EmployOn

Powerful job search engine provided by Career Services for UW-Stout students and alumni
Searches all .com, .gov, and .edu websites for co-ops and professional positions in United States & Canada
Search by skill sets, key words, job titles and geographic locations

UNIVERSITY OF WISCONSIN-STOUT

GETTING STARTED

◇ Log into your Stout CareerLink account.
  ◇ If you need to create your Stout CareerLink account, view the tutorial here: http://www.uwstout.edu/careers/upload/stu_stout_careerlink_access.pdf
  ◇ Move your cursor over “Additional Services” in the top navigation bar and select “EmployOn” from the drop-down list.

BASIC SEARCH

◇ After clicking “EmployOn”, you will automatically be taken to the Basic Search menu.
  ◇ You may search by Skills/Qualifications, Job Title or Location
    ◇ The Skills/Qualifications box searches words, sentences or phrases that describe your skills or qualifications. This is recommended for your search because you’ll get more results.
    ◇ Use the job title option when search for a commonly known title, such as “Cook” or “Manager.”
    ◇ Select a city or state if you are interested in geographic location. The +Miles option allows you to search for jobs within a 1-99 radius of the city you entered.
  ◇ Click the “Search” button.

REFINE YOUR SEARCH

◇ If your results are too general or too specific, you can refine your search.
  ◇ Click “Refine Search” in the upper left corner of the site. You will be taken to the advanced search page without losing the information you originally searched for.
  ◇ To go to the advanced search page automatically, click on the advanced search link in the upper right corner of the site.

E-MAILING RESULTS

◇ Click on the “E-mail Results” link in the upper left corner of the site.
  ◇ To e-mail details of a specific job, click the “E-mail to Friend” link in the top right-hand corner of the site.

CAREER SERVICES

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