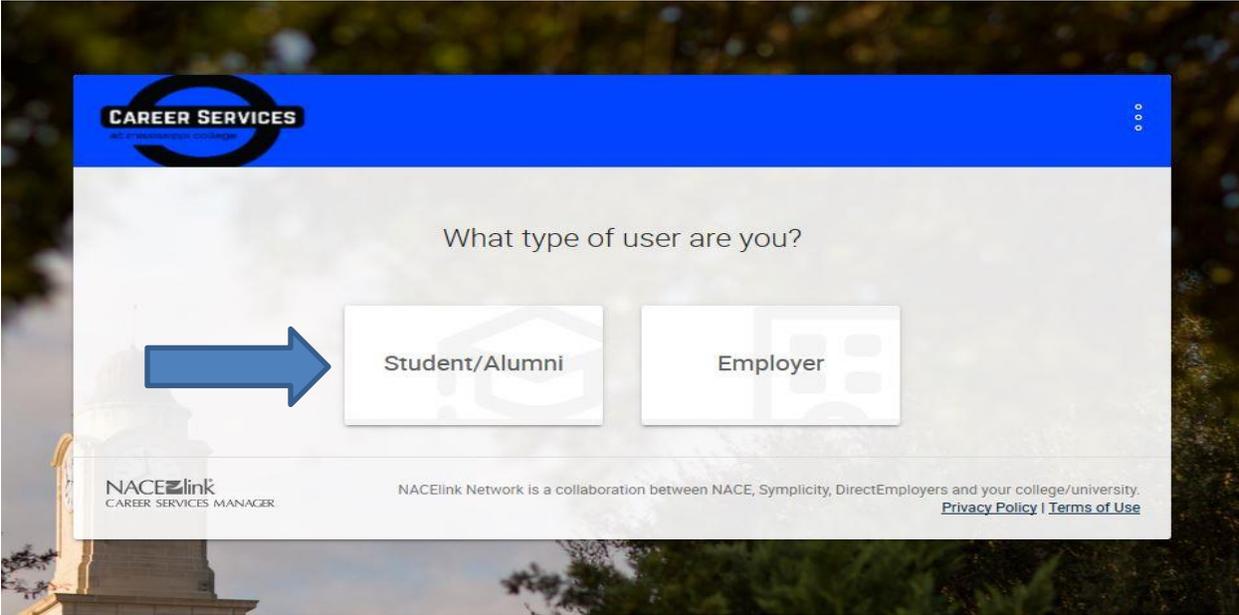


# CareerLink Training On-Campus Jobs: Students

To log in to your account, go to [www.mc.edu/career](http://www.mc.edu/career) - click the CareerLink login button



Indicate that you are a student:



***If you have an account, sign in.  
If you do NOT have an account, sign up one for yourself on the right-hand side of the page.***

**CAREER SERVICES**

### Sign In

[CONNECT WITH FACEBOOK](#)

OR

Please enter your username and password.

Username  
(your student id)

Password

**SIGN IN**

[Forgot Password](#)

### Sign Up

Signing up takes just minutes.

**SIGN UP**

**NACElink**  
CAREER SERVICES MANAGER

NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university.  
[Privacy Policy](#) | [Terms of Use](#)

If you are in need of assistance, please contact Career Services at [career-services@mc.edu](mailto:career-services@mc.edu) or call 601-925-3901.

***Once you are in the system, you will be taken to your homepage.***

**CAREER SERVICES**

Search

JS John Doe Smith

If you need assistance, please contact Career Services at [career-services@mc.edu](mailto:career-services@mc.edu) or call 601-925-3901.

**John Doe Smith**  
Freshman  
Accounting

Profile **16%** Complete

1 Applications Submitted

[oncampusjobs@mc.edu](mailto:oncampusjobs@mc.edu)

Resume last updated Nov 2016

### Getting Started

- ✓ Account Created
- ✓ Personal Profile
- ✓ Academic Profile
- ✓ Privacy Settings
- Resume

### I'm looking for...

- Full-time Jobs
- Part-time Jobs
- On Campus Jobs
- On Campus Jobs - Federal Work Study Only
- Internships
- Childcare
- Federal Government Jobs
- Mississippi State Personnel Board
- Campus Interviews

### Attend Events

- Career Services Workshops
- Employer Information Sessions

### News Feed

Job Finder has matches for you  
72 Recommended Jobs

Mississippi College has made an announcement  
Privacy Policy

The Mississippi College Office of Career Services is committed to providing its students and alumni good privacy practices regarding electronic personal information. All data collected for resume and on campus recruiting services are stored using secure servers on our online system, NACElink, also known as MC CareerLink.

Collection and use of student and alumni data is governed by the Federal Family Educational Rights and Privacy Act (FERPA). All of our users' information is considered confidential and its use is restricted to MC Career Services staff. MC Career Services does not share uploaded documents with employers, unless student agrees to "Include in Resume Books" in Privacy Settings.

Students and alumni are urged to use caution and common sense when applying. Do not disclose social security numbers, credit card information or bank account numbers to employers. When in doubt about an employer's practices, please contact the MC Office of Career Services.

While using MC CareerLink, you may encounter links to web pages of organizations not directly affiliated

**You will need to fill out your personal profile, academic profile, and upload a resume. Click on the Personal Profile link on the left or right to get started.**

The screenshot shows the Career Services website interface. On the left is a dark navigation menu with 'personal' and 'academic' highlighted by blue arrows. The main content area features a user profile for John Doe Smith, a 'Getting Started' checklist with items like 'Account Created', 'Personal Profile', 'Academic Profile', 'Privacy Settings', and 'Resume'. Below this is a 'News Feed' with a privacy policy announcement and an 'I'm looking for...' section listing job categories like 'Full-time Jobs', 'Part-time Jobs', etc.

**Fill out the personal profile section to completion. When you have completed the form, click “Save and Continue.”**

Student ID  
7007007001

Full name \*  
Enter your full name (first mi last).  
John Doe Smith

First Name  
John

MI  
Doe

Last Name  
Smith

Ethnicity  
[Dropdown menu]

Primary Email Address \*  
oncampusjobs@mc.edu

Secondary Email Address  
[Text input field]

Phone Number  
(###) ###-####  
[Text input field]

Cell Phone \*  
3333333333

Permanent Address\*

Home Address

### Address

Please provide as much information as possible

Street Address

Enter the Street Address, using multiple lines if necessary

200 South Capitol Street

City

Enter the City.

Clinton

State/Province

Enter the State/Province.

Mississippi

Zip Code/Postal Code

Enter the Zip Code/Postal Code.

39056

Country

Enter the Country.

United States

## Settings

Accessible Mode

Improves accessibility and compatibility with screen reader software

yes  no



SAVE CHANGES

SAVE CHANGES AND CONTINUE

CANCEL

< PREVIOUS

NEXT >

*You will then be taken to the Academic Profile.*

Graduation Date

Enter the expected date of your graduation.

Year in school \*

Choose your current year in school.

Applicant Type

Choose your applicant type.

School/College \*

Academic Department \*

Major(s) \*

Select your major(s).

GPA \*

Work Authorization \*

Degree Level \*

## Geographic Preferences

Geographic Preference #1

Geographic Preference #2

Geographic Preference #3



***Finally, fill out the privacy tab with your preferences.***

Receive Email Notifications \*

Choose 'yes' to receive email notifications from MC Career Services.

yes  no

Include In Resume Books \*

Choose 'yes' to have your resume included in resume books distributed to employers.

yes  no

Promote Me To Employers

Put yourself in front of thousands of hiring employers. Recruiters may contact you about great career opportunities that fit with your education, skills and interests. By promoting yourself, your Default Resume will be shared with employers. [Learn More](#)

yes  no

Synchronizing Options

Synchronize your MC CareerLink calendar with your Microsoft Outlook calendar.

- Sync. Events in Calendar
- Sync. On-Campus Interviews
- Sync. Workshop RSVP
- Sync. Information Sessions RSVP
- Sync. Career Fairs RSVP
- Sync. Counseling Appointments
- Remove Archived/Deleted Items from synched Calendar

Enable Text Message Alerts \*

Choose "yes" to receive text message alert

yes  no

Sync Events from the system with your Google Calendar

AUTHORIZE



SAVE CHANGES

SAVE CHANGES AND CONTINUE

CANCEL

**Once you have filled out these forms, you will need to upload your resume in order to apply for a job. If the system doesn't automatically take you to the screen below, click the documents tab on the left-hand side.**

The screenshot displays the Career Services web application. The left-hand navigation menu includes options like home, jobs, Profile, Documents, Approved, Pending, Events, Interviews, employers, Surveys, Resources, Calendar, and My Account. The 'Documents' tab is selected, leading to the 'Resumes' page. A yellow banner at the top of the main content area states: "Your resume is subject to approval by the Office of Career Services. You will receive an email once it has been approved." Below this, there are tabs for 'APPROVED DOCUMENTS' and 'PENDING DOCUMENTS'. An 'ADD NEW' button is visible. The main content area lists several resumes, each with a title, a 'Default' label, a 'Last modified' date, and a 'Publication Compatible?' status. Each resume entry includes icons for 'View', 'View as Word', 'View as PDF', and 'Delete'. The resumes listed are: 'Test Resume' (Resume, Sep 29, 2016), 'OCSE Cover' (Cover Letter, Nov 18, 2014), 'Test Sample' (Writing Sample, Sep 29, 2016), and 'Transcript' (Unofficial Transcript).

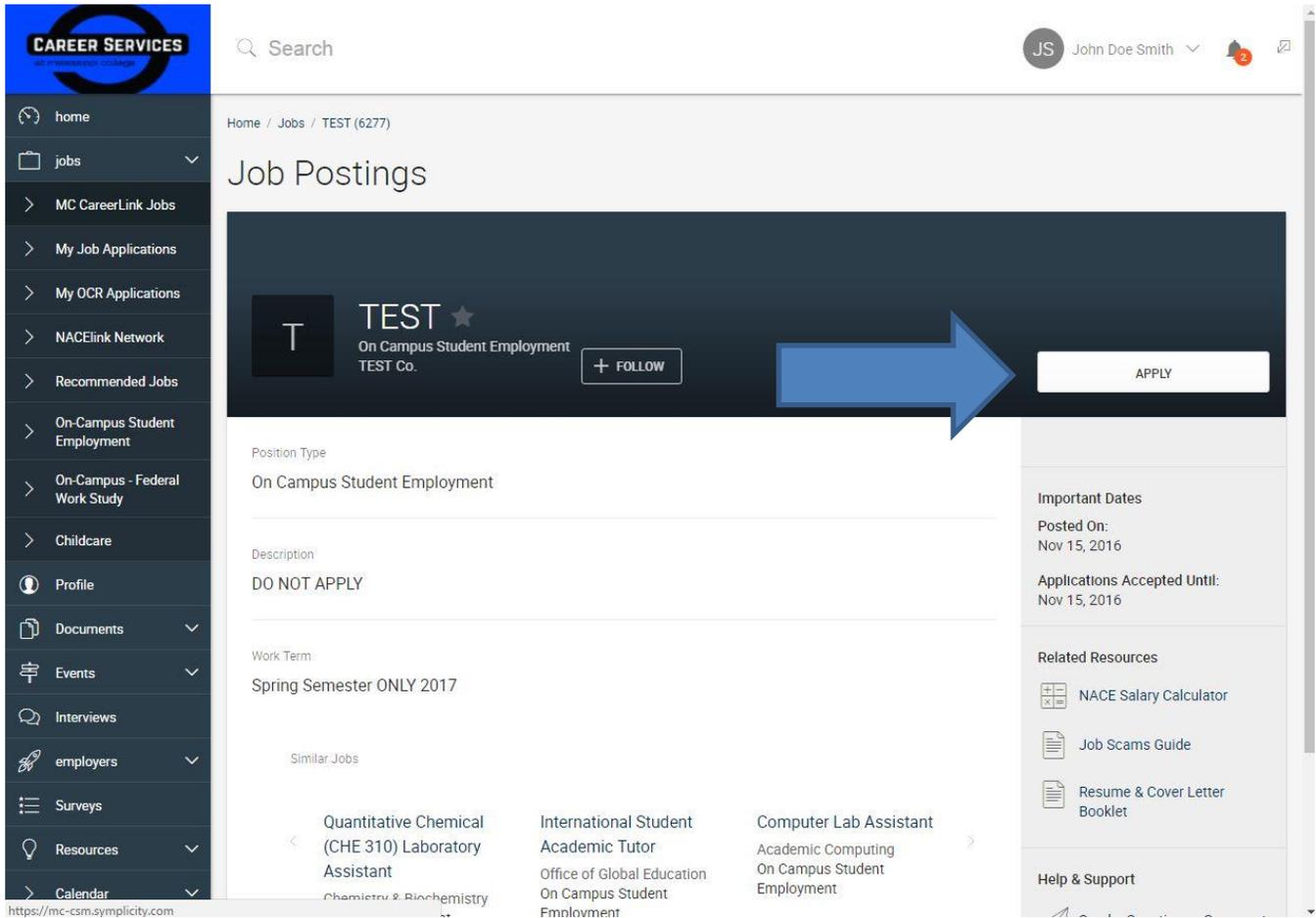
**Label your resume “On-Campus Student Resume” if you are applying to on-campus jobs.**

**Once your resume is uploaded, you may view the available jobs by clicking “Jobs” on the left or going back to the home screen and clicking the links under “I’m looking for.”**

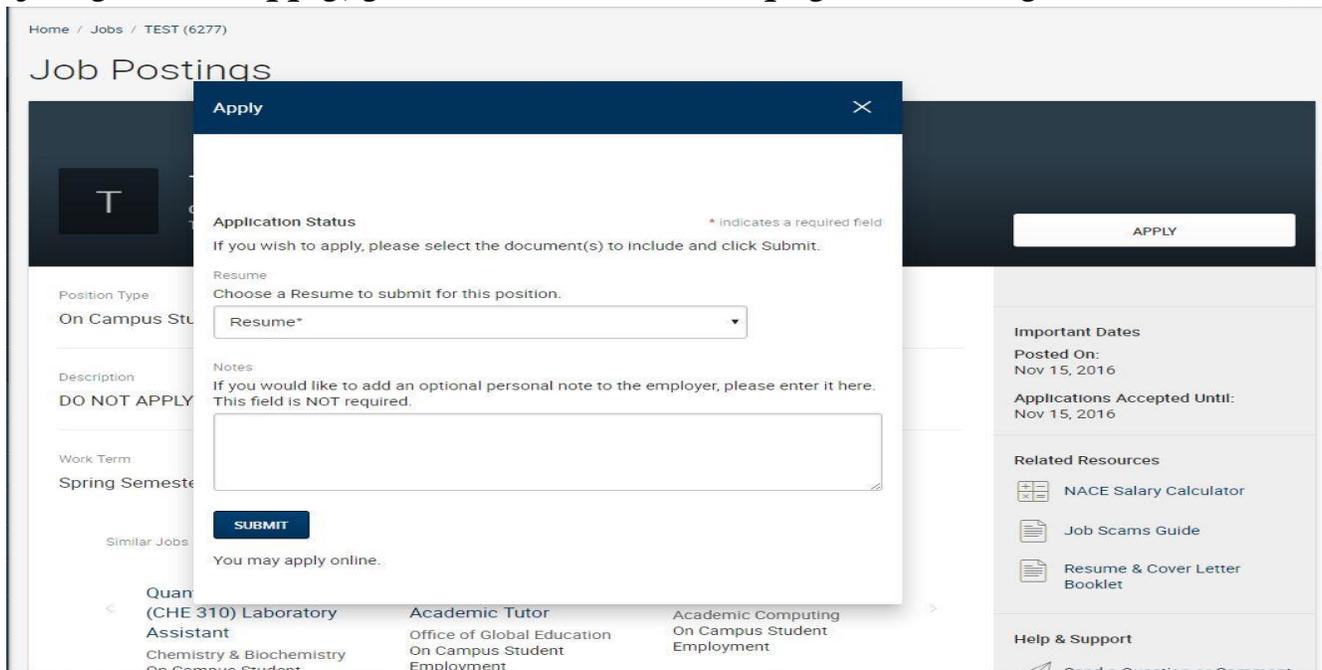
The screenshot displays the Career Services web application interface. At the top left is the 'CAREER SERVICES' logo. A search bar is located at the top center. The user profile 'John Doe Smith' is shown at the top right. A left sidebar contains a menu with the following items: home, jobs, MC CareerLink Jobs, My Job Applications, My OCR Applications, NACElink Network, Recommended Jobs, On-Campus Student Employment, On-Campus - Federal Work Study, Childcare, Profile, Documents, Events, Interviews, employers, Surveys, Resources, and Calendar. The main content area includes a profile card for John Doe Smith with a 'Profile 0% Complete' status. Below the profile card is an email address 'oncampusjobs@mc.edu'. A 'Getting Started' section lists: Account Created, Personal Profile, Academic Profile, Privacy Settings, and Resume. The 'I'm looking for...' section lists: Full-time Jobs, Part-time Jobs, On Campus Jobs, On Campus Jobs - Federal Work Study Only, Internships, Childcare, Federal Government Jobs, Mississippi State Personnel Board, and Campus Interviews. The 'Attend Events' section lists: Career Services Workshops. A 'News Feed' section contains a notification: 'Job Finder has matches for you 72 Recommended Jobs' and a 'Mississippi College has made an announcement Privacy Policy' with text about FERPA and data collection. Two blue arrows are overlaid on the image: one pointing to 'On-Campus Student Employment' in the sidebar, and another pointing to the 'Job Finder has matches for you' notification.

**If you see that a job requires additional documents, upload them just as you did the resume.**

**You can apply for jobs by clicking the “Apply” button on the page. Make sure to pay attention to any additional instructions that may be included.**



**After you click apply, you will be taken to this page to submit your document(s).**



**Once your application is submitted, this message will appear. Only if you see this message was your application submitted.**

The screenshot shows a web page for job postings. At the top, the breadcrumb navigation reads "Home / Jobs / TEST (6277)". The main heading is "Job Postings". A dark blue modal window titled "Applied" with a close button (X) is centered on the screen. Inside the modal, the text reads: "Application Status" followed by "Your application has been submitted." Below the modal, a green button labeled "APPLIED" is visible. The background page is partially obscured but shows sections for "Your application", "Position Type" (On Campus Student), "Description" (DO NOT APPLY), "Work Term" (Spring Semester), and "Similar Jobs" (Quantitative Chemical, International Student, Computer Lab Assistant). On the right side, there are sections for "Important Dates" (Posted On: Nov 15, 2016; Applications Accepted Until: Nov 15, 2016), "Related Resources" (NACE Salary Calculator, Job Scams Guide, Resume & Cover Letter Booklet), and "Help & Support".

Home / Jobs / TEST (6277)

## Job Postings

**Applied** [X]

**Application Status**  
Your application has been submitted.

**APPLIED**

**Your application**

Position Type  
On Campus Student

Description  
DO NOT APPLY

Work Term  
Spring Semester

Similar Jobs

- Quantitative Chemical
- International Student
- Computer Lab Assistant

**Important Dates**  
Posted On:  
Nov 15, 2016  
Applications Accepted Until:  
Nov 15, 2016

**Related Resources**

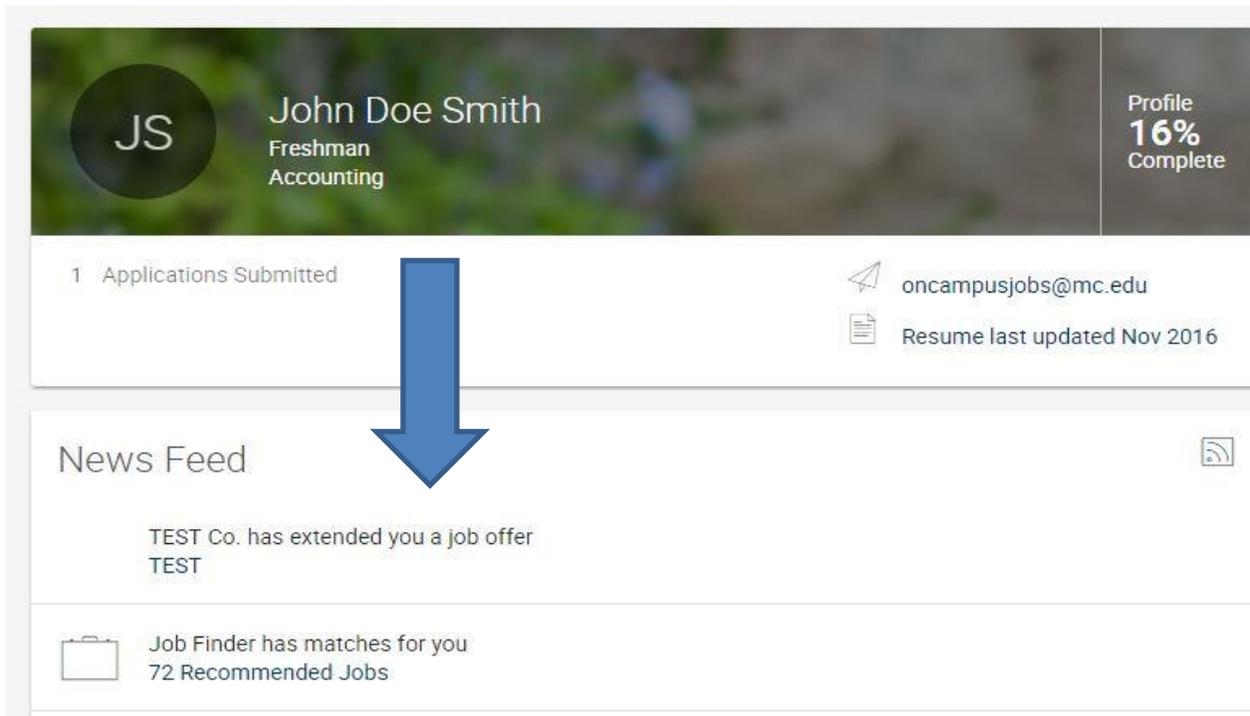
- NACE Salary Calculator
- Job Scams Guide
- Resume & Cover Letter Booklet

**Help & Support**

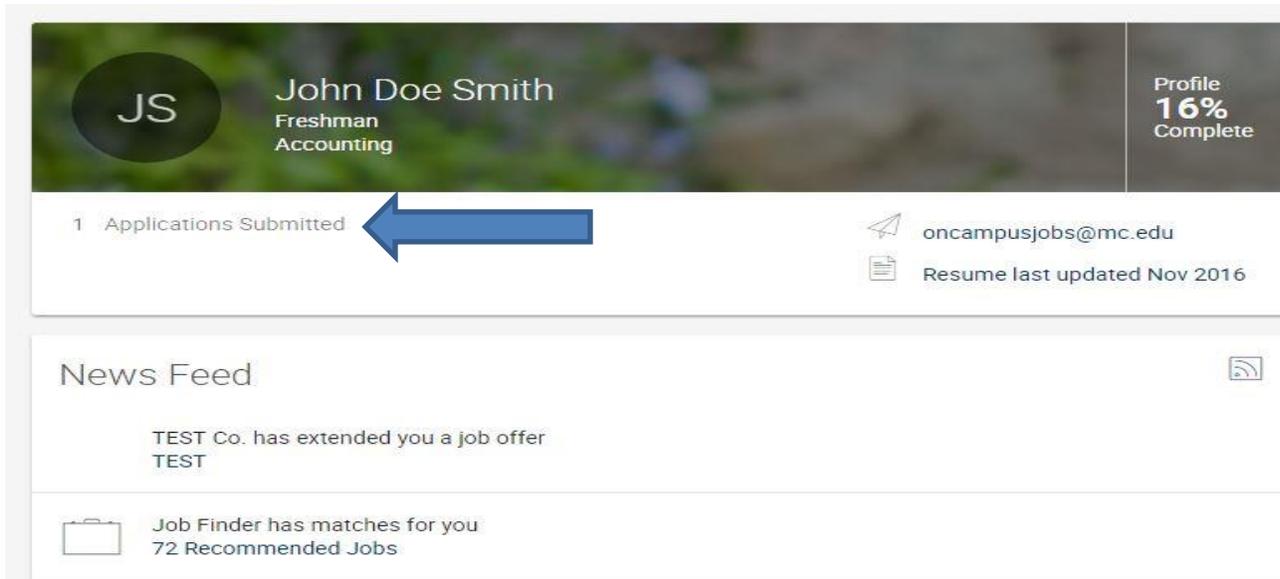
***If you are offered a position, you will receive an e-mail from [career-services@mc.edu](mailto:career-services@mc.edu). This e-mail will include instructions on what paperwork to fill out.***

***You will also need to accept the job if the job is offered to you.***

***If you are offered a position and you wish to work for that department, you will be notified via e-mail and on your profile.***



***To accept the position, click the button at the left that says how many applications you have submitted.***



***This will take you to the screen to accept the job. You must complete this step to be considered placed as a student worker.***

# Job Postings

JOB RECOMMENDED JOBS MY FAVORITES APPLICATIONS

NON-OCR JOB APPLICATIONS OCR APPLICATIONS

Exp. Learning Offer Status

Pending

SEARCH CLEAR

Showing 1-1 of 1 results

**T** TEST  
TEST Co.  
Application submitted Nov 15, 2016, 3:57 PM  
Offer Status: **ACCEPT OFFER** **DECLINE OFFER**  
(Offer Made: Nov 15, 2016, 3:57 PM)  
(Expires: Dec 27, 2016, 3:57 PM)  
 View Resume  Withdraw



***Once you accept, fill out the placement form with your supervisor's name and your electronic signature (initials will be fine).***

***Once you complete this, you will be considered placed as a student worker with the department.***

***NOTE: You still must print out the paperwork that was e-mailed to you, fill that out and take it to the hiring department.***

## On-Campus Student Employment Placement Form

Please fill out the information below to be considered officially placed as a student worker at Mississippi College.

Employer

TEST Co.

Supervisor Name \*

Student Agreement Signature \*

Attachment(s)

If you would like to attach any additional documents, you may do so here. This is not a required field.

**ADD ATTACHMENT**

**SUBMIT**

**SAVE AS DRAFT**

DELETE

CANCEL

PRINT

***If you have any questions, please contact Career Services at 601-925-3901 or e-mail [oncampusjobs@mc.edu](mailto:oncampusjobs@mc.edu).***