

TO ACCESS ORANGELINK log into MySlice as you normally would; in the center column under “Student Services” find the heading that says “Career Services” and click on “OrangeLink.”

If you have any questions please contact the Career Services Recruiting Help Desk via email at careers@syr.edu, via phone at 315-443-9093, or stop by Career Services (Suite 235, Schine Student Center)

PROFILE > Personal and Academic Information

- View personal, demographic, and academic information by clicking on the “Profile” tab. Most of the data in your Orangelink Profile (such as address, phone number, school/college) will be pulled directly from MySlice
 - If there is incorrect information in your OrangeLink profile, you will need to edit the information in MySlice or go through the appropriate university process to change the information
- Within the “Academic” tab, “Graduation Date” must be filled out
- **Important:** Review and save your settings within the “Privacy” Tab

UPLOADING DOCUMENTS

- View existing documents and upload new documents by clicking on the “Upload Resume and Other Docs” tab on the top navigation bar
- Click on [Add New] to upload a new document
 - After clicking [Add New] enter a document title in the “Label” field
 - Select a “Document Type” (Resumes, Cover Letters, Unofficial Transcript, Writing Sample, Other Docs)
 - Click on [Browse], select a file to upload and then click [Submit]
 - When the status column says “ready” the document has been converted to PDF and uploaded
- Remove documents by clicking [Delete]. The [Make Default] button designates a main resume that will be the first option when applying to employers, and with permission, will appear in employer resume books

****NOTE: If uploading documents to apply for a position, return to the position posting to submit your application materials****

Employer Viewable Resume Books

- Employers with access to Resume Book(s) will have access to your resume *only if you add your resume to the book*
- Click the “Employer Viewable Resume Books” tab, then click [Select Resume Book] to view resume books you may be eligible for
- Select the Resume Book(s) you wish to add your resume to and then click [Submit]
****Note: If this is not working, go back and check your Personal Profile to ensure you have selected Yes “Include in Resumes Books”.****

UPCOMING EVENTS AND DEADLINES

Events: Find and RSVP

- Select the “Events” tab on the top navigation bar, and then select the appropriate tab for Career Fairs, Information Sessions, or Workshops
- Find the event you are looking for, click on the title for more information, and select the [RSVP] button to attend
- Once you have submitted your RSVP, the button will convert to [Cancel RSVP] in the “RSVP” column

Calendar & Deadlines

- Stay up-to-date on career related events and resume submission deadline dates by viewing the Orangelink calendar
- You may view the calendar in Day, Week, Month or Year format

SEARCH BY EMPLOYER

- View information about employers by clicking on the “Employers” tab on the top navigation bar
- Search for specific organizations by: Industry, Locations, Keywords
- View an employer overview and available positions by clicking on an employer name

- To add an employer to your list of “Favorite Employers,” click on the star icon
 - View a list of preferred employers by clicking on the “Favorite Employers” tab

APPLY FOR JOBS/INTERNSHIPS

OrangeLink Job Postings

- View postings by clicking on the “jobs/internships” tab on the top navigation bar and then click on “OrangeLink Job Postings”
- To search for jobs/internships first select “More Options” then your “Position Type” and “Job Function”
 - If you receive too many internships or jobs to review you can refine your search by clicking on “Advanced Search”
****Keep it simple, the more fields you enter data in the fewer results you will get****
- Mark a job/internship as a “Favorite” by clicking on the “Add to Favorites” star icon on the left of the position title
 - View all favorite jobs under the “Favorites” tab
- Review position description, resume submission deadline, how to apply, and etc. by clicking on the title
- To apply through the system, select the desired documents (resume, cover letter, and writing sample) and attach them to your application
- Use the Notes section to write a brief introduction or cover letter if you are not otherwise able to attach one
- When you have attached all documents and written any notes, select [Submit] to complete your application

Advanced Search/Search Agent

- To search by multiple criteria click the “Advanced Search” tab then select Location, Major, Position Type, Work Authorization, etc. to run a combination search for the jobs list
- Save the advanced search by entering a “Search Agent” title into the Save As field and click the checkbox to save it
- Run the search by clicking the [Submit] button. The search results will display under the “Search Results” tab
- View a list of search agents by clicking on the “Search Agents” tab
 - Select the appropriate buttons to [Schedule], [Edit], [Run], or [Delete] your search agent
- Enable a Search Agent by clicking [Schedule], and then selecting ‘Yes’
- Select a time *period* (day, week, and month), a *multiple* (1,2, and 3), and check ‘yes’ to only include new results posted since the last run date, and then click the [Submit] button
- OrangeLink will run enabled Search Agents automatically, and then email the results according to the schedule

INTERVIEWS

- Details about on-campus recruiting (OCR) interviews can be reviewed by clicking on the “Interviews” tab
 - When you schedule on-campus interviews through OrangeLink, they will be listed in the “Scheduled Interviews” tab. Each interview will show the date, position, employer, time and location
 - Interview invitations from employers for OCR opportunities will be listed in the “Requested Interviews” tab
- Submitted applications for positions that are **NOT** on-campus recruiting positions, can be viewed in the “Applications” tab located within the “Jobs/Internships > OrangeLink Job Posting” tab

REGISTER AND EVALUATE INTERNSHIPS

- Under “Quick Links” click on “Register Your Internship For Credit”
- Click on [Add New] button, then complete the Internship Learning Information and click “save”
- Download the SU internship proposal/agreement form at: http://www.syr.edu/registrar/forms/Internship_Proposal-Agreement.pdf or, go to Career Services to pick up a proposal/agreement form
- Return the completed form with all the required signatures *except for the College Undergraduate/Graduate Office Signature* to Career Services