

SeminoleLink User's Guide

Your Online Career Management System

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What is SeminoleLink?

SeminoleLink is The Career Center's online system that you can use to make a lasting impression, gain experience, and conquer your future! SeminoleLink offers basic, *Plus!*, and credentials file services.

Basic services offer you the ability to:

- Identify and network with alumni and friends of FSU using the ProfessoNole database
- Receive email notifications from our office regarding career programs and services
- Identify employers participating in career fairs, information sessions, and receptions

Plus! services include the above and the ability to:

- Search for internships, co-ops, and full-time jobs
- Receive job notifications via email that match your profile
- Upload your résumé to be included in online résumé books and for referral to potential employers
- Sign up for mock interviews
- Sign up to interview on-campus for internships and full-time positions

Credentials file services offer you the ability to establish an online documents file for use when applying:

- To graduate or professional school
- For a professional position at an educational institution, in fields such as nursing, social work, and library science

Who can use SeminoleLink?

ALL FSU students have access to SeminoleLink basic services. Students who have established an FSU GPA, updated their profile, and submitted their résumé may upgrade to *Plus!* services, and when appropriate, students may obtain an online credentials file for a nominal fee.

How long can I use SeminoleLink?

Your SeminoleLink account is good for life. On-campus interviewing privileges end one year after graduation. Your account may be disabled in the following situations:

- You misrepresent your status as an FSU student or alum or provide false information during registration
- You miss a mock or on-campus interview appointment (see page 8)

Can alumni use SeminoleLink?

Alumni can access all features of *Plus!* services for two semesters after graduation. Alumni who graduated more than two semesters ago can use SeminoleLink *Plus!* services to:

- Access full-time job listings
- Employ job search agents, which send job notifications via e-mail that match user profiles
- Have résumés referred to employers and included in résumé books

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Find Part-Time Jobs

Search SeminoleLink to find employers who want to hire students! For quick access to part-time jobs:

The screenshot shows the SeminoleLink Career Center interface. The top navigation bar includes 'SEARCH THE CAREER CENTER' and 'GO'. The main content area is titled 'Student Employment Job Listings' and contains the following text:

Visit SeminoleLink ([SeminoleLink](#)) and request *Plus!* services for additional listings including internships and full-time jobs.

**** EMPLOYERS & STUDENTS: Click here to view the disclaimer ****

Your one stop shop for a part-time job begins here! With hundreds of students in need of part-time work, the student employment program provides a wide variety of part-time, temporary, and seasonal job opportunities for both students and alumni. Job listings are posted by a wide range of employment sectors, such as business/industry, government, non-profit, and private citizens who wish to hire students.

Part-time work offers students many benefits. It provides real-world work experience, develops new skills and competencies that may be beneficial in future job searches, and helps students discover potential career paths. These jobs look great on resumes, provide money to assist with living expenses and personal needs, and supplement educational expenses, often reducing the need for student loans.

To view current job listings, simply click "All Jobs" on the drop down menu and browse. For more specific industries, click the down arrow and select your area of interest.

For more information or assistance, please contact the student employment program coordinator at 850 645 6516 or email sep@admin.fsu.edu. For additional part-time job listings in your area, also visit www.snaaiaib.com.

● All Jobs [Show Jobs]

Select a Job Function Area to view current jobs.

1 Go to career.fsu.edu.

2 Click "Find A Part-Time Job" under "Our Tools."

3 Select "All Jobs" or a specific job type from the drop-down list.

4 Click "Show Jobs."

Find Part-Time Jobs Using *Plus!* Services

- Access part-time jobs from SeminoleLink by clicking the "Jobs" tab.
- Select "Part-Time" from the "Position Type" drop-down list.

Speak with Experts Using ProfessionNole

Search the ProfessionNole database in SeminoleLink to access over 500 professionals waiting to answer your questions. To contact a ProfessionNole, please follow these steps:

1 Go to career.fsu.edu.

The screenshot shows the SeminoleLink Career Center interface with the 'Networking' tab selected. The main content area displays a message: 'No Career Advising services will be available August 8th - 19th. Limited Career Advising will be available August 22nd - 26th.' Below this message are 'EVENTS' and 'NEWS' buttons. The navigation bar includes 'home', 'profile', 'documents', 'credentials', 'jobs', 'employers', 'interviews', 'networking', 'events', 'calendar', and 'jump to'.

2 Log in with your Blackboard (FSU ID) and password.

3 Click the "Networking" tab.

The screenshot shows the ProfessionNole search results page. The navigation bar includes 'home', 'profile', 'documents', 'credentials', 'jobs', 'employers', 'interviews', 'networking', 'events', 'calendar', and 'jump to'. The main content area displays a search bar and a list of employers. The 'Detailed Search' tab is selected, and the search results are displayed in a table format.

Current Employers	Employer Name
	AAU - Amateur Athletic Union of the United States, Inc.
Mentor City	10East Corp.
Mentor State	A.G. Edwards
	AAU - Amateur Athletic Union of the United States, Inc.
	ACR Systems, Inc.
	ADI Strategies
	ADP (Automatic Data Processing)
	AT Kearney
	AT&T
	Abercrombie & Fitch
	Accenture
	Accredited Home Lenders
	Aegis Computer Services, Inc.
	Aerotek
	Albac
	Allstate Insurance Company
	American Management Services
	American Mortgage Corporation

4 Select an employer from the drop-down list, browse by name, or click "Detailed Search" to identify employers by multiple criteria.

Establish a Credentials File

Who Should Establish a Credentials File?

FSU students or alumni applying to graduate or professional school or for a professional position at a post-secondary institution, in fields such as nursing, social work, and library science, or in public K-12 education can establish a credentials file for a nominal fee. A credentials file could include your résumé/CV, letters of recommendation, and/or research summary.

How Do I Establish a Credentials File?

- 1 Go to career.fsu.edu.
- 2 Log in with your Blackboard (FSU ID) and password.
- 3 Select the "Credentials" tab at the top of your desktop.

- 4 Read the instructions and submit your request to initiate the file by checking the corresponding box and clicking on "I am interested."

- 5 Within two business days, we will review your request and send an email with additional information and appropriate next steps.

The screenshot shows the homepage of The Career Center at Florida State University. The header includes the university logo and the text "The Career Center linking futures". A search bar is located in the top right corner. The main content area features a banner for "THE CAREER CENTER" with details about its location and hours. Below the banner, there are sections for "Get Started", "Our Services", and "Our Resources". A "SeminoleLink" login box is visible on the right side of the page.

This screenshot shows the "credentials" page on the SeminoleLink system. The page has a navigation bar with tabs for "home", "profile", "documents", "credentials", "jobs", "employers", "interviews", "networking", "events", "calendar", and "jump to". The main content area is titled "credentials" and contains a section for "Instructions" with the following text:

Instructions:
Fees are associated with this portion of SeminoleLink. READ carefully below before accepting this service.

What is a Credentials File?
Typically a Credentials File will contain a student's or alumni's Letters of Recommendation, Research Summary (optional), Course Listing(s) (optional), Vita/Resume.

Who uses a Credentials File?
This service can be used when applying to a graduate school for graduate study, when seeking a professional position at a higher educational institution, when seeking a position in the fields of nursing, social work and information studies, when seeking a position in K-12 education. (Other fields generally do not use credentials files as part of their selection procedure).

What does it cost?
Please note that a charge of \$20.00 is required to initiate the file. There is a \$4.00 fee for each set of credentials mailed under 20 pages. Credentials sets containing between 21 and 30 pages will be charged an additional \$1.00. There is a 30 page maximum.

How can I make a payment?
The charge will be billed to your account through Student Financial Services within a month. (<http://www.fees.fsu.edu>). The Career Placement Services office will maintain credentials for as long as they are active. Once a file becomes inactive for a period of ten years, your files will be destroyed. Credential users assume the responsibility for notifying the Career Placement Office if they want their file to remain active.

How do I start a file?
To establish your credentials files, you need to check the box below to indicate that you understand the fees associated with establishing a Credentials File, and then click the "I am interested" box, complete the account status form and click submit. Within 48 hours your Credentials File will be activated and you will receive a confirmation email.

I understand there is a \$20.00 fee associated with establishing a Credentials File.

This screenshot shows the "Recommendation Requests" page on the SeminoleLink system. The page has a navigation bar with tabs for "home", "profile", "documents", "credentials", "employers", "networking", "events", and "calendar". The main content area is titled "credentials" and contains a section for "Recommendation Requests" with the following text:

Recommendation Requests | Completed Recommendations | Orders | Personal Data Form | Account Info

Instructions: Click [add new] to create a recommendation request.

Keywords:

searches recommender name, recommender email and comments

Questions?

For any questions relating to **SeminoleLink** you may contact us by email at seminolelink@admin.fsu.edu, or call us at 850.644.3459.

*Best of luck
in your search!*

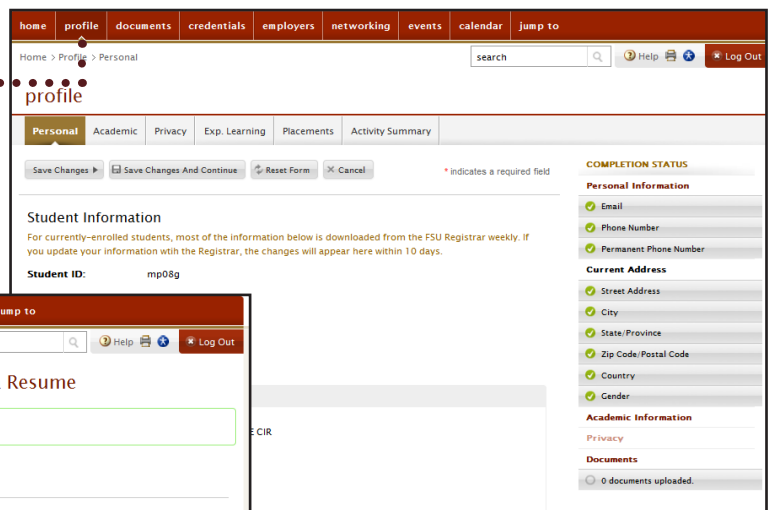
Upgrade to SeminoleLink *Plus!*

1 Go to career.fsu.edu.

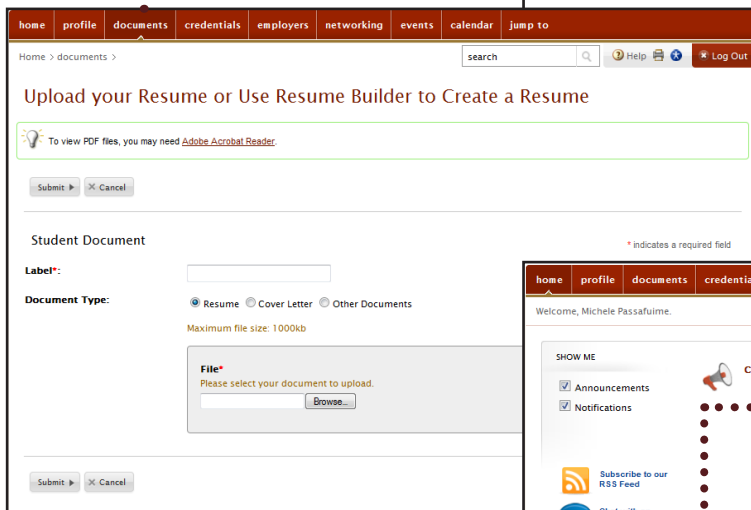


2 Log in with your Blackboard (FSU ID) and password.

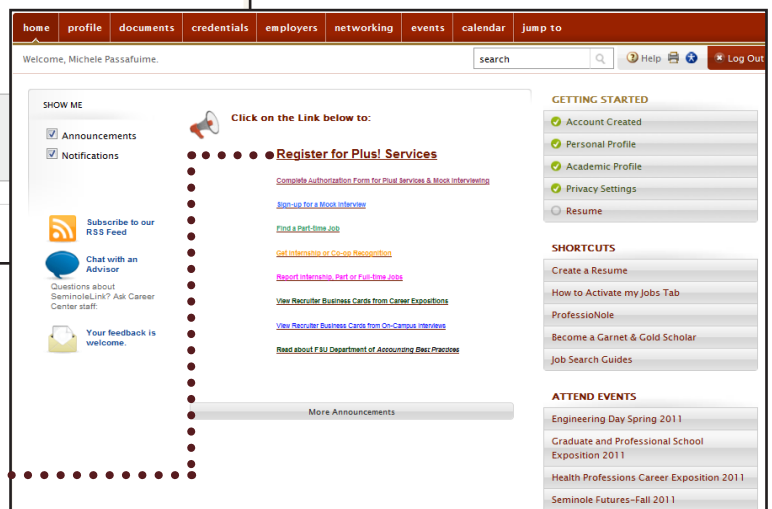
3 Check and update your academic and personal information under the "Profile" tab.



4 Upload your résumé under the "Documents" tab.



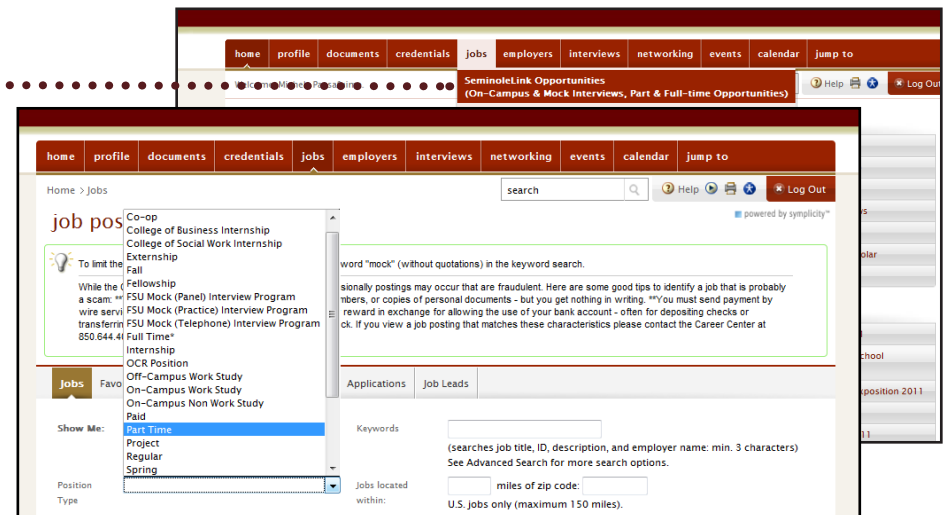
5 Submit the *Plus!* authorization request and within 48 hours, our staff will check your account and add *Plus!* services.



Find Internships, Co-ops, or Full-Time Jobs

Once you have upgraded to **Plus! services**, **SeminoleLink** offers two basic methods to search for these opportunities. You may apply for jobs with employers who conduct their interviews off-campus but post their jobs in **SeminoleLink**, or search for employers who interview students through **On-Campus Recruiting (OCR)** at FSU. To search for opportunities in **SeminoleLink**:

- 1 **Log in to SeminoleLink.**
- 2 **Click on the "Jobs" tab. Select "SeminoleLink Opportunities" from the roll-over menu for on-campus recruiting, mock interviewing, and job postings. Or, select "NaceLink Network" to view additional job listings.**
- 3 **Search by multiple criteria from the drop-down lists. You can search by position type, (e.g., "Internship," "Co-op," or "Full-time"), job function, (e.g., "Healthcare," "Engineering," etc.), or by industry type (e.g., "Arts & Entertainment," "Accounting," etc.). Remember, the broader your**



search criteria, the more opportunities you will find that match your career goals!

Opportunities with employers that do not interview on campus...

Many students conduct a targeted job search by identifying employers through research and information found at **The Career Center**, in online databases, from contacts, and through the thousands of job listings in

SeminoleLink. Through **SeminoleLink** you may search for internships, co-ops, summer jobs, volunteer opportunities, part-time, and full-time positions. Employers may be local, regional, national, and international and represent various types of businesses ranging from fortune 500 companies to government and nonprofit organizations.

On-Campus Interviews

Apply for Interviews through On-Campus Recruiting (OCR)

Employers from fortune 500, regional, and local companies, nonprofit organizations, and government agencies recruit students for internships, co-ops, and full-time positions by interviewing at FSU. Search for on-campus recruiters in **SeminoleLink** routinely throughout the semester. **To participate in the on-campus interview program:**

- 1 **Log in to SeminoleLink.**
- 2 **Click on the "Jobs" tab and SeminoleLink Opportunities.**
- 3 **Select "All Interviews" from the "Show Me" drop-down box.**
- 4 **Click on the job title to read position descriptions. Review the description and requested qualifications. Only submit a résumé if you have a sincere interest and believe you have the skills needed for the position!**



5 Submit a résumé electronically via **SeminoleLink** prior to the résumé submission end date specified by each employer. Employers then review résumés and select candidates from among the students/alumni who submitted their résumés via **SeminoleLink**. Authorized students may submit a résumé regardless of their qualifications. Occasionally, employers will choose students who did not formally submit a résumé through **SeminoleLink**, but instead provided their résumé via a career fair or résumé book. *Check all schedules for opportunities!*

6 Choose “Interviews” and check for invitations. You can check for interview invitations from recruiters by going to the “Scheduled Interviews” tab.

7 Sign up for an interview! Visit **SeminoleLink** during the preselect sign-up period to determine if you are invited to sign up for a preselect or an alternate interview. If you are invited, select an interview time. If you are not invited and meet the employer’s qualifications, try to find a free time during the open sign-up period.

Understand On-Campus Recruiting Schedule Types and Deadlines

Pre-select sign up— After students submit their résumés for positions, *the employer reviews résumés and invites selected candidates for interviews.* If you are invited to interview, you may select an interview time in **SeminoleLink** during the preselect sign-up period.

Alternate sign-up— On the preselect schedule, *the employer may also choose a small number of alternate candidates.* Alternates are not guaranteed an interview but can sign up for an interview using **SeminoleLink** on a space available basis after invited students have selected their interview times. This is like flying standby on a crowded plane.

Open sign-up— During open sign-up, *any interested and qualified student may sign up for an employer’s open interview slots.* You must meet the

organization’s requirements for the correct major, graduation date, GPA, and citizenship in order to sign up. **Find pre-select, alternate, and open sign-up dates on page 7.** Remember, you must submit your résumé to be considered for a pre-select spot. The **time period for open sign-up begins approximately one week prior to the employer’s visit and continues until two days prior to the interview.**

Please keep in mind that not all employers participate in open sign-up. **Open sign-up occurs on a first-come, first-serve basis!** Occasionally, employers do not preselect students as their schedules are filled only through open sign-up.

Make the Most of On-Campus Recruiting!

Interview— Arrive early and prepared at the correct location. The recruiter will come to the waiting area and call your name when he or she is ready to interview you.

Follow up— Follow up with the recruiter after the interview by writing a letter of appreciation.

Accepting an offer— After you accept an offer, cancel all future interviews and do not schedule additional interviews. **Read the *Negotiating Job Offers* guide,** located in the Career Center library, for more advice.

Reporting an offer— You will help students at FSU and nationwide if you **add a placement record in **SeminoleLink** to report your offer.** Your offer information will help others make decisions about majors, occupations, and jobs!

On-Campus Recruiting Policies and Procedures

No Shows— *Students who fail to keep an interview appointment or have a late cancellation are considered a “no show.”* If you fail to show up for an appointment, your OCR privileges will be suspended until you have written a letter of apology to the employer. The letter and a copy with a stamped, addressed envelope must be provided to the OCR office. We will mail your letter for you and reauthorize your account. A **second “no show” or late cancellation will result in your OCR privileges being permanently revoked.** Please note that illness is not considered a no show if documented by an appropriate professional, but you will be required to write a letter of apology before signing up for any further interviews.

Canceling an Interview—Students who sign up for an on-campus interview

guarantee that they will keep their appointments! If extenuating circumstances force you to cancel your commitment, *you may cancel your interview through SeminoleLink no later than two full working days prior to the interview.*

Late cancellation, less than two days prior to the interview, must be done in person with a staff member at The Career Center. Without a valid emergency or documented illness from your doctor or Thagard Health Center, this late cancellation is considered a **“no show.”**

Mock Interview No Show Policy— Any student that does not show up or cancel a mock interview in advance will be blocked from participating in any on-campus recruiting activities until a letter of apology to the mock

interview mentor is mailed or emailed to the Mock Interview Program Coordinator. **Two no shows or late cancellations within the same semester will result in permanent loss of ALL on-campus recruiting privileges.**

Again, *documented illness is not considered a no show*, however, an apology letter is still required before signing up for any further interviews. **Business-style letters of apology should be addressed as follows:**

Mock Interview Mentor
C/O Mock Interview Program Coordinator
Florida State University
Career Center
100 South Woodward Avenue
PO Box 3064162
Tallahassee, FL 32306-4162
mockinterview@admin.fsu.edu

On-Campus Recruiting Deadline Dates

You must meet the following deadlines if you are seeking on-campus interviews through SeminoleLink:

Spring 2014: Engineering Day - January 28, Seminole Futures - January 30

Employers Interviewing	Résumé Submission Deadline	Preselection Sign-up Begins	Alternate Sign-up Begins	Open Sign-up Begins
January 29	ENGINEERING DAY FOLLOW-UP INTERVIEWS			
January 31	SEMINOLE FUTURES FOLLOW-UP INTERVIEWS			
February 3-7	OPEN SIGN-UP WEEK ONLY			January 30
February 10-14	January 27	February 3	February 4	February 5
February 17-21	February 3	February 10	February 11	February 12
February 24-28	February 10	February 17	February 18	February 19
March 3-7	February 17	February 24	February 25	February 26
March 10-14	S P R I N G	B R E A K		
March 17-21	February 24	March 3	March 4	March 5
March 24-28	March 3	March 17	March 18	March 19
March 31-April 4	March 17	March 24	March 25	March 26
April 7-11	March 24	March 31	April 1	April 2



Questions?

For any questions relating to SeminoleLink you may contact us by email at seminolelink@admin.fsu.edu or call us at 850.644.3459.

Good luck in your search!



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Alternative Format Available.
Revised 10/13.
