have full access to the many resources available on Stout CareerLink.
- Click “Submit” at the end of the request form. A username and password will be e-mailed to you.

VERIFY OR EDIT YOUR PROFILE INFORMATION

Your account is most effective when it is current!

- Move your cursor over “My Account” in the top navigation bar and select “My Profile” from the drop-down menu.
- Carefully review your personal and demographic information.
  - You should do this periodically to keep your profile up-to-date.
- To make changes, click the “Edit Profile” tab at the top of the page.
- Click “Save” when you are done editing your profile.
Right now, your account is limited. You will not be able to access all of the resources until you upload your resume. Once you have uploaded your resume, your file will be reviewed by Career Services prior to your account being activated. Please allow 24 hours for activation.

If you don’t have a resume:

- You can access Resume Wizard in Stout CareerLink. This website will help you build a unique, professional resume. View Resume Wizard tutorials at: http://www.uwstout.edu/careers/careerlink.cfm

If you already have a resume:

- Move your cursor over “My Account” in the top navigation bar and select “My Documents” from the drop-down menu.

- Scroll to the “Employment Related Categories” section and click the “Add” link next to the Resume title.

- Click the “Browse” button and search for your resume.

- Give your file an appropriate name and click “Upload.”

- Click “Save” to apply your new settings.

Now that you’ve uploaded your resume, Career Services will review and activate your account. You will then receive an e-mail confirming this.