

## CalvinLink for Engineering Students

### To Create Your Account

- Go to [www.calvin.edu/career](http://www.calvin.edu/career) and login to CalvinLink using your Calvin username and password.
- Complete your student registration profile, and click "Submit." When filling out your profile, make sure to select **engineering** as your major and set your privacy to "Include in Resume Books--**Yes**."

### To Post Your Resume

- Click "documents" near the top of the screen, and then "Add New."
- Name your resume something that makes sense (e.g. Smith, John resume), click the appropriate file type, and then browse to find the file you wish to upload and click "Submit." Upload your resume as a Word document, not a pdf.

### To Search for On Campus Interviews

- Click "jobs" near the top of the screen. A list of all active jobs in the order they were posted will appear.
- Under the "Show Me" drop down menu, select "All Interviews" and then click "Search."
- Click on the "Job Title" to find out more about the position. The date of the interview will also appear on the right side of this screen.
- If you wish to request an interview, on the upper right side of the screen is an "Application Status" box. You must select the resume you wish to use to apply, and then click "Submit." Then, the employer will be able to review your application and decide whether or not to interview you.

### To Sign Up for an Interview

- You need to have a resume in the system in order to apply for an on campus interview.
- When you log back into the system, you'll be able to see your interview status under the "Interviews" tab. The 3 possible statuses are "pending, invited, or not invited." If your status is "pending," the employer either hasn't yet reviewed your application or hasn't yet decided who to invite.
- If the sign up period has begun and you've been invited for an interview, you'll be able to select the time of your interview slot. You can also decline the interview from this tab.
- If you are selected for an interview, you should receive an email from the system 2 days prior to the start of the sign up day letting you know that you've been selected and providing you with the date that you can sign up. However, if the sign up time has already begun by the time you were invited to interview, you will not receive this email. You will need to go back in the system to check your status and choose an interview time once you've been invited.