Access Stout CareerLink

STUDENT

Find a co-op or full-time professional position
Find on-campus jobs, graduate assistantship or local part-time employment
Sign up for on-campus interviews with employers
Search for specific types of employers

UNIVERSITY OF WISCONSIN-STOUT

FIRST TIME USERS

◇ Go to the Career Services home page at http://www.uwstout.edu/services/careerservices/index.cfm
◇ Click on “Stout CareerLink” in the left-hand navigation bar.
◇ Click the “Students” button at the bottom of the page.
◇ Enter your username and password (same login credentials for Access Stout and D2L) and click “Login.”
◇ Upload your resume by going to “My Account” and then “My Documents” and select “Add.”
  
  Note: A resume is required to access all services in Stout CareerLink.
◇ Upon approval of your resume, you will receive an email notifying you that you have full access to Stout CareerLink.

IF YOU DON’T HAVE A RESUME

◇ Schedule an appointment with a Career Services counselor (715-232-1601).
◇ Attend a resume writing workshop at Career Services.
◇ Review resume writing materials on the Career Services website.
◇ View resume writing videos through one of our Career Services resources.

RETURNING USERS

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.
  ◆ Make sure you update your anticipated grad date
◇ To make changes, click the “Edit” tab under the menu bar.
◇ Click “Save” when you are done editing your profile.

Make sure to update your resume!
FACEBOOK AND LINKEDIN CAN HELP!

The LinkedIn and Facebook integrations allow you to see individuals in their social networks who are connected to a specific employer or job.

- Move your cursor over “My Account” in the top navigation bar and then select “My Connections.”
- To connect to LinkedIn, click “Join LinkedIn.”
  - In the pop-up window, log in to your LinkedIn account or create a new one. Then click “Ok, I’ll Allow It.”
  - When searching for jobs, the right column of your page will show your LinkedIn connections!
- To connect to Facebook, click the “Who Do You Know” button.
  - In the pop-up window, log in to your Facebook account or create a new one.
  - Facebook will connect immediately. The right column of your page will show your connections!

KEEP TRACK OF IMPORTANT INTERVIEWS AND EVENTS

- To view the calendar, click the “Calendar” icon on the left side of the screen.
- To open or view an event on the calendar, double click the event or hover over for more info.
- To create a new event, double click in the empty space on desired date and time.
- To export these events to your Outlook calendar, click the small Outlook icon in the desired event.