



Introduction to CareerLink

Appointment Scheduling in CareerLink

Initial appointment scheduling

1. [Login to CareerLink](#)
2. Click on “Request a Counseling Appointment”: on the right-hand side under shortcuts.
3. Set your scheduling criteria. 1Ls will only be able to meet with their assigned counselor for their initial appointment.
 - a. After your initial appointment you will be able to request an appointment with any JD counselor
4. Click “Check Availability.” This will bring up a list of appointments that fit your criteria.
5. Select your appointment: fill in the notes section with a detailed description of the reason you are requesting an appointment (e.g. mock interview with Paul Hastings LLP)
6. Click “Submit Request”

Scheduling Quick Tips:

1. All appointments must be requested at least one business day in advance of the appointment time.
2. Appointments requested for a Monday must be submitted before 12:00 PM on the preceding Friday. Monday appointments requested later on a Friday, or over the weekend, will not be approved.
3. You may have a maximum of two upcoming appointments at any time.

Cancellation and Rescheduling:

1. Access your Calendar
2. Select “Counseling Appointments”
3. Click the stacked bubbles icon on the right-hand side of the counseling appointment
4. Select “Cancel” or “Reschedule”
5. If rescheduling, select new time

If you have any questions or concerns, please contact careerdevelopment@wcl.american.edu



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CareerLink Search Tools

You can search for jobs using a variety of methods through CareerLink. CareerLink allows students to save job searches and set up regular emailed results with the Saved Searches feature. You can also filter by employer, type of company, location, and more. NALP principles restrict 1Ls from submitting applications until December 1st. During your initial 1L counseling appointment, your counselor will discuss with you how to use the CareerLink search functions as part of your comprehensive job search strategy.

Keyword Search:

CareerLink's search function is different than using typical Boolean search logic (such as Google). It can be used for either broad searches (e.g. "Intellectual Property") or specific searches for certain employers or positions (e.g. "Law Clerk").

Job Postings

JOBS MY FAVORITES APPLICATIONS

Find jobs by job title, company, location and more SEARCH Advanced Search Saved Searches

Showing 1-20 of 243 results (Results as of: Tuesday, October 04, 2016 | 3:50 pm) SORT BY: Date Posted Showing 20 per page Page 1 Next

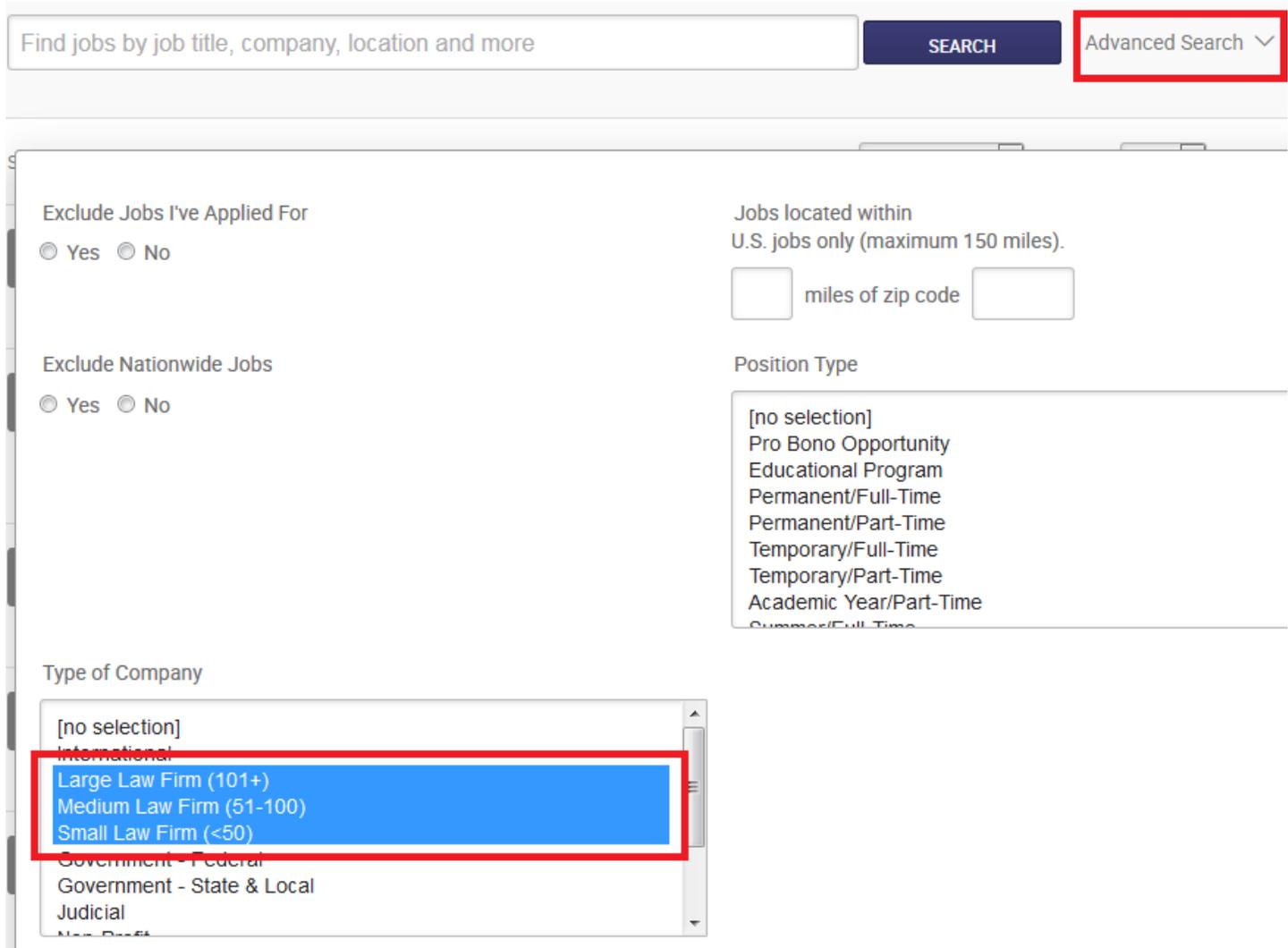
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Academic Year/Part-Time
SIMFA (Washington D.C) Oct 4

Best used for: Searching for particular practice areas, specific employers, specific job titles, and cross-sector searches.

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Advanced Search:

By clicking on advanced search, a drop-down menu of additional filters allows you to customize your search based on additional criteria, such as type of company, location, and position type.



The screenshot shows the CareerLink search interface. At the top, there is a search bar with the placeholder text "Find jobs by job title, company, location and more", a "SEARCH" button, and a red-bordered "Advanced Search" dropdown menu. Below the search bar, there are several filter sections:

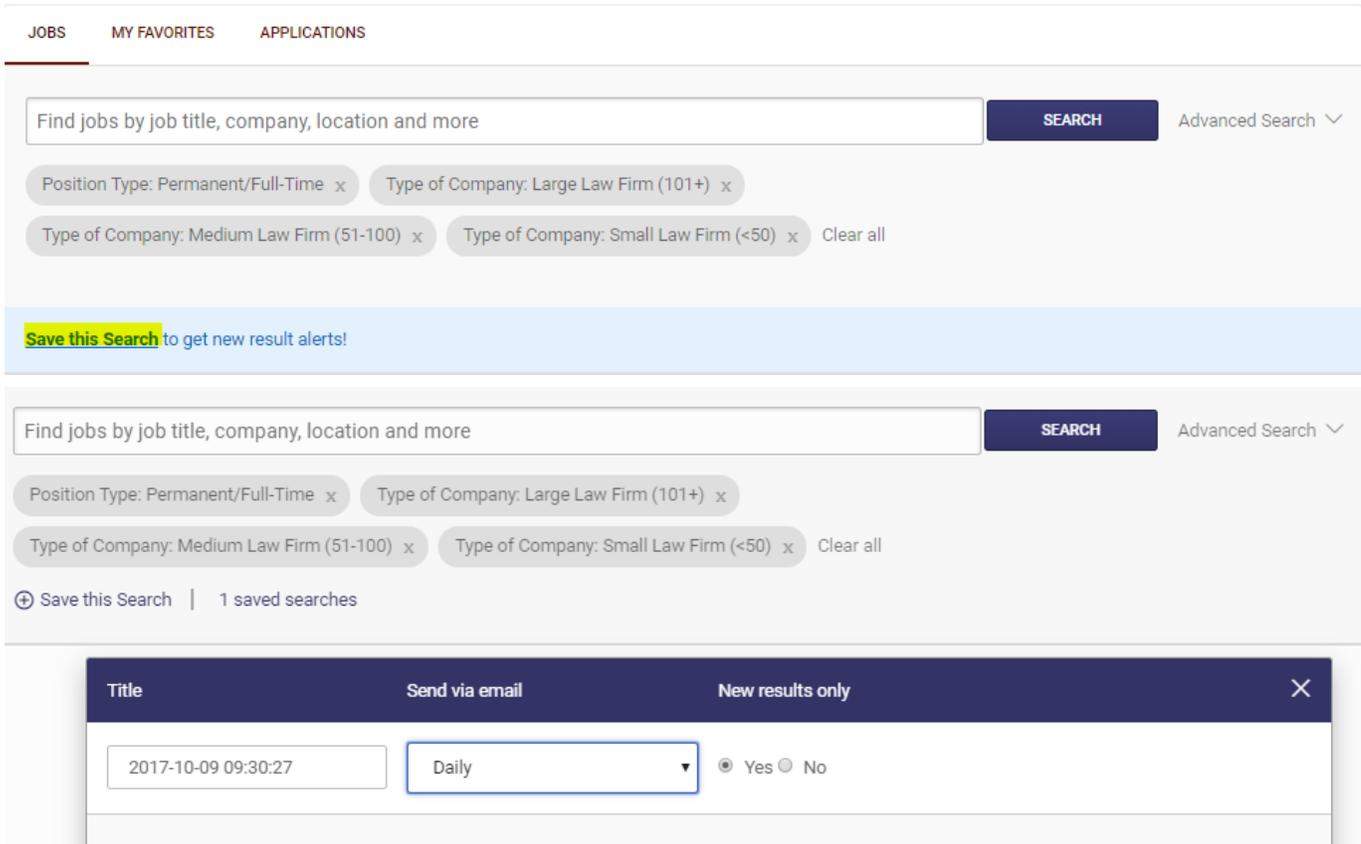
- Exclude Jobs I've Applied For:** Radio buttons for "Yes" and "No".
- Exclude Nationwide Jobs:** Radio buttons for "Yes" and "No".
- Jobs located within:** A section for "U.S. jobs only (maximum 150 miles)." with two input boxes for "miles of zip code".
- Position Type:** A dropdown menu with options: "[no selection]", "Pro Bono Opportunity", "Educational Program", "Permanent/Full-Time", "Permanent/Part-Time", "Temporary/Full-Time", "Temporary/Part-Time", and "Academic Year/Part-Time".
- Type of Company:** A dropdown menu with options: "[no selection]", "International", "Large Law Firm (101+)", "Medium Law Firm (51-100)", "Small Law Firm (<50)", "Government - Federal", "Government - State & Local", "Judicial", and "Non-Profit". The "Large Law Firm (101+)", "Medium Law Firm (51-100)", and "Small Law Firm (<50)" options are highlighted with a blue background and a red border.

Best used for: searching for specific employment sectors (e.g. "Small Law Firm") and regional searches.

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Saved Search:

You can save searches and receive alerts when jobs are posted that match your search criteria. This will notify you of new postings on a regular basis. Once you have created a search, the system will prompt you to "Save this Search". Click on "Saved Searches" and you have the option to Edit or Delete the search. Change the settings for email notification frequency under the "Edit" menu (pictured below).



The screenshot displays the CareerLink search interface. At the top, there are three tabs: "JOBS", "MY FAVORITES", and "APPLICATIONS". Below the tabs is a search bar with the placeholder text "Find jobs by job title, company, location and more" and a "SEARCH" button. To the right of the search bar is a link for "Advanced Search". Below the search bar, there are several filter tags: "Position Type: Permanent/Full-Time", "Type of Company: Large Law Firm (101+)", "Type of Company: Medium Law Firm (51-100)", and "Type of Company: Small Law Firm (<50)". A "Clear all" link is also present. A blue banner below the filters says "Save this Search to get new result alerts!". Below this banner is another search bar and "SEARCH" button, identical to the one above. Below the second search bar, there are the same filter tags and a "Clear all" link. At the bottom of the search bar area, there is a link "Save this Search" and a count "1 saved searches". Below the search bar area, there is a modal window titled "Title" with a close button. The modal contains a text input field with the value "2017-10-09 09:30:27", a dropdown menu with the value "Daily", and two radio buttons labeled "Yes" and "No".

You will be able to view only those opportunities that are applicable to your current class level in CareerLink. If you have any questions or concerns about your account, please email careerdevelopment@wcl.american.edu.