Employer Access To CareerLink

With a CareerLink account, you will be able to:
post jobs & co-op positions, register for career events and interview students on campus

UNIVERSITY OF WISCONSIN-STOUT

GETTING STARTED

- Go to the Career Services home page at http://www.uwstout.edu/careers/index.cfm
- Click on “CareerLink” in the left-hand navigation bar.
- Click the “Employers” button at the bottom of the page.
- Click “FIRST TIME USERS CLICK HERE!” link located below the login button.
- Enter your organization and click “Continue.”
  - Keep your search brief. Ex: enter “Jones” and not “Jones and Company, Inc.”
- 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 and fill out the form that follows.
- Once completed, click “Register” at the top or bottom of page.
  - Your request will be submitted and reviewed by Career Services. Upon approval, you will be contacted by email and will be given access to post jobs, view resume books, register for career events, and sign up for on-campus interviews

UPDATE/EDIT ACCOUNT INFORMATION

- Click “My Profile” in the top navigation bar.
- In the “Profile View” tab, click on the “Edit” button in the section you’d like to change.
- When you finish making changes click “Save.”