

Student Quick Start Guide

If you haven't found the answer to your question(s) through our Quick Start Guide, please feel free to contact the Career Development Center for more details. (spucareercenter@spu.edu or 206.281.2485)

Update Your Profile

- Log into your **SPU JobLink** account (via www.spu.edu/cdc)
- Select the **Profile** tab on the navigation bar
- Select desired view: **Personal Information, Academic Information, Privacy, Password/Preferences**
- Click in the desired field
- Update profile information
- Click **Save Changes**

Upload Your Documents

- Log into your **SPU JobLink** account (via www.spu.edu/cdc)
- Select the **Documents** tab on the navigation bar
- Select desired view: **Add New**
- Enter name of document
- Select document type
- Click **Browse** to select your document
- Choose the correct document and click **Open**
- Click **Upload**

Searching for Jobs & Internships

- Log into your **SPU JobLink** account (via www.spu.edu/cdc)
- Select the **SPU JobLink Jobs & Internships** menu under the **Jobs & Internships** tab on the navigation bar
- Use the **Basic Search** to search by **Keywords, Industry, Job Function or Position Type**
- After selecting your job search criteria, click **Search**
- Click on the **Job Titles** to view the details of the jobs
- To add the job or internship to your favorites select **+Add Favorite** on the far right

Searching for Employers

- Log into your **SPU JobLink** account (via www.spu.edu/cdc)
- Select the **Employers** tab on the navigation bar
- Search by **Industry** or **Keywords** for specific employers or use the alpha list to find employers by name
- Click **Search**
- Click on the **Employer** name to view the employer profile and current job & internship openings

Applying for a Job or Internship

- Log into your **SPU JobLink** account (via www.spu.edu/cdc)
- Search for Jobs/Internships (See *Searching for Jobs & Internships* above)
- Select a **Job Title** from the search results page
- Locate **How to Apply/Application Status** on the right hand side of the page (Note if you cannot hit apply you must update your profile and documents to meet the qualifications)
- Click **Apply**
- Make sure to have all appropriate documents uploaded
- Click **Submit**