FutureLink Tips & Tricks
Students and Alumni

**LOG-IN**
Go to [http://futurelink.osu.edu](http://futurelink.osu.edu) and click on “Student Log-In”
- Use the same log in credentials as Carmen, Buckeyelink, etc
- Forget your password? Contact [http://8help.osu.edu](http://8help.osu.edu)

**HOME tab**
- Click on the paper airplane in the bottom right-hand corner of the page to send questions to our office about FutureLink
- See applications you’ve submitted (not on-campus recruiting), interviews requested (on-campus recruiting), favorite job postings, and followed employers
- Jump to Going Global or USA Career Guides, career resources to which the office subscribes

**JOBS AND INTERNSHIPS tab**
**NACElink Extended Job Search**
- Positions represent a wider geographic/content area and therefore a wider candidate pool
- Positions are not vetted by ASC Career Services
- Pulls in results from JobCentral, Google, Indeed, and SimplyHired

**FutureLink Postings**
- Review application instructions carefully: some positions require you also apply outside of FutureLink
- Create a job search agent that can alert you to positions of interest
- View the positions you have applied to by clicking My Job Applications

**NOTE:** This will NOT tell you if you’ve been invited to an interview, etc. That communication is done externally to FutureLink.

**Recommended Jobs**
- FutureLink jobs and internships are recommended to a user based on profile information, previous applications, favorite employers, and other key information
- Reports information based on a percentage match
- Allows for a more in-depth search without creating an Advanced Search

**DOCUMENTS tab**
- Upload one general resume not targeted to any one employer or position; mark it as “default”
- Label each document you upload correctly; file size is limited to 500kb each and a maximum of 20 documents can be uploaded to your profile
- Publish industry/career cluster specific resumes to the targeted resume books
**Events tab**
- RSVP to all workshops, as seating is usually limited; if RSVP not available through FutureLink call the office or email the workshop facilitator

**On-Campus Interviews tab**
- ONLY CONTAINS INTERVIEW REQUESTS FOR OCR POSITIONS
- Schedule your interview promptly, as only a small window exists to sign up before your slot can be released to an alternate candidate
- Requested Interviews dashboard shows sign-up status for an interview (invited or alternate)
- Be sure to adhere to our office policies if you need to cancel an interview

**Employers tab**
- Conduct employer research before writing your cover letter or interviewing
- All fields are populated by employers; they can add as little or as much info as they wish
- Learn more about the company via their YouTube, Twitter, LinkedIn, and Facebook feeds
- Contacts listed in the Contact Directory have authorized the release of their information to you

**Resources tab**
- Utilize the Career Finder tool to research possible career fields and occupations
- Resume Builder can assist you with building your resume virtually – be sure to check out the variety of templates and customizations

**My Account tab**
- Update your academic profile every term – some positions screen applicants based on these fields
- Choose a “Career Interest”; every position in FutureLink is given a career cluster label as well
- Review your selection of whether or not to be included in the All Students resume book

**Contact Information**

**Arts and Sciences Career Services Office**
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**Troubleshooting/Technical Questions**
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Stay connected to our office!

ASCcareer