CAREER SERVICES OFFICE

FutureLink Quick Start Guide
Students and Alumni

LOG-IN
Go to http://futurelink.osu.edu and click on “FutureLink Student Log in”
• Forget your password? You’ll need to contact http://8help.osu.edu
• If prompted, please complete the registration form and watch your OSU email for important follow-up info

NAVIGATE THE HOMEPAGE – Home tab
• View announcements and system alerts from Arts and Sciences (ASC) Career Services
• Quickly advance to other sections of FutureLink using shortcuts
• Jump to GoingGlobal or USA Career Guides, career resources to which the office subscribes

FIND A POSITION – Jobs and Internships tab
• Quickly search for opportunities using given filters like job function, industry, and keyword
• Perform a detailed search by using advanced search filters such as location and GPA
• Create a Search Agent to automate searches you perform on a regular basis
• Submit documents to apply for a position, once found
• Create a list of favorite job or internship opportunities

BUILD A PERSONAL PROFILE – Personal Profile tab
• Add your work experience and project summaries to personalize your profile
• Publish your profile for a personalized URL to share with employers

STORE AND RETRIEVE KEY DOCUMENTS – Documents tab
• Upload resumes, cover letters, portfolios, writing samples, or other supporting documents
• Choose to be a part of an opt-in resume book, which compiles resumes of students with similar job and internship interests for employers to review
• Resume Builder is a great way to begin building your resume virtually

ATTEND CAREER-RELATED EVENTS – Events tab
• View upcoming events such as workshops, career fairs, and employer info sessions that are sponsored by ASC Career Services or by other career offices on campus
• Review companies attending a career fair and majors being recruited at the event

IN-PERSON OPPORTUNITIES— On-Campus Interviews tab
• View requests from employers to interview you (applicable only for On-Campus Recruiting positions)
• Confirm request to interview and schedule a date and time based on employer’s date and
  time of visit to ASC Career Services
• Review the position for which you will be interviewing
• Reschedule or cancel an interview if necessary (be sure to adhere to our office policies
  regarding cancellations)

**RESEARCH EMPLOYERS — Employers tab**
• Find employers by keyword, industry, location, or A-Z index
• Review organization industry, overview of products/services, and address
• View organization’s available positions posted in FutureLink and create a list of favorite
  employers

**MANAGE IMPORTANT DATES AND PERSONAL EVENTS — Calendar tab**
• Browse upcoming events by day, week, month, or year
• View postings by ASC Career Services as well as maintain your own personal event
  calendar

**CAREER FINDER AND RESUME BUILDER — Resources tab**
• Utilize the Career Finder to research possible career paths
• Resume Builder is a great way to begin building your resume virtually

**FILL IN PERSONAL INFORMATION — My Account tab**
• Add your demographic information to create a strong presence in FutureLink
• Choose to be a part of the All Students Resume Book

**RECEIVE EMAILS FROM ARTS AND SCIENCES CAREER SERVICES**
• To receive emails about positions recently posted to FutureLink and other career
  development opportunities, chose YES for the “Receive Email Notifications” field in the
  Privacy sub-tab of your My Account tab.
• Add our office email, asccareer@osu.edu, and staff emails to your Safe Senders list to
  avoid missing important communications from our office. Detailed instructions about how
  to do so are found on our website.

**CONTACT INFORMATION**
**Arts and Sciences Career Services Office**
The Ohio State University
100 Denney Hall, 164 W. Annie and John Glenn Ave, Columbus, OH 43210
P: (614) 292-6961 | F: (614) 688-3036 | E: asccareer@osu.edu
W: [http://asccareerservices.osu.edu](http://asccareerservices.osu.edu)

**Troubleshooting and Technical Questions**
Christian Margard
Career Technology and Data Coordinator
P: (614) 292-6857 | E: margard.2@osu.edu

Stay connected to our office!
ASCcareer