CareerLink Guide

Creating an Account, Logging In, Posting Jobs, & Viewing Applications for MBSI Roles

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CAREERLINK OVERVIEW

CareerLink is a career management system hosted by the Haskayne Career Development Centre to manage student career and learning activities.

The Haskayne Career Development Centre offers a dedicated Haskayne School of Business Job Board, connecting students with prospective employers. Students can search and apply for job postings, co-op / internship opportunities, and manage job applications. Job postings include full-time, summer, part-time, contract, limited term, co-op, internship, and volunteer opportunities.

Please note that CareerLink will be renamed Elevate on August 16, 2021. Access to this platform will be available with the link elevate.ucalgary.ca after this date.

CREATING AN ACCOUNT

Partners interested in posting a MBSI internship opportunity on the Haskayne School of Business Job Board must register for an account.

Instructions

1. Navigate to our CareerLink website at careerlink.ucalgary.ca.
2. Select Log In in the bottom right corner of the page.
3. Log in as an Employer.
4. If this is your first time using CareerLink, you will need to create an employer account before logging in. Navigate to the Employer Registration form hyperlinked at the top of the page.
5. Please fill in all necessary fields and submit the form.
6. The account request will be approved within one to two business days. Note: all account requests are reviewed to ensure accuracy and validity.
7. You will receive an email notifying you that the account has been approved. The account holder can now log in to CareerLink and access job boards. If you do not receive an account approval email within one to two business days, please check your spam folder and contact recruit@ucalgary.ca.
LOGGING IN

Once you have created your account and it has been approved, you can log in to CareerLink and begin posting BSI opportunities and viewing applications.

Instructions

1. Navigate to www.careerlink.ucalgary.ca.
2. Select Log In in the bottom right corner of the page.
3. Select Employer from the Log in menu.
4. Enter your email address and password chosen during your account creation. Note: if you have forgotten your password, navigate to the password reset form hyperlinked on the same page and follow the instructions to reset your password.
5. You will now be able to post your MBSI position(s) and view student applications as they come in.

POSTING JOBS

As an MBSI partner, you are responsible for posting your MBSI roles on the Haskayne job board as well as reviewing applications and conducting interviews to select a student. Job postings are provided free-of-cost for both employers and students.

Instructions

1. When logged in to CareerLink, you will land on your Dashboard page where you can create new job postings, manage your existing postings, and manage your account.
2. Select the blue Post a Job button on your Dashboard page.
3. You will now see a Post a Job pop-up window. Select the Haskayne School of Business Job Postings board. Note: Please do not post your position to the Haskayne School of Business Co-op Job Postings board or any other non-Haskayne job board.
4. You will now see a Terms and Conditions pop-up window. Accept the terms and conditions once read.
5. If you would like to post a new position, select the blue Post a New Job button. If you have a previously created position that you would like to repost, you can select the position from the My Previous Postings drop-down menu. You will be able to edit this posting before it goes live. Note: please create a separate job posting for each project.
6. Fill in all necessary fields, as specified in the MBSI Job Posting Template found on CareerLink, and Submit Posting for Approval. Your posting will not be approved without these MBSI-specific details.
7. Your posting will be approved within one to two business days and you will receive an email notifying you that your post is live. If you do not receive a posting approval email within one to two business days, please check your spam folder and contact hscentre@ucalgary.ca.
VIEWING APPLICATIONS

If you opted to accumulate student applications for your MBSI role online, you will be able to view applications as they come in through CareerLink.

Instructions

1. Log in to CareerLink. On your Dashboard page, select the Job Postings tab.
2. On this tab, you will see a list of your past and present job postings. For the posting you would like to see applications from, select the blue view app(s) button.
3. You will see a list of students who have applied for the position. To see a student’s application package, Select Download Package from the blue Options button dropdown menu.