

What is CougLink? (couglink.org or <http://ascc.wsu.edu/career-services/couglink/>)

CougLink is a free service available to current students, alumni, and community members to search and apply for on-and-off campus jobs, full-time employment opportunities, and internships.

Using and Navigating WSU CougLink (<http://ascc.wsu/couglink/tutorial>)

Getting Started:

- Go to the www.CougLink.org
- Login using your WSU network ID and password.

CougLink Tabs:

- **Home:** This tab is the main page you see when you login. It is also where you check announcements, find out when you've been selected for an interview, and find shortcuts.
- **Profile:** An account needs to be set up in order to determine what positions (jobs, internships, etc.) you qualify for. Under this tab, you will fill out all of your personal, private, and academic information. You can also come back to this tab and change any of your information if needed.
- **Documents:** Here you can upload and store your resumes, cover letters, transcripts, and any other relevant documents. (You can upload a maximum of 10 documents). **You cannot apply for any positions without a current resume posted.**
 - **To upload a document:** While in the documents tab, click the **Add new** tab at the bottom of the screen, and create a label for the document. Click browse to locate where you currently have the document saved (hard drive, flash drive, CD, etc) and then click **Submit**. You can now view the document online by clicking the title. **Transcripts:** Many positions will require transcripts from WSU. You can review your unofficial transcript online and either print or copy and paste it into a Word document. Go to <https://transcripts.wsu.edu/>, log in and click confirm authorization, and at the top of the Order Transcript page click "View Unofficial Self-Service Transcript". **You can only upload one transcript at a time into CougLink.**
 - **Include your resume in online resume books:** While in the documents tab, click the Opt-in Resume Book tab. Then you may select the resume books that you wish to be included in. There are different resume books for different academic areas of study, graduation dates, and job types.
- **Jobs:** Here you can find **Jobs, Internships** and part-time **Student Employment**. This tab will allow you to view jobs and/or internships based on your search criteria. You can use either the WSU CougLink or the NACELink Network searches. The WSU CougLink will allow you to search for positions posted specifically for WSU students and alumni. NACELink Network will allow you to search for national job postings and jobs for more experienced applicants. Please note, that not all employers interview on campus.
 - Once you have found a position you will be able to view a description of the company, the application deadline, and the position qualifications.
 - If the employer conducts interviews on campus you will also be able to see the interview location, interview date, and the interview sign-up start and end dates.

- **Employers and Contacts:** Under this tab, you can scroll through thousands of employer profiles, save those in which you are interested (under **Favorite Employers**), see what positions companies are trying to fill, see a company's contact information, and even see when employers are coming to campus for interviewing and information sessions.
- **On-Campus Interviews:** This is where you can keep track of all the interviews you have applied for and those you have been invited to, for on-campus interviews. The easiest way to apply for an on-campus interview is to click the **Campus Interviews I Qualify For** shortcut which is located on the right side of your CougLink home page.
 - Remember: If your status for an interview is **invited**, then *you still must either schedule the interview or decline the interview*. Both can be located when you have been invited for an interview.
- **Surveys:** This is where surveys are periodically uploaded by ASCC regarding their services, students' employment, etc. It's very important for WSU to receive feedback from the student body so we can better serve you in the future.
- **Events:** This tab contains information about upcoming events, such as the Career Expo, Etiquette Dinner, information sessions, and upcoming workshops.
- **Calendar:** This tab allows you to view in detail the exact employer, interview, event, workshop, or information session by day, week, month and year.

How to Find and Apply to an Open Position

1. Find an open position that you are qualified for by:
 - Clicking the **On-Campus Interviews I Qualify For** on the CougLink shortcuts listed on the right hand side of your home page. Click on the **jobs & internship** tab on the top of your homepage to bring up a searchable list of jobs and internships that have been posted for both employers that interview on campus and those that do not.
 - Conducting a job or interview search using the WSU CougLink or NACELink searches and reviewing the position qualifications. Instructions for this are located above.
 - Conducting an Employer search and then clicking on the **Available Positions** tab.
2. Apply for the position by clicking on **Apply** when viewing an open position that you are interested in.
 - Then you will be able to view documents required for the job application. You may choose between the different resumes, cover letters, and documents that you have uploaded in the documents tab. Some employers require that you apply through their company website.
 - **Note:** For many employers you need to click **Apply** to actually see what documents are required to be submitted for the position. Some companies will require essays, so it is best to give yourself plenty of time to complete these. You are able to click **Apply** to see all the documents required and then come back later to submit your application.
 - Make sure that the documents are the correct ones before you submit them!

Need Help?

- The ASCC offers drop in hours every week. Come by for help with resumes, cover letters, interviews, or other job search questions. Check the website for this semester's hours.