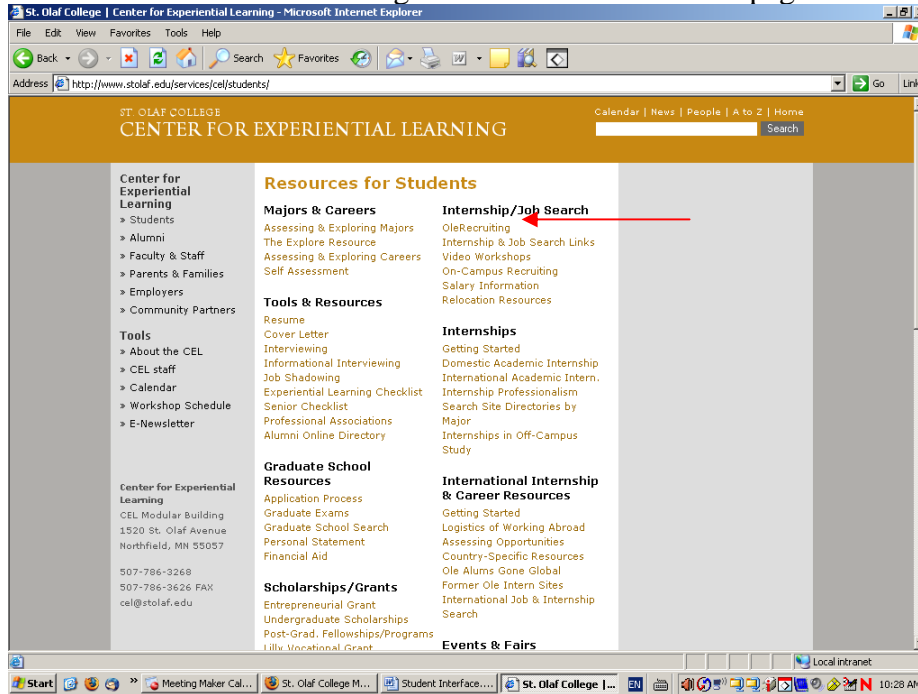


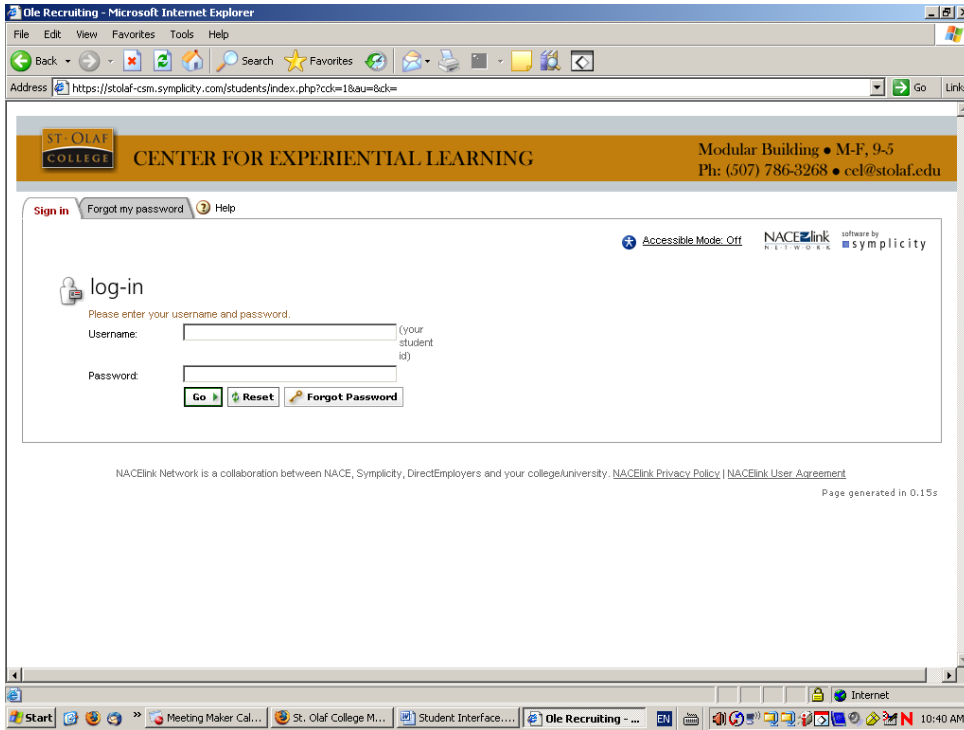
# NACELink Student User Guide

## Entering the New Ole Recruiting

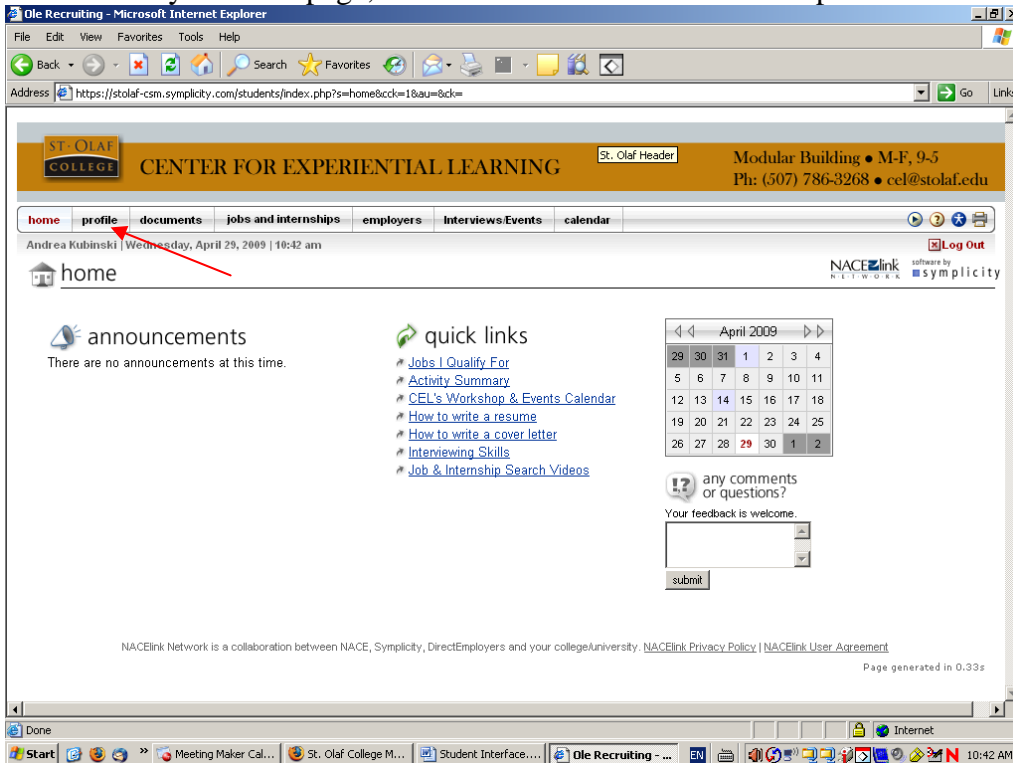
1. Click on the Ole Recruiting link on the CEL Students page



2. Click on the logo with the login instructions
3. Follow the directions to enter your username and password. Your username should be your six-digit student ID @stolaf.edu (#####@stolaf.edu), and your password is your six-digit student ID. If you have trouble accessing the system, contact the CEL at [cel@stolaf.edu](mailto:cel@stolaf.edu) or 507-786-3268.

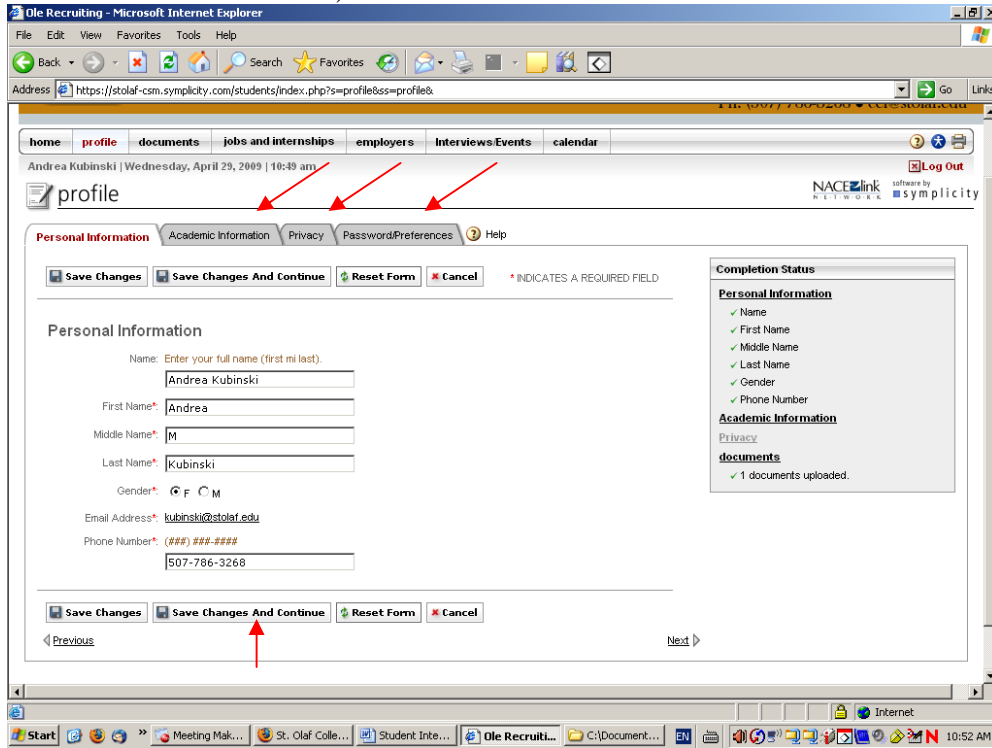


4. Once on your homepage, click the “Profile” button at the top.



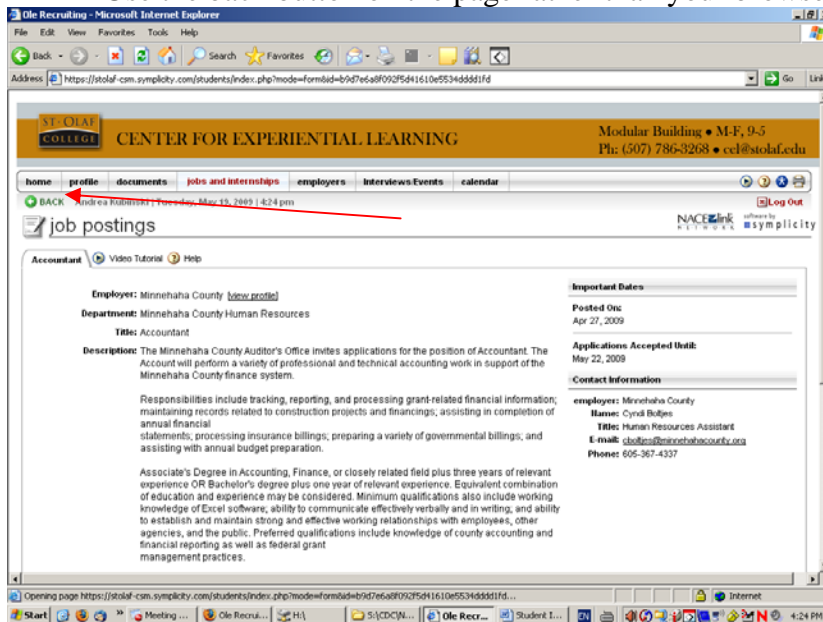
5. Fill in the required data (marked by an asterisk) on the first page, verifying that any data already in the system is correct, then click “Save Changes and Continue”.

Do this for each profile page (Personal Info., Academic Info., Privacy, & Password/Preferences).

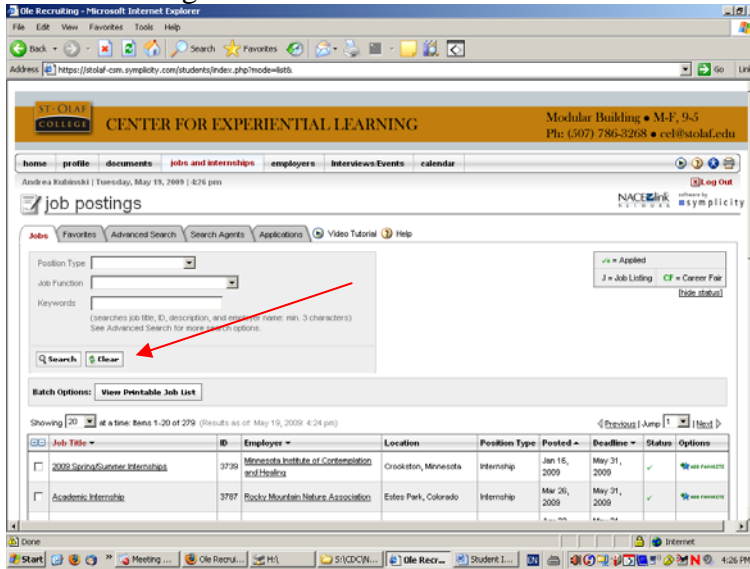


General Tips for successfully navigating the system:

- Use the back button on the page rather than your browser's back button.

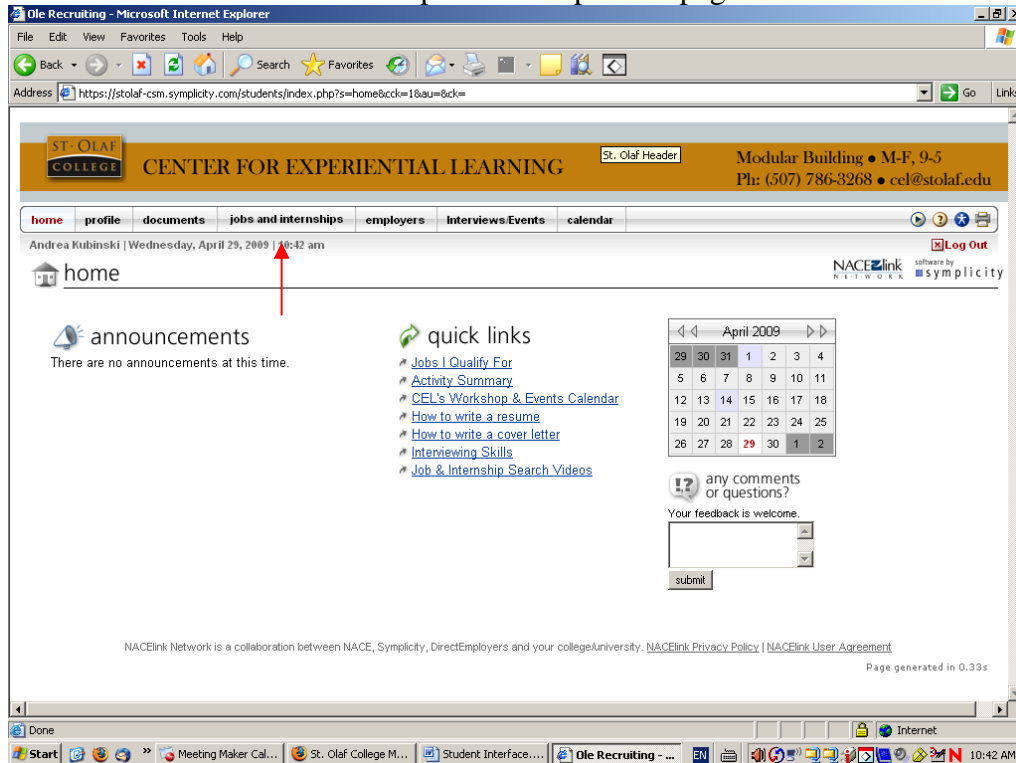


- After you have completed a search make sure you click the “Clear” button before starting a new search



## Searching for jobs/internships/opportunities

1. Click on “Jobs and Internships” at the top of the page



2. Select which network you wish to search: (\*If you have not completed the required profile information, you will be prompted to do that first)
  - a. St. Olaf Posted Opportunities: jobs, internships, scholarships/grants, and on campus opportunities that have been posted by employers or alumni directly to St. Olaf
  - b. NACElink Extended Job Search: jobs and internships within the outlying NACElink system (think Monster.com for NACElink)
  - c. Additional St. Olaf Search Links: additional places to look for opportunities (links to the CEL website)
3. Search using available criteria, then click on the opportunity to learn more about it.

## Applying for opportunities

1. When you have identified an opportunity you wish to apply to, follow the instructions on the right side box labeled “How to apply”. \*If you wish to apply to an opportunity that is collecting resumes through the system, this box will not appear unless you have uploaded a resume.\* Some of the

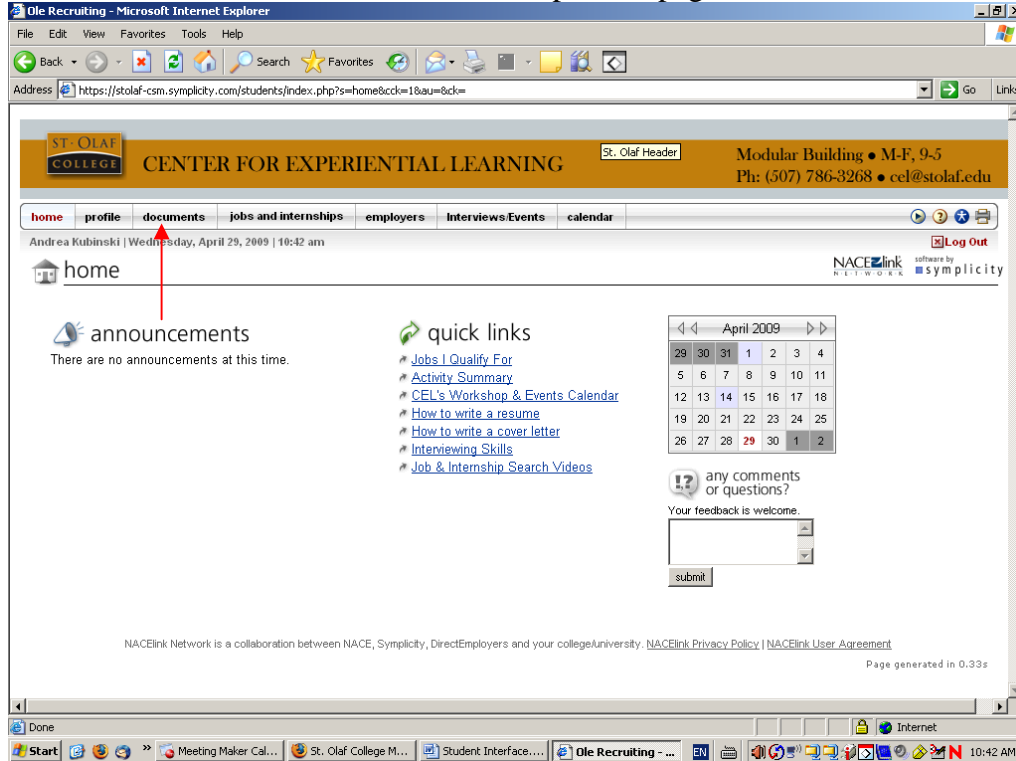
The screenshot shows the Ole Recruiting website interface. At the top, there is a navigation bar with tabs for 'home', 'profile', 'documents', 'jobs and internships', 'employers', 'Interviews/Events', and 'calendar'. Below this is a breadcrumb trail: 'home > jobs and internships > job postings'. The main content area displays a job posting for a 'Public Relations Assistant' at 'Friendship Ventures'. The job details include the employer name, department (N/A), title, and a detailed description of responsibilities. On the right side of the job posting, there is a 'How To Apply' section with the following information:

- Send Resume/Application:** Friendship Ventures, 10509 108th Street NW, Annandale, MN 55302, Fax: 952 852 0123
- Or Download application at:** [http://www.friendshipventures.org/applypdf/join\\_staff\\_app.pdf](http://www.friendshipventures.org/applypdf/join_staff_app.pdf)
- Requested Documents:** Resumes
- Important Dates:** Posted On: Jan 27, 2009; Applications Accepted Until: May 31, 2009

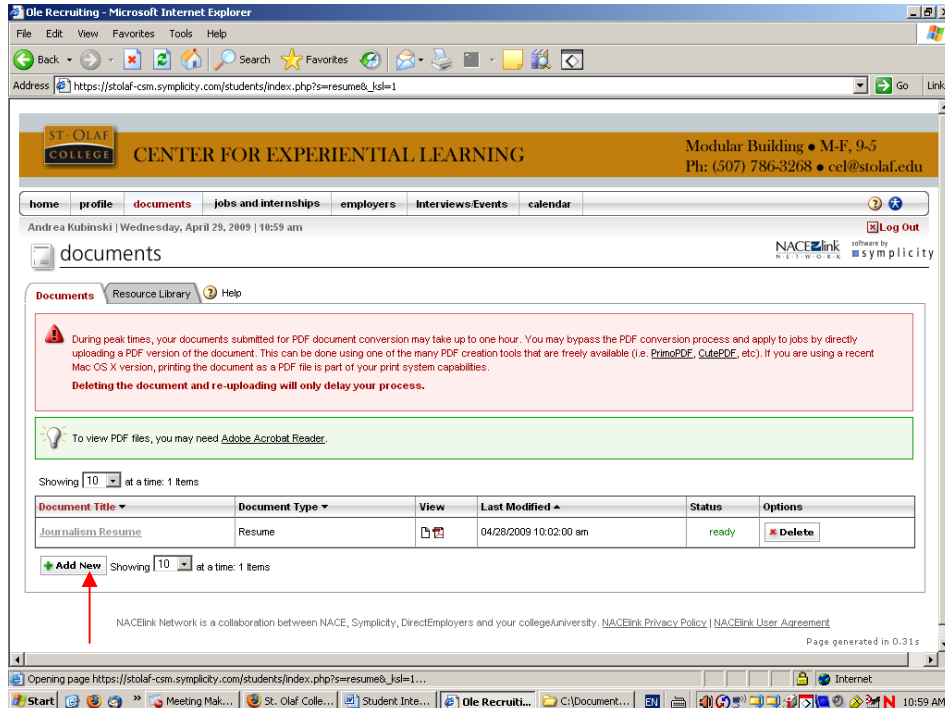
A red arrow points from the 'Public Relations Assistant' title to the 'How To Apply' section.

# Uploading documents

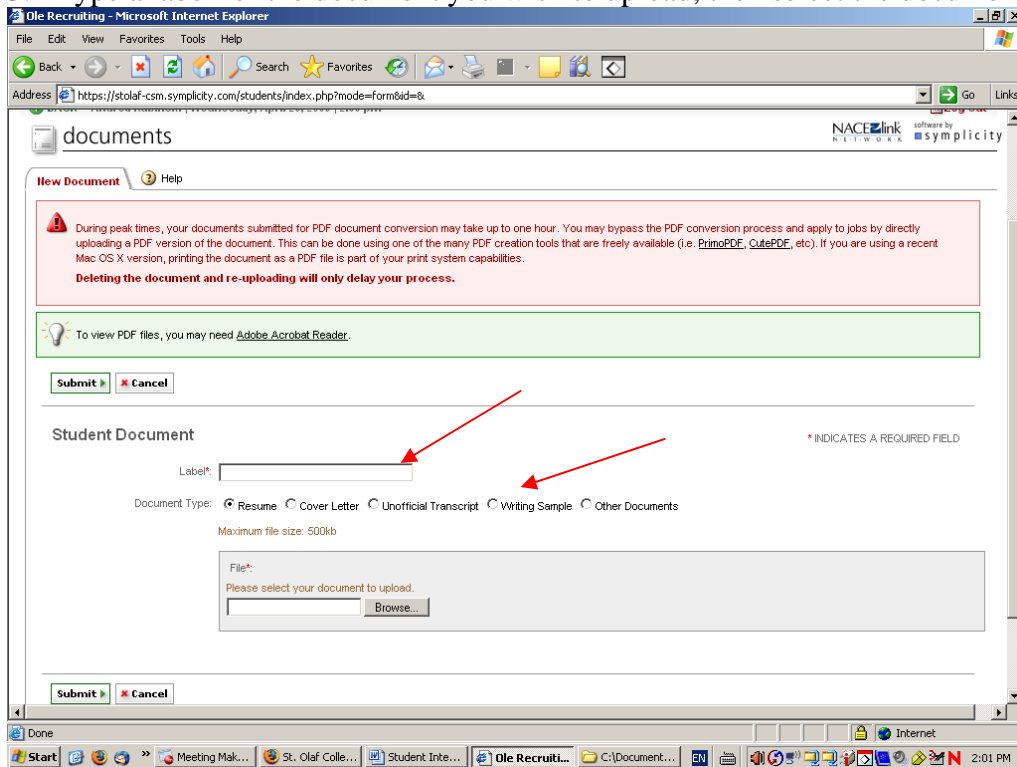
1. Click on the “Documents” tab at the top of the page



2. Click “Add New” in the bottom left corner to add a document



3. Type a label for the document you wish to upload, then select the document type



4. Upload the document from its current file: Note that it may take longer to load during peak hours if you do not submit it in a PDF format. Many of the campus computers have PrimoPDF installed already- to find go to “File”, then “Print”, and look for it in the drop-down menu as the “name” of one of the printers.
5. Click “Submit”

Remember to view your document in PDF format once you have loaded it to make sure there are no errors!!