ARKANSAS TECH UNIVERSITY™
CAREER*link*
CONNECTING EMPLOYEES AND EMPLOYERS

Registration and Sign-on

- Log into your OneTech account
- Click on your **Student Tab**
- Click on the **CAREERlink** logo
- **First time users**, fill in your information and hit the **continue** button. Then **Save & Submit** your profile.
- **Returning users**, you will automatically be logged in.

Completing/ Updating Your Profile

- Go to the **My Account** tab on the top left
- On the drop down menu click **My Profile**
- Update your profile information by clicking the **Edit** button
- Click the **Save** button when your changes are complete

Searching Jobs

- Go to the **Job Search** tab
- Click either **Job Search** or **On-Campus Student Employment**
- To view the job details click on the job title
- When you look at the job details you can add a job to your favorites, e-mail the job listing to a friend, or apply for the position

Searching Employers

- Click the **Employer Directory** tab
- Browse through the employers or search a specific employer
- For more information about an employer click on the name of the employer

Uploading a Document

- Go to the **My Account** tab
- On the drop down menu click **My Documents**
- Next to the document you would like to upload, click the **Add** button.
- Name your document, then browse your computer for your resume document
- Click the **Save** button
- Your document requires approval. A response with feedback can take 1 business day.

Contact Norman Career Services if you need any assistance. Doc Bryan, 229 479.968.0278 career.services@atu.edu