The Quick Start Guide to Using E-link

E-link is your online career tool for job/internship postings, storing resumes & job search correspondence, researching career areas/industry information, viewing a career calendar of events, on-campus interviews, and more!

Set up your account.

Log in
- User Name: Your full e-mail address. (i.e. imdoe@csbsju.edu). If you do not know your default password sent to you via automated email, use the Forgot my password tab and use your full email address for the username. A new password will be emailed to you. Should you receive a message indicating your username is not recognized when using the Forgot my password tab, contact your system administrator at jmiller@csbsju.edu.
- It is recommended that you change your password after your initial log in to a format that you will remember. Do this by clicking on Profile then Password/Preferences tab.
- Click the Profile tab to edit your profile. There are two sections to the profile: Personal Information tab and Academic Information tab. After you have completed all sections Save your profile.
- Profile tip: Required fields are represented by a red dot; however, non-required fields may be used as employer filters. Examples of these filters may include “work authorization status” and “GPA”. If your GPA is not reflected in your profile, it will be viewed as 0.00 and will not meet the preferences of employers with GPA requirement. Thus, you will not be able to make application.

Upload Your Documents
- Click the Documents tab and choose Add New
- Click Browse, select your document, and click Open
- Choose Document Type (i.e. resumes/cover letters/other documents such as transcripts)
- Label document
- Click Submit

Quick Tips

Searching for Jobs and Internships
- Click the Jobs tab and choose CSM Jobs to search within the CSB/SJU system.
  - To yield more results search ALL jobs, not only those meeting your qualifications.
- Click the name of the job to view details or the employer name to view company details.

Applying for a Job
- Find a job/internship, click the job description, and view the Application Status section on the right side of the page.
- Select the document(s) (i.e. resume, cover letter, unofficial transcript) that meet the application requirements.
- Click Submit

Note: Some organizations will instruct you to apply through their website. If this is the case, search for “Careers” within that organization’s website for application details.

Signing up for an Interview
- You will receive an email from the system indicating the employer’s decision regarding your submitted application.
- Follow the instructions within the email to sign up for an interview. A hotlink within the email will redirect you into the system.

For additional help in ANY part of the system, simply click: 🎓

For assistance with your resume, cover letter, interview skills, graduate school, volunteer opportunities, or job/ internship search, stop by your Career Resource Center!