CREATING AND USING YOUR FUTURELINK ACCOUNT

How To:

✓ Log In
✓ Create your Profile
✓ Search for Jobs or Internships
✓ Apply for positions
✓ Upload documents

Last updated 9/9/14
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LOG IN

If you have never before used FutureLink, let us first say - welcome! We are excited that you’re ready to use the FutureLink system as an integral tool for your internship and employment search. Whether looking for a part-time internship or full-time employment for after graduation, FutureLink can be an effective means of helping you land a position that will jump start your career!

To log in to FutureLink, go to http://futurelink.osu.edu and click on FutureLink Student Log in.

At the authentication screen, enter your OSU name.# and password; these are the same credentials you use to log into systems such as Carmen and Buckeyelink.

That’s it!** You’re now ready to build your academic profile.

**If you are taken to a registration page after entering your OSU credentials, please complete the requested information and watch your OSU webmail for important registration instructions.
YOUR FUTURELINK ACCOUNT

Home Tab

Announcements/Notifications: This section will contain important information about FutureLink. This information is posted by the FutureLink administrator at Ohio State.

Shortcuts: These links allow users to access all sections of the system with one click. The number of shortcuts appearing on your homepage will depend on how you completed your student profile during your initial setup.

Alerts: System-driven messages will keep you up-to-date on important functions and features of the FutureLink system.

Calendar: View important and upcoming events such as career fairs and information sessions by clicking on specific dates on the calendar.
YOUR FUTURELINK ACCOUNT

Profile Tab

Personal Information & Academic Information
These tabs are your place to make edits to your personal profile. You will note that much of this information is pre-populated for you. This information comes from your BuckeyeLink account.

Fields you should complete include Status (searching vs. not searching) Graduation Date, Applicant Type, and Career Cluster Interests as these may change at any point that you have an account with FutureLink. Be sure to save your changes when finished editing your profile.

Privacy
Before you can view and apply to any jobs or internships, you must read and agree to abide by the terms in the user agreement and privacy statement.

Checking the box at the end of the screen indicates your willingness to follow these policies.

Password/Preferences
If you need to make changes to your FutureLink password, you must do so through http://8help.osu.edu, as this is also the password to other Ohio State systems like BuckeyeLink and Carmen.

YOUR FUTURELINK ACCOUNT

Documents Tab

Think of the Documents tab as storage space—it’s where you’ll upload and store a polished, carefully crafted copy of your resume, a descriptive cover letter, and perhaps other supportive documents like writing samples or portfolios. When you apply for a position, you can choose to upload from the Documents tab whatever items are necessary for a complete application. The Documents tab is broken into three parts.

**Documents**

To upload a document, click “Add New.”

Label the document you are uploading, such as “S. Gray’s LinkedIn Internship Resume”. Then choose the document type, such as resume, cover letter, etc.

Then browse to find the file to upload. Click “Submit” to finish uploading the document. There is a 200 kb file size limit on each document; you can store up to 20 documents at a time.

**Opt-In Resume Books**

Resume books are a one-stop shop for employers when they are looking to quickly review the resumes of multiple applicants to find viable candidates to fill their positions. Resume books contain the resumes of many Ohio State Arts and Sciences students and recent graduates with similar academic histories,
For example, if you are looking for an internship where you can strengthen your sales skills but haven’t quite found the perfect position to apply for yet, consider publishing to the Internships - Sales Resume Book. By doing so, you put your resume in front of any employer who contacts the Arts and Sciences Career Services Office and requests to see resumes of students and recent graduates interested in working in a sales position. If an employer reviews your resume and sees a potential fit, you may be contacted by that employer to apply for a position. **You must actively select to have your resume included in a resume book. Resumes are not automatically published to resume books when you upload them to the FutureLink system.**

**An exception: When you complete your FutureLink profile, the Privacy tab will ask if you want to be included in the “All Students” resume book. Unless you opt out, you are automatically included in the “All Students” resume book.**

**Document Library**

The document library contains supplemental instructions, guides, application forms, or other supportive documents that may be needed while navigating the FutureLink system or to fully apply for a position. The Document Library also contains links to YouTube videos.
YOUR FUTURELINK ACCOUNT

Jobs and Internships Tab

FutureLink is used to post both full- and part-time jobs as well as internships for Arts and Sciences students and recent graduates at Ohio State. By clicking on the Jobs and Internships tab, you are able to view and apply to positions that interest you and for which you meet the minimum requirements. You are also able to attach any supporting documents (resume, cover letter, etc) with your application. The Jobs and Internships tab has several sections.

Jobs and Internships
This section allows you to view available positions within FutureLink. Use the filters in the top section to help sort through the various opportunities based on job function or industry criteria. Keyword searches can also be performed here.

NOTE: Every position will have an attached job function, which describes the type of work (tasks and skill set). Searching on that criterion is a great place to start if you know the type of work you’d like to do but are open to employment with many different companies.

Once you’ve found a position for which you’d like to apply, click on it for instructions about how to apply and to submit the appropriate documents. If, while you’re searching for positions, you find an opportunity that you would like to bookmark for later access, mark it as a “Favorite.”

Favorites
Here you can view the positions that you marked as Favorites during your search. Viewing your favorite jobs and internships in a table like this allows you to compare items such as job titles, application deadlines, and type of work offered by each opportunity at one time. You can
Advanced Search
If you’re looking to conduct a more specific search for a job or internship, check out the Advanced Search option. Here you can identify exactly what types of opportunities you’re looking for, from position type to job function. You can also search by major or concentration and the location of the position.

While having specific requirements for a position can help you pinpoint exactly what you’d like to apply for, it can be limiting when conducting a search.

For example, if you search for positions open to Communications majors, you may not receive any results. However, a search for positions related to “marketing” may return several opportunities.

It is important to be strategic about your job or internship search. Be sure to utilize the system often and publish your resume to any applicable resume books, as many employers utilize them in addition to the traditional application process for their FutureLink job postings.

Bottom line: Don’t get discouraged if you don’t find hundreds of opportunities in the system from the start. Job and internship searching can be a lengthy process; if you’re able to prioritize exactly what is “non-negotiable” for you in a position and search based on those criteria, you may be more successful in your hunt. If you continue to struggle to find an opportunity in FutureLink, please make an appointment with an Internship Advisor in the Arts and Sciences Career Services Office. Many times, we can connect you to additional resources that will help you secure an amazing learning opportunity!
Search Agent

As mentioned previously, searching for jobs and internships can be a lengthy process. FutureLink can help shorten the time it takes to conduct routine, repeated job searches through the use of a Search Agent.

A Search Agent is a saved set of instructions that tells FutureLink to conduct a job or internship search based on previous user-defined criteria. If you find yourself repeatedly inputting the same parameters during your search, consider using a Search Agent.

For example, each day you may log in to FutureLink and comb the site for a part-time internship that requests Communications majors as applicants. Instead of going to the Advanced Search tab each time, set up a Search Agent.

To do so, start on the Advanced Search tab and input the criteria you normally would when performing the search. Before pressing the “Submit” button, scroll to the top of the page in the shaded gray section of Advanced Search and find Search Agents. Check the box next to the words “Save Existing” and give your job search a title.

You can then move to the Search Agents tab and define the schedule of how often your agent runs, whether it returns only new results, and how many times a day it runs.

Search Agents can be an effective tool to help manage the time spent in the job and internship hunting process. Remember to update your job agents frequently to reflect your changing demographics or academic information as well as capture the many opportunities posted by employers.
Applications
This tab allows you to view the jobs to which you’ve applied. Details such as the document you submitted and the date you applied are included. On this screen you also have the option to withdraw your application from consideration.

Additionally, this tab allows you to plan for follow-up communication with employers, such as inquiring about the status of your application.

<table>
<thead>
<tr>
<th>Job Postings</th>
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<tr>
<td>Applications listed below are only for positions whose interviews are being held off campus. If you applied to a position that is interviewing on campus, check the status of that application on the Interviews tab.</td>
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<th>Items 1-7 of 17</th>
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<tr>
<td><strong>Position</strong></td>
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<td>Deadline Columbus Television Intern</td>
<td>WCVI-TV NBC4</td>
</tr>
<tr>
<td>Donor Recruitment Intern</td>
<td>American Red Cross - Blood Service</td>
</tr>
<tr>
<td>ESPN Radio Cleveland Internship</td>
<td>ESPN Cleveland</td>
</tr>
<tr>
<td>Finance-Administrative Assistant - Special Events Internship</td>
<td>Cleveland National Air Show</td>
</tr>
<tr>
<td>Human Resources Internship</td>
<td>American Red Cross - Blood Service</td>
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YOUR FUTURELINK ACCOUNT

Employers Tab

Employers
FutureLink also allows you to view information related to individual employers, even if they are not actively recruiting within the system. If you find an employer that interests you, mark it as a “Favorite.” You can also search for various employers using the filters in the shaded gray area.

While a position may not be immediately available for which you can apply, do not underestimate the value of researching employers. Learning about company cultures, values, products, and future directions will all be valuable pieces of information to know should a position become available in the future.

Additionally, an employer who has a profile in the FutureLink system means they have a relationship with the Arts and Sciences Career Services Office. With the assistance of an Internship or Job Search Advisor, the employer may be approached for other opportunities.

Favorite Employers
To view a complete list of all the employers you’ve marked as “Favorites”, choose this tab.
Interviews Tab

Interview Requests
Should you be fortunate to receive an interview request from an employer during on-campus recruiting schedules, those requests will appear under the Interviews tab. The name of the position for which you applied, the date you can begin to sign up for an interview, the date interviews end, and a link to actually schedule the interview are all included on this tab. To secure your spot on an interview schedule, click the “Schedule Interview” button.

On the next screen, you’re able to choose the interview time that works best for you given the employer’s schedule request with the Career Services Office.

Scheduled Interviews
Once you have chosen an interview date and time, your interview moves to the “Schedules Interviews” tab. You should also receive a confirmation e-mail from our office.
**Events Tab**

**Career Fairs**
If you are interested in attending any of the annual events in which Arts and Sciences students and recent graduates participate, such as the Government Career Fair or Spring Career Day, use the Events tab to locate those opportunities.

If you select an event, you can view the participating companies and organizations that will be attending. You can also view the positions for which they will be recruiting and send a copy of your resume ahead of time to the employers in which you have a strong interest.

**Info Sessions & Workshops**
Employers may offer information sessions related to employment opportunities; those dates, times, and locations are found on the Information Sessions tab.

Additionally, Arts and Sciences Career Services offers workshops on campus that cover such topics as resume writing, career fair strategies, job search strategies, and interviewing...
techniques. To view the workshop schedules, click on the “Workshops” tab.

**Calendar Tab**

Not only is it important to stay up-to-date with the events happening through Arts and Sciences Career Services, we recognize the need to organize your personal events as well. The Calendar tab serves this purpose. When an event is posted by a member of Career Services, it will appear on one of the sub-tabs, depending on the date of the event.

To be sure you don’t miss an important event, periodically check tabs other than “Agenda.” By doing so, you will allow yourself enough time to plan and prepare for an upcoming event, like a career fair or workshop.

To help you manage all the other important events going on in your life, utilize the “Personal Events” tab. Here you can add your own agenda items for the current date or date in the future. The personal events that you add will appear on not only the “Personal Events” tab, but also on the tab that corresponds to when the event will take place (such as next week or month).
OVERVIEW OF WALK-IN HOURS

Our office staffs internship and job search advisors to aid you in your internship and/or job search. Please review the staff member profiles found at the link below for more information regarding each person’s area of specialization.

http://asccareerservices.osu.edu/directory

In order to meet with one of the staff members listed at the link above, a student must first utilize the walk-in resume review process.* Walk-in hours are generally from 9:30am to 2:30pm Monday through Friday. During a walk-in session, a student meets with a Peer Career Advisor (PCA) to identify the student’s resume strengths and areas for improvement; the PCA can also help a student navigate the FutureLink system. The PCA is another undergraduate student at Ohio State who volunteers his/her time with the Career Services Office and has undergone training in effective resume and cover letter writing.

After a student has had a PCA critique his/her resume and can produce a more polished document, he/she is then eligible to schedule an individualized appointment with an internship or career advisor. During this appointment, the advisor will help the student put the finishing touches on his/her resume and assist him/her in finding internships and/or jobs for which to apply.

*Recent graduates of Ohio State (within the last four academic terms) and seniors from an Arts and Sciences program are exempt from the walk-in requirement and are able to schedule immediately with a career advisor.

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