

User's Guide

SEMINOLELINK

Benefits

Basic services offer the ability to:

- Identify and network with alumni and friends of FSU using the ProfessoNole database (details on [page 103](#)).
- Receive email notifications from our office regarding career programs and services.
- Identify employers participating in career fairs, information sessions, and receptions.

Plus! services ([page 98](#)) include the basics AND the ability to:

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

Find and apply for experiential learning opportunities, part-time jobs, and full-time employment, network with FSU alumni and friends, and upload your résumé using SeminoleLink, The Career Center's online jobs database. Get started today with this step-by-step User's Guide! To view this guide online, visit career.fsu.edu/advising/guides.cfm.

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 and Plus! services.

Who Can Use SeminoleLink?

ALL FSU students and alumni have access to SeminoleLink basic services. Students who have established an FSU GPA, updated their profile, and submitted their approved, professional résumé may upgrade to Plus! services.

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 if you misrepresent your status as an FSU student or alum, provide false information during registration, or are a "no show" by missing a mock or on-campus interview appointment. See the on-campus "no show" interviewing policies on [page 101](#).

Can Alumni Use SeminoleLink?

Alumni can access all features of Plus! services for one year after graduation. Alumni who graduated more than one year ago can use Plus! services to access full-time job listings, employ job search agents, which send job notifications via email, and have résumés referred to employers and included in résumé books.

The screenshot shows the SeminoleLink user interface. At the top is a navigation menu with links: Home, Profile, Documents, Resources, Jobs, Employers, Interviews, Networking, Surveys, Events, and Calendar. Below the menu is a search bar and a user profile indicator for 'Welcome, Sally Seminole'. The main content area is divided into three columns. The left column has a 'Mock Interviews' section with a 'Your feedback is welcome.' message. The middle column is the 'NEWS FEED' with a 'Show Me' dropdown and an announcement: 'Click on the Link below to: Register for Plus! Services'. The announcement includes several links: 'Complete Authorization Form for Plus! Services & Mock Interviewing', 'Sign-up for a Mock Interview', 'Find a Part-time Job', 'Get Internship or Co-op Recognition', 'Report Internship, Part or Full-time Jobs', 'View Recruiter Business Cards from Career Expositions', 'View Recruiter Business Cards from On-Campus Interviews', and 'Read about FSU Department of Accounting Best Practices'. The right column has a 'Chat with an A' section, a 'SHORTCUTS' list with links like 'Create a Resume', 'How to Activate my Job', 'Pending Campus Intervi', 'Scheduled Campus Inte', 'ProfessoNole', 'Become a Garnet & Gol', 'Resume Builder', 'Career Explorer', 'Career Finder', 'Job Search Guides', and 'Document Library', and an 'ATTEND EVENTS' section with links like '3rd Annual Student Vet Networking Night - Stu Registration', 'Engineering Day Spring', and 'Tallahassee Engineers Night - 2014'.

Upgrade Basic Services 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.

The screenshot displays the Career Center website interface. At the top, there's a search bar and navigation links. The main content area features a banner for 'THE CAREER CENTER' with contact information and a 'Visit us TODAY!' button. Below the banner are sections for 'LATEST' news, 'EVENTS', and 'NEWS'. The bottom section shows the user's profile with tabs for 'Personal' and 'Academic'. The 'Personal' tab is selected, showing fields for 'Military Service, Distance Learner' and 'Permanent Address'. The 'Academic' tab shows 'Geographic Preference' and 'Management Information Systems; Political Science Major— GPA 4.000 Alumni, Graduating April 2007 (Bachelors)'.

Find Part-Time Jobs

- 1 Go to career.fsu.edu.
- 2 Click “Find A Part-Time Job” on the right-hand side of the page.
- 3 Select “All Jobs” or a specific job type from the drop-down list.
- 4 Click “Show Jobs.”

The screenshot shows the 'Student Employment Job Listings' page. On the left is a navigation menu with categories like 'Get Started', 'Our Services', and 'Our Resources'. The main content area has a heading 'Student Employment Job Listings' and a paragraph of text explaining the service. At the bottom, there's a dropdown menu set to 'All Jobs' and a 'Show Jobs' button.

Find Part-Time Jobs Using Plus! Services

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

Find Internships and Full-Time Jobs

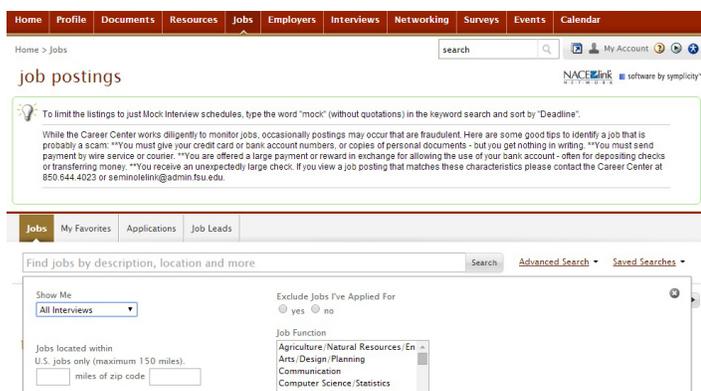
Once you have upgraded to Plus! services, SeminoleLink offers two basic methods to search for these opportunities. You may apply for jobs with employers who conduct their interviews off campus but post their jobs in SeminoleLink or search for employers who interview students through On-Campus Recruiting (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 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, and part-time or full-time positions. Employers may be local, regional, national, or international and represent various types of businesses ranging from Fortune 500 companies to non-profit and government organizations.

On-Campus Interviews

Apply for interviews through On-Campus Recruiting (OCR). Employers from Fortune 500, regional and local companies, non-profit 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 on-campus interviewing:

- 1 Log in to SeminoleLink.
- 2 Click on the “Jobs” tab and “SeminoleLink Opportunities.” Then click on “Advanced Search.”
- 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 as a preselected candidate.

Go to the “Scheduled Interviews” tab on the appropriate dates.

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.

8 To sign up for an open interview, submit your résumé and then choose the time you would like to interview. (You must meet the qualifications).

9 Review scheduled interviews.

Go to the “Interviews” tab to cancel or change your interview time. You have until the end of the sign-up period (two days before the interview).

10 Choose “Events” and select “Information Sessions.”

Employer presentations are often used to screen candidates for preselection and also to provide important information. Check often for events!

Understand On-Campus Recruiting Schedule Types and Deadlines

Preselect 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 interview slots. You must meet the organization's requirements for the correct major, graduation date, GPA, and citizenship in order to sign up. Find preselect, alternate, and open sign-up dates on [page 102](#). Remember, you must submit your résumé to be considered for a preselect 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-served 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 (sample letter on [page 49](#)).

- **Accept an offer**— After you accept an offer, cancel all future interviews and do not schedule additional interviews. See [page 94](#) for more advice.
- **Report 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

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 University Health Services, this late cancellation is considered a "no show."

No shows— Students who fail to keep an interview appointment or have a late cancellation are considered "no shows." If you fail to show up for an appointment, your on-campus interviewing 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 Career Center. We will mail your letter for you and reauthorize your account. A second "no show" or late cancellation will result in your privileges being permanently revoked.

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 interviewing 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 interviewing privileges.

Business-style letters of apology should be addressed as follows:

Mock Interview Mentor
c/o Mock Interview Program Coordinator
The FSU Career Center
100 South Woodward Avenue
PO Box 3064162
Tallahassee, FL 32306-4162
Email: mockinterview@admin.fsu.edu

On-Campus Recruiting Deadline Dates

Fall 2014 Career Fairs: Engineering Day— September 16, Seminole Futures— September 18

Employers Interviewing	Résumé Submission Deadline	Preselection Sign-Up Begins	Alternate Sign-Up Begins	Open Sign-Up Begins
September 17	ENGINEERING DAY	FOLLOW-UP	INTERVIEWS	
September 19	SEMINOLE FUTURES	FOLLOW-UP	INTERVIEWS	
September 22-26	OPEN SIGN-UP WEEK ONLY			September 17
Sept. 29 - Oct. 3	September 19	September 23	September 24	September 25
October 6-10	September 22	September 29	September 30	October 1
October 13-17	September 29	October 6	October 7	October 8
October 20-24	October 6	October 13	October 14	October 15
October 27-31	October 13	October 20	October 21	October 22
November 3-7	October 20	October 27	October 28	October 29
November 10-14	October 27	November 3	November 4	November 5
November 17-21	November 3	November 10	November 11	November 12

Spring 2015 Career Fairs: Engineering Day— January 27, Seminole Futures— January 29

Employers Interviewing	Résumé Submission Deadline	Preselection Sign-Up Begins	Alternate Sign-Up Begins	Open Sign-Up Begins
January 28	ENGINEERING DAY	FOLLOW-UP	INTERVIEWS	
January 30	SEMINOLE FUTURES	FOLLOW-UP	INTERVIEWS	
February 2-6	OPEN SIGN-UP WEEK ONLY			January 28
February 9-13	January 30	February 3	February 4	February 5
February 16-20	February 2	February 9	February 10	February 11
February 23-27	February 9	February 16	February 17	February 18
March 2-6	February 16	February 23	February 24	February 25
March 9-13	S P R I N G B R E A K			
March 16-20	February 23	March 2	March 3	March 4
March 23-27	March 2	March 16	March 17	March 18
March 30 - April 2	March 16	March 23	March 24	March 25
April 6-10	March 23	March 30	March 31	April 1

Speak With Experts Using ProfessionNole

Search the ProfessionNole database in SeminoleLink to access over 600 professionals waiting to answer your questions. To contact a ProfessionNole, please follow these steps:

- 1 Go to career.fsu.edu.
- 2 Log in to SeminoleLink with your Blackboard (FSU ID) and password.
- 3 Click the “Networking” tab.
- 4 Select an employer from the drop-down list, browse by name, or fill in “Keywords” to identify employers by multiple criteria.

