




Student Guide to MacombCareerLink

Log in at: macombcareerlink.experience.com

- If you are not a current user, click on **Create Account**  located in the student box on the left side of the page and follow the registration directions. (see figure 1)
- Contact Career Services if you forgot your User ID or Password.

My Profile

- Complete your profile by clicking on **View/Edit Profile Data** listed under the Profile heading in the top navigation bar.
- Select the desired view: **Personal Info, Academic Info, Career Preferences, Continued Academics or Administration.**
- Click the **Edit** link at the top of the section you wish to edit.
- Update your profile information.
- Click **Save**.

If you are unsure of your applicant type, contact Career Services for assistance.

Upload Your Documents

- Upload your documents by clicking on **Upload Document** list under the **Documents** heading.
- Choose the document type on the **Upload Document** page and click **Next**.
- Click **Browse** to find your document.
- Choose the correct document and click **Open**.
- Click **Upload**.

Searching for Jobs/Employers

- Select **Jobs/Internship Search** under the **Jobs & Internships** tab on the navigation bar.
- Use the **Basic Search** to search by **Keywords, Job Function** and/or **Location**, or select one of the other searches in the **More Searches** section.
- After selecting your job search criteria, click **Search**.
- Use the yellow toolbar to further **Refine** your search results.
- Click on the **Job Titles** to view the details of the jobs.

Figure 1