



# 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](mailto:careerdevelopment@wcl.american.edu)

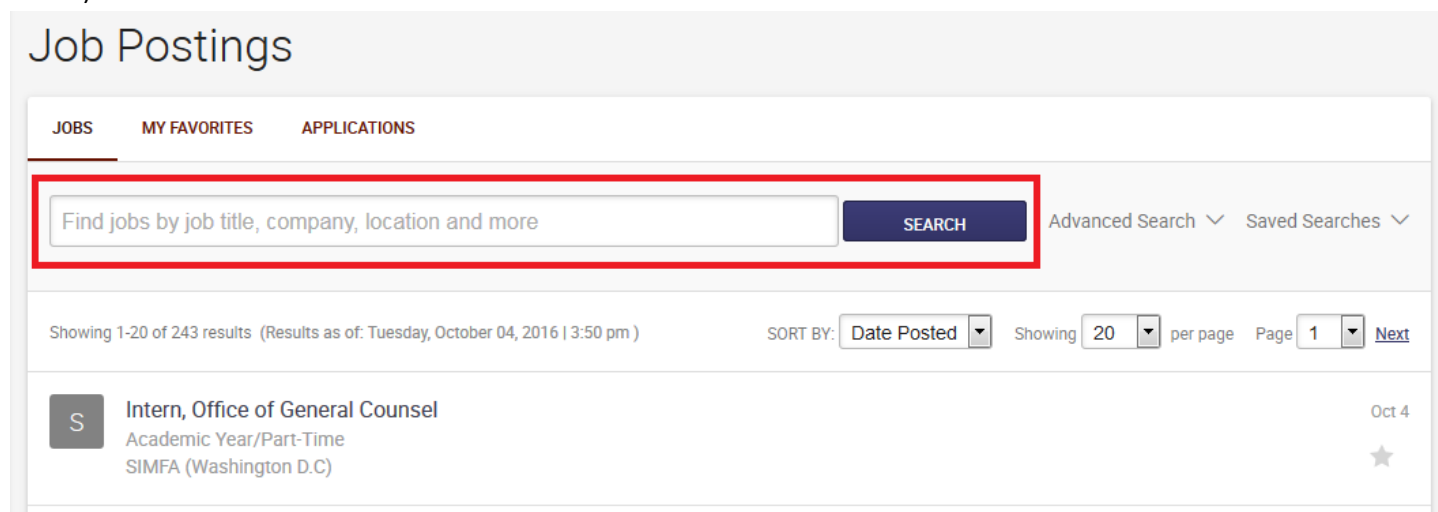
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## CareerLink Search Tools

*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 1<sup>st</sup>. 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").



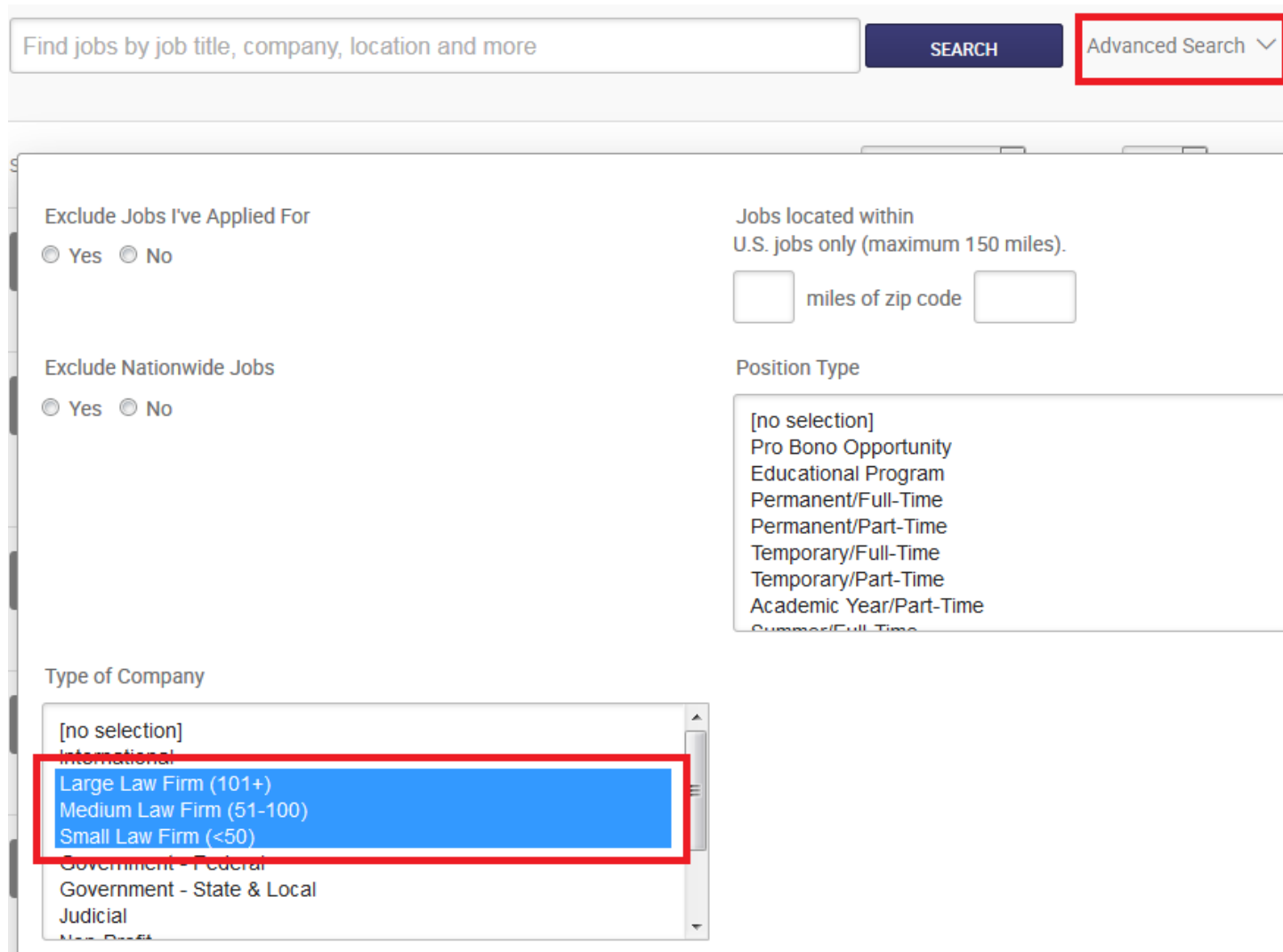
The screenshot shows the 'Job Postings' section of the CareerLink website. At the top, there are three tabs: 'JOBS', 'MY FAVORITES', and 'APPLICATIONS'. Below the tabs is a search bar with the placeholder text 'Find jobs by job title, company, location and more' and a 'SEARCH' button. To the right of the search bar are links for 'Advanced Search' and 'Saved Searches'. Below the search bar, it says 'Showing 1-20 of 243 results (Results as of: Tuesday, October 04, 2016 | 3:50 pm)'. There is a 'SORT BY:' dropdown menu set to 'Date Posted', and a 'Showing' dropdown menu set to '20' per page. The page number is '1' with a 'Next' link. The first job listing is for an 'Intern, Office of General Counsel' at 'Academic Year/Part-Time' in 'SIMFA (Washington D.C.)', posted on '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 Advanced 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 an "Advanced Search" button with a dropdown arrow, which is highlighted with a red box. Below the search bar, there are several filter sections. On the left, there are two sections: "Exclude Jobs I've Applied For" with radio buttons for "Yes" and "No", and "Exclude Nationwide Jobs" with radio buttons for "Yes" and "No". On the right, there is a section for "Jobs located within" with a dropdown menu set to "U.S. jobs only (maximum 150 miles)", a "miles of zip code" input field, and a "Position Type" dropdown menu. The "Position Type" menu is open, showing options: "[no selection]", "Pro Bono Opportunity", "Educational Program", "Permanent/Full-Time", "Permanent/Part-Time", "Temporary/Full-Time", "Temporary/Part-Time", "Academic Year/Part-Time", and "Summer/Full-Time". At the bottom, there is a "Type of Company" dropdown menu, which is open and highlighted with a red box. The menu options are: "[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".

**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).

JOBSSMY FAVORITESAPPLICATIONS

Find jobs by job title, company, location and more

SEARCH

Advanced Search

Position Type: Permanent/Full-Time x

Type of Company: Large Law Firm (101+) x

Type of Company: Medium Law Firm (51-100) x

Type of Company: Small Law Firm (<50) x

Clear all

Save this Search

to get new result alerts!

Find jobs by job title, company, location and more

SEARCH

Advanced Search

Position Type: Permanent/Full-Time x

Type of Company: Large Law Firm (101+) x

Type of Company: Medium Law Firm (51-100) x

Type of Company: Small Law Firm (<50) x

Clear all

Save this Search

1 saved searches

Title

Send via email

New results only

X

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Daily

☒ Yes ☐ 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](mailto:careerdevelopment@wcl.american.edu).