



Engineering Co-op & Career Services
www.coop.eng.umd.edu
301.405.3863



 eLink

WHAT IS eLink?

eLink gives you **24-hour access** to all co-op, summer, and part-time job listings. eLink also allows you to enter your profile online, upload your resume, request that your resume be sent to an unlimited number of employers, sign-up for on-campus interviews, and track where your resume has been sent. To access eLink you must first register with the Engineering Co-op Office and have your Microsoft Word resume critiqued. It is strongly recommended that all students attend an eLink Workshop. These workshops are offered weekly in the Engineering Co-op Office; call or stop by the office to sign up for a time that is convenient for you.

eLink: GETTING STARTED

Logging into the System

Username = your University ID (e.g. 123456789)

Password = your birth date (e.g. for a birthday of Feb. 4, 1980 type 02/04/80)

If you are unable to login to the system, please contact the Engineering Co-op Office. Remember that before you can access your account for the first time you need to come by the Engineering Co-op Office for a resume critique (bring a copy of your Microsoft Word resume).

Managing Your Student Profile

Before beginning the job application process, **you must** complete the Student Profile.

1. Under the **Profile** tab on the main navigation bar and click **view/edit profile data** to display your Profile page. Complete the first 2 sections of the Student Profile (be sure to complete the **Type of Job You Are Seeking** field; use the CTRL button to make more than one selection).
You can edit each individual section by clicking on the corresponding **Edit** link that appears in each section.
2. Click the **Save** button at the bottom of the respective edit page when you are finished editing each section.

Uploading Resumes

You will need to create and upload one or more resumes in Microsoft Word, which will be converted to PDF documents by eLink for online display.

1. Hold the mouse over **Documents** on the main navigation bar and click **upload a document**.
2. Select the type of document that you want to upload from the list (resume).
3. Click the **Browse** button to select a document from your computer that you want to upload. Click the **Upload** button.

Publishing Your Resume to the Resume Book

By publishing your resume to the Engineering Co-op & Career Services Resume Book, our staff can conduct keyword searches for “published” documents based on employers’ criteria, and then send the resumes to employers. Although eLink enables you to upload multiple resumes, you can

only publish a single resume to a Resume Book. Thus, when selecting a resume to publish in the Engineering Co-op & Career Services Resume Book, make sure that the resume encompasses all of your relevant skills and experience.

To publish a resume in the Resume Book:

1. In your **Documents** section, click **publish a resume**.
2. Next to the **Engineering Co-op & Career Services Resume Book**, select a resume from the drop-down list.
3. Click the **Save** button. Your resume is published and can now be searched for by administrators and sent to employers who request resumes.

To remove or switch resumes in the Resume Book:

1. Return to the Resume Book page.
2. Select **Remove resume from book** or a different resume in the drop down list next to the Resume Book, and click the **Update** button.

Applying for Jobs

To apply for a job:

1. Under the **Jobs & Internships** tab, click **Job/Internship search** on the main navigation bar.
2. Click on the **Engineering Co-op & Internship jobs** tab on the left hand side.
3. Search for positions by **Type of Job** and **Desired Major**. Note that searching by other criteria may yield inaccurate results since we do not utilize all of the fields listed on the search screen.
4. Click the **Search** button to complete the search. (Note that you can save your search for next time.)
5. Click on the **Job Title** that you are interested in to display the Job Details page.
6. If you want to apply for the position, click the **Apply** button that appears in the **How to Apply** box at the bottom of the Job Details page. If the Apply button is not present, information is displayed indicating why you cannot currently apply for the job.
7. The **Apply** page is displayed. Select the resume you want to send to the employer from the document list.
8. Click the **Submit** button. A confirmation page is displayed indicating that your resume has been successfully submitted to the respective employer.

On-Campus Interviews

You will notice that some of the jobs are listed as on-campus interviews. Follow the same steps outlined above to apply for on-campus interviews, and your resume will be sent to employers for interview consideration. If you are accepted as an interview candidate, you will receive an email notification, and you must login to eLink and select an available time slot for the interview.

To select an interview time slot:

1. Under **Applications**, click **your active applications** from the main navigation bar.
2. Find the job(s) for which you have been accepted for an interview.
3. Click on **Details/Sign up** next to the job title and employer name.
4. Click the **Sign up for an interview** hyperlink corresponding to a listed job. An interview schedule page is displayed.

5. Select an available time slot on the schedule and click the **Save** button. Your time slot selection is saved.

Note: The name of the interviewer that is shown may not be accurate. Many times the person who sets up the interview is not the same person who actually conducts the interview.

CANCELLATION POLICY

If you must cancel an on-campus interview, please contact the Engineering Co-op Office as soon as possible (at least 2 business days in advance) so that we can fill the slot with another student and/or notify the employer of the schedule change. If you cancel or miss an on-campus interview without notifying the Engineering Co-op Office at least 2 business days in advance, you will be considered a no-show. You will not be eligible to participate in other on-campus interviews until you write a letter of explanation to the employer. This letter must first be approved by the Co-op Office. Any student with 2 no-shows will be ineligible to use eLink or participate in on-campus interviews.

TRANSCRIPTS

You may request to have your transcript sent to an employer through the web. Go to www.coop.engr.umd.edu and click on Students, then Forms & Surveys, then Transcript Request. To send a transcript you will need to know your TESTUDO login and the employer's address.

FOLLOW-UP

Once your resume has been sent out by the Engineering Co-op Office or once you apply for a position on your own, employers may begin to contact you directly to arrange for interviews. However, you may also want to call an employer to check on the status of your application. Get the contact information from eLink or the Engineering Co-op Office. In general, you should wait at least 7-10 days from the time you sent your resume to the time you call.

Important Reminders:

1. Make sure that your answering machine sounds professional. You should also tell your roommates that you will be receiving important phone calls and that they need to take accurate messages.
2. If an employer calls, you should return the call as promptly as possible. If you wait a few days, the position might be filled! Be enthusiastic when you speak to an employer on the phone. Don't save it just for the interview.
3. If you receive a call from an employer that does not interest you, please return the call anyway. It is the polite and professional thing to do. Simply say, "no thank you." This way the employer can begin to call other students.