

STUDENT USER GUIDE

BulldogLink is Fresno State Career Services' web-based job posting, recruitment, career fair and career opportunity management system. Get ready for one of the most powerful job, internship, career event and career information search tools in your career toolbox! If you're not registered in BulldogLink, you're not connected with Career Services.

CURRENT STUDENT LOG IN

Go to www.csufresno.edu/careers and click on the appropriate log-in button for access. You may be asked to enter the same log-in information as if you were logging into your student portal account (<http://my.csufresno.edu>). **YOU WILL NOT BE ABLE TO LOG IN THIS WAY IF YOU CHANGE YOUR USERNAME IN THE BULLDOGLINK SYSTEM.**

OR

Log into your student portal account (<http://my.csufresno.edu>), then click on the link provided on the upper left list or under the Career Services folder within the Student Self Service screen. **YOU WILL NOT BE ABLE TO LOG IN THIS WAY IF YOU CHANGE YOUR USERNAME IN THE BULLDOGLINK SYSTEM.**

ALUMNI OR OTHER APPROVED GUEST LOGIN INSTRUCTIONS

Go to www.csufresno.edu/careers and click on the Alumni log-in access link for BulldogLink; to gain access, enter your system username and password. You may change your password to whatever you desired once you are in the system.

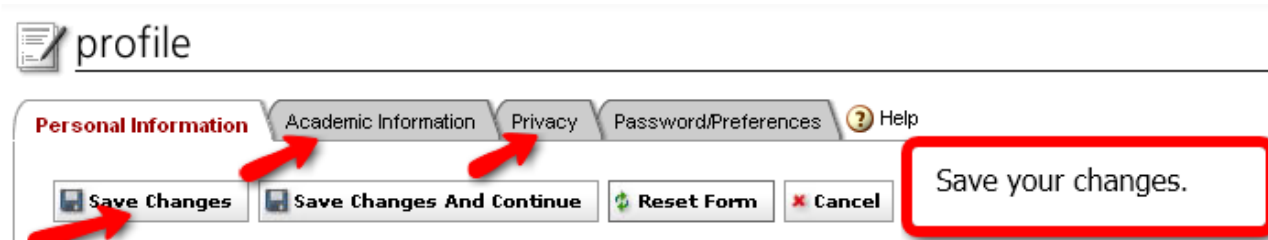
You are now ready to use BulldogLink. Check and update your academic and personal information under the Profile tab. Also, check for help documents and information posted under the announcements section of the Home tab. Explore away!

UPDATING YOUR PROFILE

Once you log in, click on Profile to update your information.



On the next page, click on each tab to update all your information.



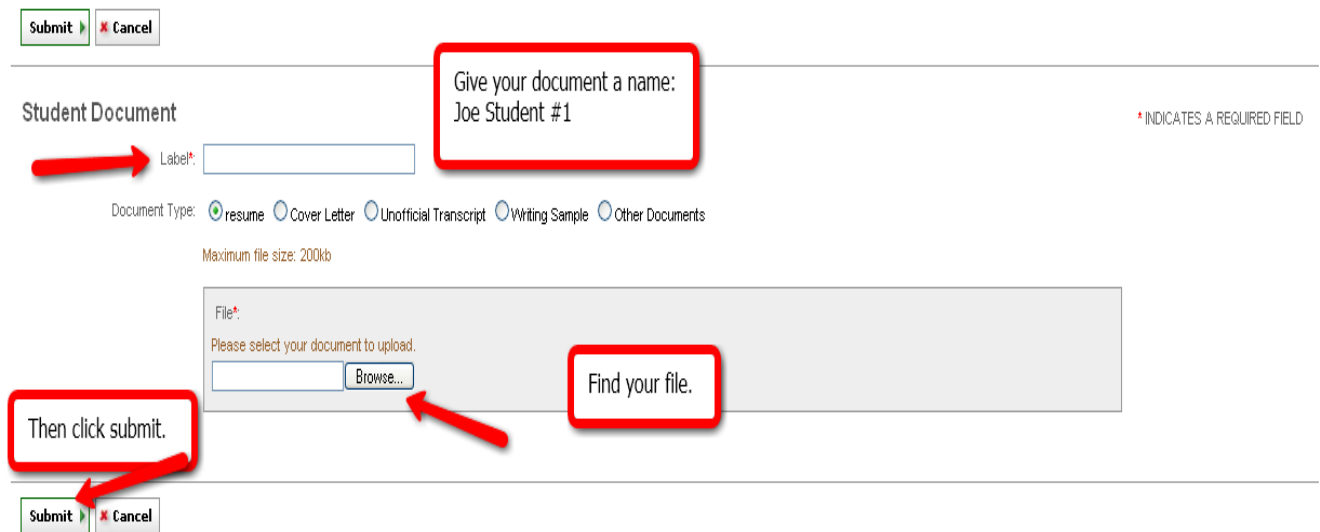
Be sure your profile is accurate and your e-mail is correct! If desired, change your password by clicking on the “Password/Preferences” tab.

UPLOADING DOCUMENTS

To upload your resume, click on the Documents tab on the top navigation bar. Then click on the “Add New” button.



On the next page, choose a title for your resume, then click Browse to find your file, then click Submit to upload.



SEARCHING FOR JOBS & INTERNSHIPS



To search for jobs & internships, click on the “Jobs & Internships” tab. You can search by Position Type (i.e. Full Time jobs, OCR Jobs, Internships, Part Time jobs etc.). You can also search by Job Function (i.e. the type of work you would be doing), or Industry (the type of company where you want to work). You can also search by keywords. The MORE fields you fill in, the FEWER results you see. Once you set up your search, just click on the Search button to see a list of jobs or internships that fit your criteria.

find jobs Favorites Advanced Search Search Agents Applications Video Tutorial Help

Show Me: All Jobs & Interviews
 Position Type: Part Time
 Ignore National Jobs: yes no
 Job Function:
 Industry:
 Keywords:
(searches job title, ID, description, and employer name: min. 3 characters)
 See Advanced Search for more search options.

Search Clear

Batch Options: View Printable Job List

Showing 20 at a time: Items 1-18 of 18 (Results as of: Nov 14, 2008: 11:53 am)

Job Title	ID	Employer	Location	Position Type	Posted	Deadline	Position Type	Options
Student Assistant position number: 1108SES546	681	University Enterprises, Inc. (formerly CSUS Foundation)	Mariposa, California	Part Time	Nov 12, 2008	Dec 25, 2008	J	ADD FAVORITE
Tutor High School Students - Great Pay and Flexible Hours Part I	683	UniversityTutor.com	Fresno, California	Part Time	Nov 12, 2008	Jan 11, 2009	J	ADD FAVORITE
Jr. Financial Planner Internship - Paid	663	Lincoln Financial Advisors	Bakersfield, California Fresno, California	Part Time, Internship (Paid)	Nov 11, 2008	Dec 31, 2008	J	ADD FAVORITE

Each selection narrows your search for available positions. Don't check but 1 or 2 if you want to see all the jobs that are available.

Campus Interviews: P = Pre-select O = open C = Resume Collect
 J = Job Listing CF = Career Fair [\[show list with status\]](#)

You can also click on the Advanced Search sub-tab to see other more advanced searches. When setting up an Advanced Search, you can create a Search Agent, which will send you job or internship listings that fit your interests as soon as they are posted, so you can stay updated on new listings.

job postings

find jobs Favorites **Advanced Search** Search Agents Applications Search Results Video Tutorial Help

Advanced Search Options

Search Agents: [select existing]
 Save as:
 Show Me: All Jobs & Interviews
 Posting Date (last # days):
 Keywords:
Searches job title, ID, description, and employer name.

To do this, click on the box next to the “Save as” field and then give your search a name. Fill out the fields you want, then click Submit at the bottom of the page. This will save your search and set up the Search Agent.

APPLYING FOR JOBS & INTERNSHIPS

When you see a job or internship you are interested in, click the title to see the description. Read the job description carefully! If you meet the requirements, you will be able to apply to the position. (You will NOT be able to apply if you do not.) Click Submit (on the right-hand side of the page) to apply.

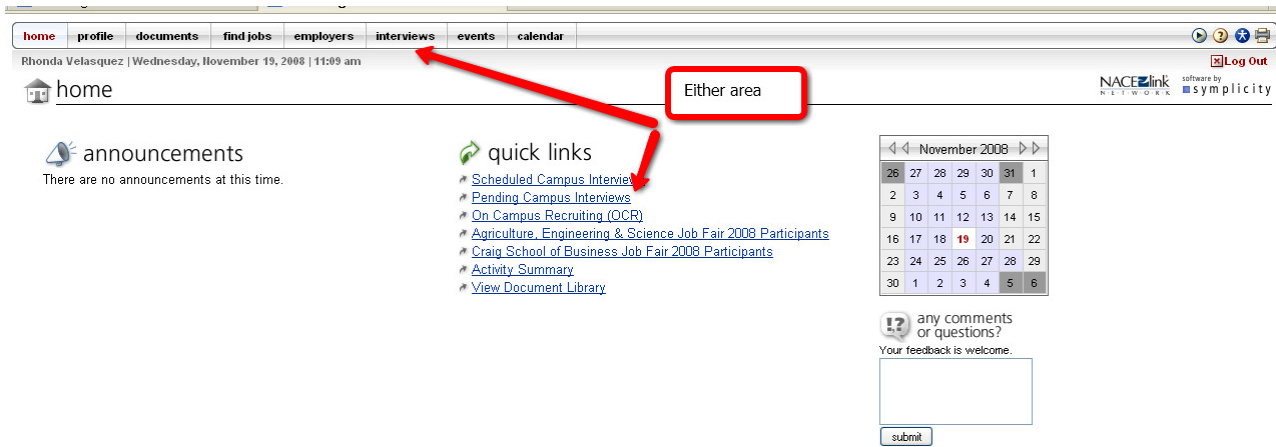
The screenshot shows a web application interface for applying for a job. At the top left, there is a 'job postings' header. On the right, there are logos for 'NACElink NETWORK' and 'software by sympli'. Below the header, there is a navigation bar with 'Sales Associate', 'Video Tutorial', and 'Help' links. The main content area is divided into two columns. The left column is titled 'Position Information' and contains the following details: Employer: Laloo's Goat Milk Ice Cream (with a 'view profile' link), Division: N/A, Title: Sales Associate, and a detailed description of the job. The right column is titled 'Application Status' and contains instructions for applying, a 'Resume' dropdown menu (with a red arrow pointing to it), a 'Check Spelling' button, and a 'Submit' button (with a red arrow pointing to it). There is also a 'Notes' text area and an 'Add New' button next to the resume dropdown.

Once you have applied for a job, you will have to wait to see if the employer is going to contact you to schedule an interview. Most employers will call you by phone or email you to set up an interview at the company site; please return all employer calls or emails immediately, even if it is to say you are no longer available. The only case where an employer would contact you via BulldogLink to schedule an interview is if the employer is interviewing on campus through On Campus Recruiting (for either full time jobs or internships). See the next section for details.

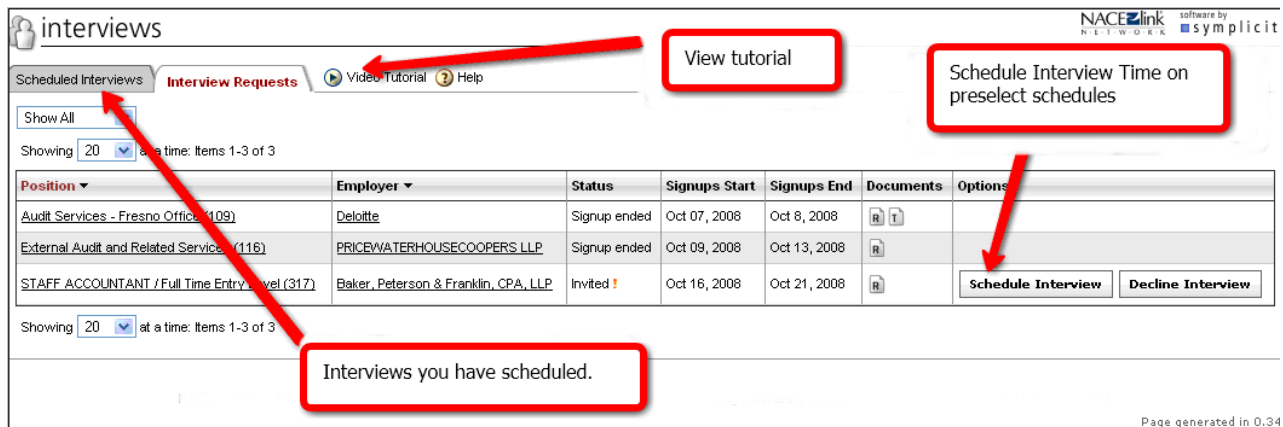
MANAGING ON-CAMPUS RECRUITING (OCR) AND SCHEDULING

On-Campus Recruiting (OCR) is a special program to help graduating seniors receive full-time jobs (and undergraduates seek paid internships). For full-time jobs, eligibility for students graduating in May or August includes two semesters before graduation and one semester after graduation; eligibility for December graduates includes one semester before graduation and one semester after graduation.

If you have applied for a job or internship where the company is recruiting on-campus, you can see whether you were selected for an interview in several places. You can click on the Interviews tab, and see the status under "Status." If the employer hasn't decided who to interview yet, your status will be "Pending."



If you are selected for an interview, you will see an Alert on your homepage saying to sign up. You can then sign up for your interview by clicking the Interviews tab (you will see that your Status now says “Invited”). Then click on the “Schedule Interview” button. Select the interview that fits your time frame by clicking on the time slot, then click the Submit button at the bottom of the page.



IMPORTANT NOTE: The interview schedule freezes in BulldogLink 48 hours prior to the interview date. **NO CHANGES** are allowed after this time. You **MUST** appear for the interview. If you do not show up for a scheduled interview, and if you do not call with a valid emergency or excuse, your BulldogLink privileges can be revoked until such time as you meet a career counselor and write a letter of apology to the employer.

Once you’ve signed up for an interview, you can view your interview by clicking the Interview tab.

MANAGING EVENTS AND CALENDAR

To view events, such as job fairs, corporate presentations, and Career Services’ workshops, click on the Events tab. You can then explore events by clicking on the sub-tabs, such as Corporate Events (i.e. corporate presentations and Information Sessions), and Workshops & Career Services’ Events.

events

Career Fairs Information Sessions Workshops Video Tutorial Help

Showing 20 at a time: Items 1-2 of 2

Fair	Days	Participants
Agriculture, Engineering & Science Job Fair 2008	AES Job Fair 2008 (October 01, 2008)	52
Craig School of Business Job Fair 2008	CSB Job Fair 2008 (October 21, 2008)	50

Showing 20 at a time: Items 1-2 of 2

When viewing the Month view, click on the number of the date you want to see details on to open the day view of that date.



You can also view the whole Calendar by clicking on the Calendar tab. You can then click on sub-tabs to see the events of the day by clicking “Day View”, “Week View,” “Month View” etc.

calendar

Today Day View Week View Month View Year View Personal Events Help

Click on your favorite view.

Today's Events

(10:00 AM) [Monday Walk-ins in Joyal 256](#)
Joyal Administration 256

You can also research Employers by clicking on the Employers tab.

home profile documents find jobs employers interviews events calendar

Rhonda Velasquez | Thursday, November 6, 2008 | 12:05 pm

employer profiles

Employers Favorite Employers Video Tutorial Help

Industry Keywords

On Campus Events? Yes No Ignore
(for which you are eligible)

Legend: I=Interviews IS=Information Session

Showing 20 at a time: Items 1-20 of 228

Organization	Website
Bonneville Power Administration	
U.S. General Services Administration	http://www.gsa.gov/jobs
ABB, Inc.	http://www.abb.us
Abercrombie & Fitch	
Action Air Conditioning, Heating and Plumbing	

Click on the name of the employer you would like to explore. You can see what jobs they have listed. Or follow the link to the website.

RESUME BOOKS



NACElink
CAREER SERVICES MANAGER MODULAR EDITION
software by simplicity

home profile documents find jobs interviews events calendar

home

Click on documents tab.

announcements

Great News!!
Want jobs emailed to you?

Instead of logging in daily to look at jobs, you can set up **Search Agents** and receive emails as often as you wish.

shortcuts

- Scheduled Campus Interviews
- Pending Campus Interviews
- Campus Interviews I Qualify For
- Agricultural, Engineering & Science Job Fair 2009 Participants
- Craig School of Business Job Fair 2009 Participants
- Jobs I Qualify For
- View Document Library

home profile documents find jobs employers interviews events calendar

resumes

Documents Opt-In Resume Book Document Library Help

To view PDF files, you may need [Adobe Acrobat Reader](#).

Showing 10 at a time: 2 Items

Document Title	Document Type	View	Last Modified	Status	Options
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Select Opt-In Resume Book

home profile documents find jobs employers interviews events calendar

resumes

Documents Opt-In Resume Book Document Library Help

To view PDF files, you may need [Adobe Acrobat Reader](#).

Showing 10 at a time: 2 Items

Document Title	View	Last Modified	Status	Target Opt-In Resume Book	Options
D Resume		08/26/2008 09:10:00 am	ready		Select Resume Books

Click on Select Resume Books

To view PDF files, you may need [Adobe Acrobat Reader](#).

Submit Cancel

* INDICATES A REQUIRED FIELD

Student Document

Label*:

Resume: Preview: resume: [D Resume.doc](#).

- Target Opt-In Resume Book:
- Alumni Seeking Career Positions
 - Available Tutors for Hire
 - Current Student Seeking Part-Time or Internship
 - Graduating Senior Seeking Full-Time

Select best fit.

After you select, press submit button.

Submit Cancel

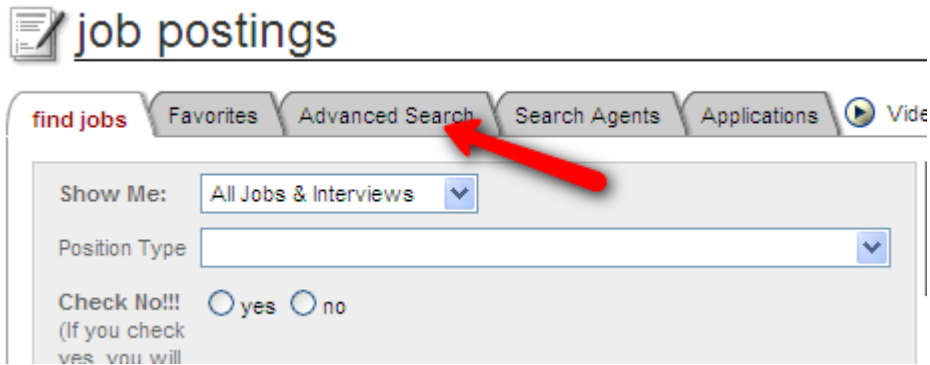
JOB SEARCH AGENTS

Instead of logging in daily to look at jobs, you can set up **Search Agents** and receive emails as often as you wish.

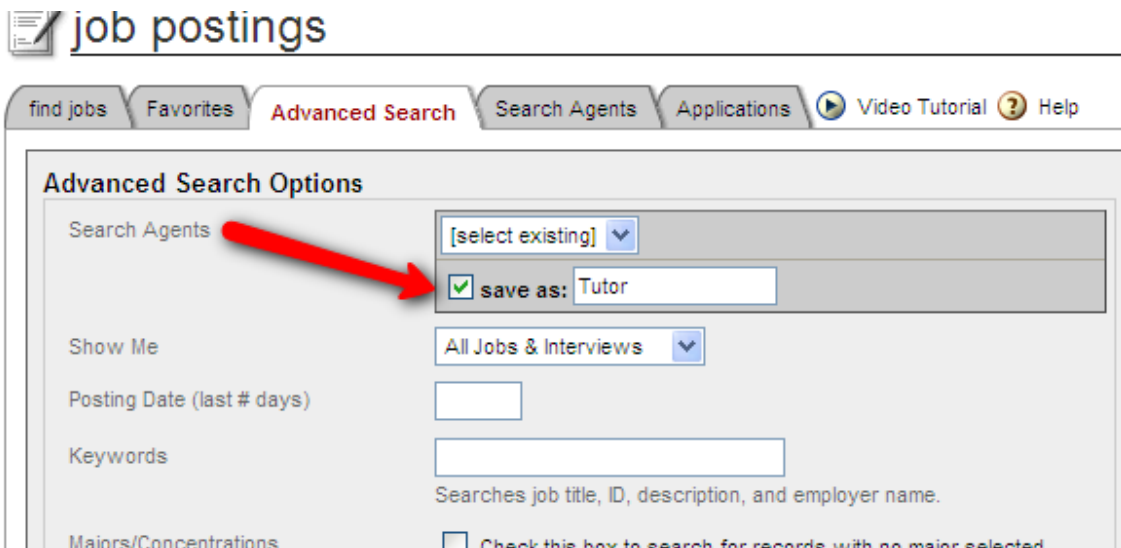
1. Go to **Find Jobs/BulldogJobs**

The screenshot shows the top navigation bar of the Career Services website. The 'find jobs' menu item is highlighted with a red box and an arrow pointing to it from the text 'Select and go to Bulldogjobs'. Below the navigation bar, there are sections for 'announcements' and 'shortcuts'. The 'announcements' section contains a message about the Resume Books feature. The 'shortcuts' section lists several links related to campus interviews and job opportunities.

2. Click on the **Advanced Search** tab





3. Check **Save As** box and give your search agent a name (such as "Tutor Jobs" or "Clerical Jobs")
4. Under **Keywords**, enter words that trigger a successful search (such as "tutor, education, teacher" or "clerical, office, administrative")



5. Under **Position Type**, select Part Time, Internship (Paid), etc. and click "Submit."

job postings

find jobs Favorites **Advanced Search** Search Agents Applications  Video Tutorial  Help

Advanced Search Options

Search Agents: [select existing] v
 save as: Tutor


Show Me: All Jobs & Interviews v

Posting Date (last # days):

Keywords:
Searches job title, ID, description, and employer name.

Majors/Concentrations: Check this box to search for records with no major selected
[select] v clear



Ignores jobs with 'All Majors' selected: yes no

Position Type:  [no selection] v
Part Time
Full Time
Internship (Paid)
On Campus Job (Non Federal Work Study)
Graduate Assistant (Fresno State)
Federal Work Study Job (Approved by Fresno State Financial Aid)
Co-op (Full-Time Internship-Six months or longer)

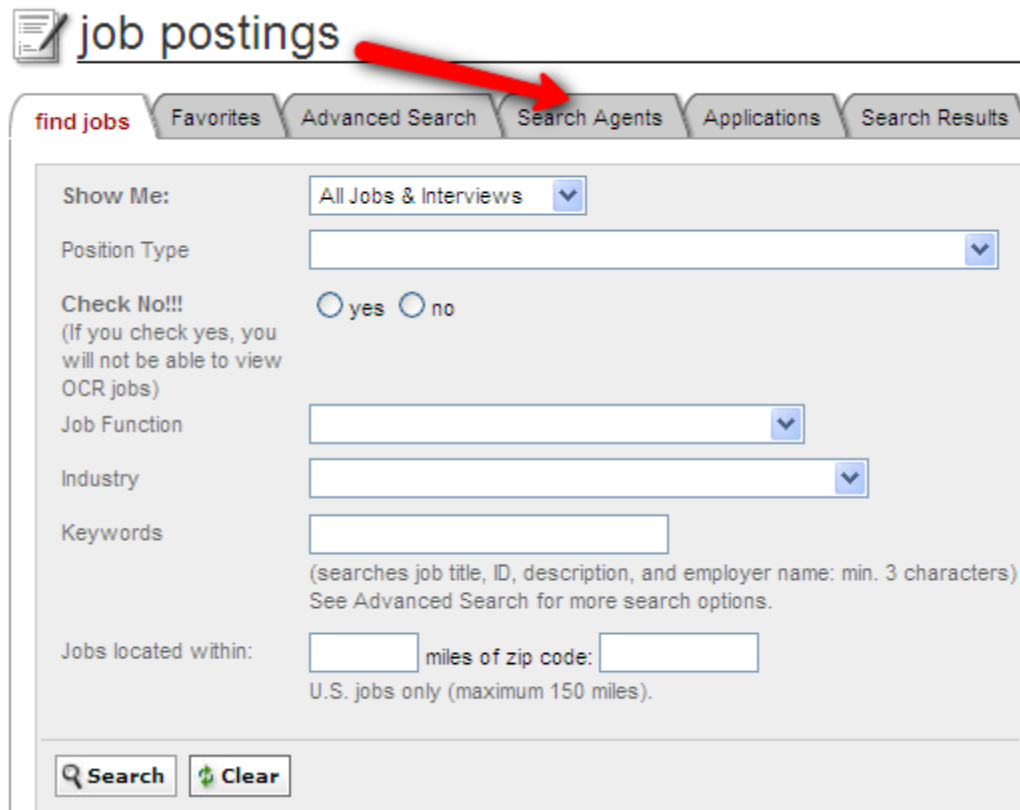
Country: United States v
Canada
Afghanistan
Albania
Algeria

Job located within: miles of zip code:
U.S. jobs only (maximum 150 miles).

Ignore National Jobs: yes no

Submit  **Reset**  **Clear**

- Next, click on the **Search Agents** tab



job postings

find jobs Favorites Advanced Search **Search Agents** Applications Search Results

Show Me: All Jobs & Interviews

Position Type

Check No!!!
(If you check yes, you will not be able to view OCR jobs)
 yes no

Job Function

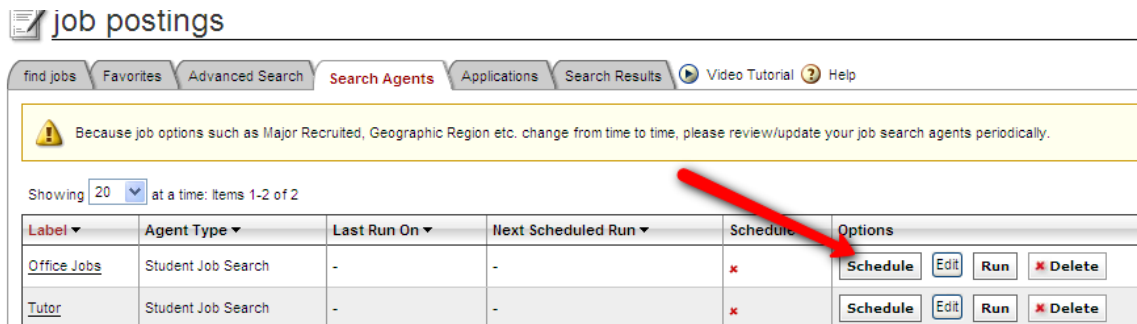
Industry

Keywords
(searches job title, ID, description, and employer name: min. 3 characters)
See Advanced Search for more search options.

Jobs located within: miles of zip code:
U.S. jobs only (maximum 150 miles).

Search Clear

- Under **Options**, click **Schedule**



job postings


find jobs Favorites Advanced Search **Search Agents** Applications Search Results Video Tutorial Help

Because job options such as Major Recruited, Geographic Region etc. change from time to time, please review/update your job search agents periodically.

Showing 20 at a time: Items 1-2 of 2

Label	Agent Type	Last Run On	Next Scheduled Run	Schedule	Options
Office Jobs	Student Job Search	-	-	x	Schedule Edit Run Delete
Tutor	Student Job Search	-	-	x	Schedule Edit Run Delete

8. Click on the **Yes** button and click on "Submit."

 job postings NACElink software by
NETWORK symplific

Student Job Search [Video Tutorial](#) [Help](#)

* INDICATES A REQUIRED FIELD

Label:

Enabled*: Checking 'yes' will enable your agent to be run on a scheduled basis.
 yes no

Period*: Select a frequency for this agent to run.

Multiple*: The value entered here will be used to determine how frequently your agent is run. (Example: Period=month, Multiple=2, Agent will be run every 2 months.)

Include only new results*: Checking 'yes' will only include new results posted since the last run date
 yes no

9. You're set to receive these jobs by email!