



Career Development Center
California Institute of Technology

TECHERlink

Caltech Employer User Guide

**How to utilize TECHERlink for Work Study
job postings and applications**

Step 1: Begin by navigating to the Career Development Center website at <https://career.caltech.edu> and click on the Caltech Employers menu option (yellow arrow below)

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Welcome to the Career Development Center



Caltech

Step 2: Once you have entered the Caltech Employers section of the website, you will see where it says to **Enter TECHERlink** (yellow arrow). If you already have a username and password, you may type those in their designated boxes and click GO. If this is your first time using TECHERlink, you will need to register and can do so by clicking **Register as a New Employer** (green arrow). You will then be taken to the registration page.

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Caltech Employers

Post and View Your Work Study Positions

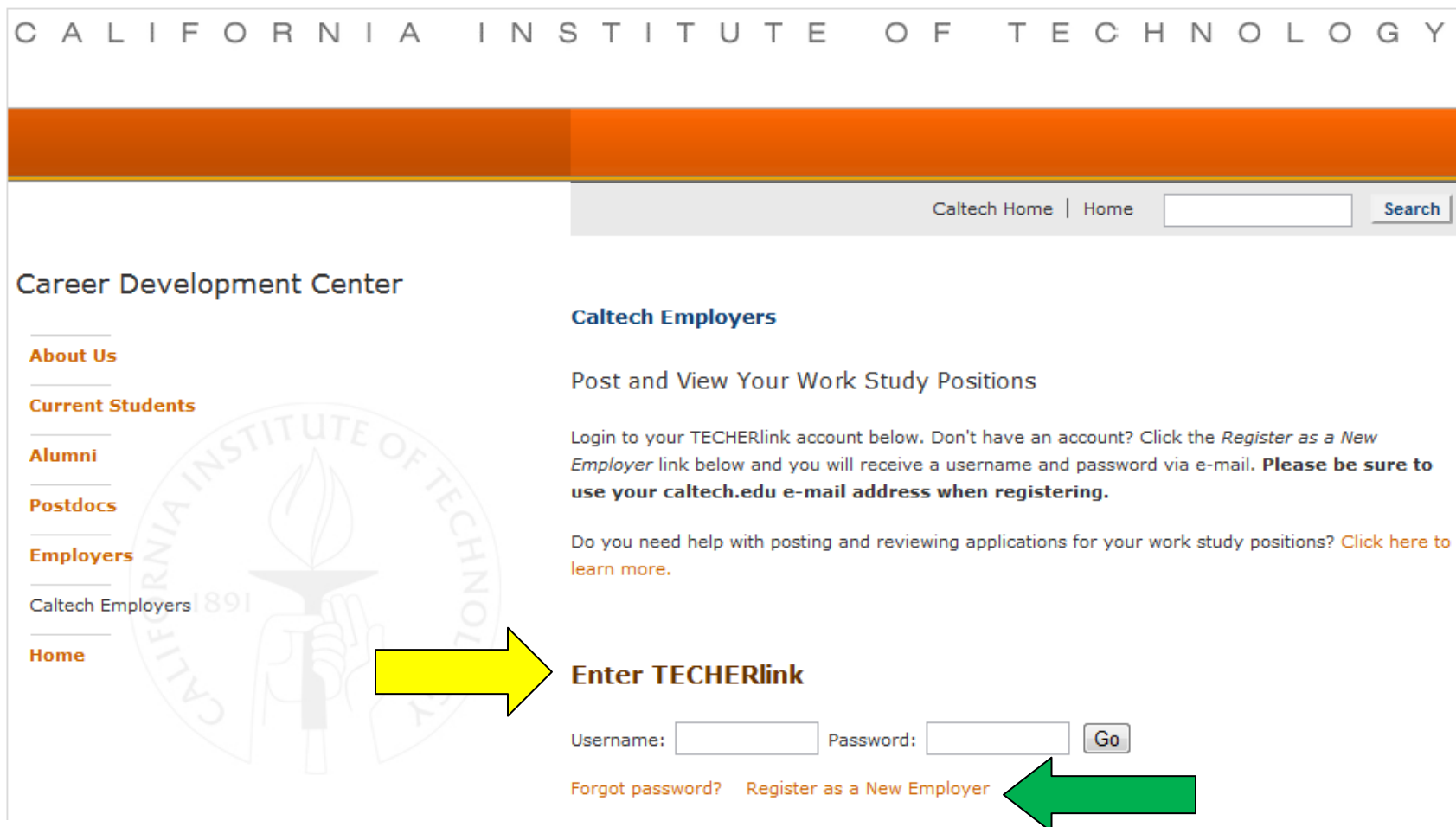
Login to your TECHERlink account below. Don't have an account? Click the *Register as a New Employer* link below and you will receive a username and password via e-mail. **Please be sure to use your caltech.edu e-mail address when registering.**

Do you need help with posting and reviewing applications for your work study positions? [Click here to learn more.](#)

Enter TECHERlink

Username: Password:

[Forgot password?](#) [Register as a New Employer](#)



If you have already registered for TEACHERlink, please continue on to Step 4

Step 3: Once you have clicked on **Register as a New Employer**, you will be taken to the registration page you see below. Be sure to designate yourself as a Caltech Employer by selecting YES for the question seen below (yellow arrow). Additionally, please be sure to use your Caltech.edu e-mail address, as this helps our office to track Caltech Employers in our system.

Register

Help

NACElink NETWORK software by simplicity™

Sign in | Forgot my password | **Register** | Register And Post Local Job | Register And Post Job At Multiple Schools

Submit | Cancel

* indicates a required field

Company Information

Please provide as much information as possible

Are you a Caltech/On-Campus Employer*: Yes No

Industry*:

- Accounting
- Advertising
- Aerospace
- Agriculture
- Architecture/Urban Planning
- Arts
- Automotive
- Banking

Organization Name*:

Description*: Enter a brief description of your organization.

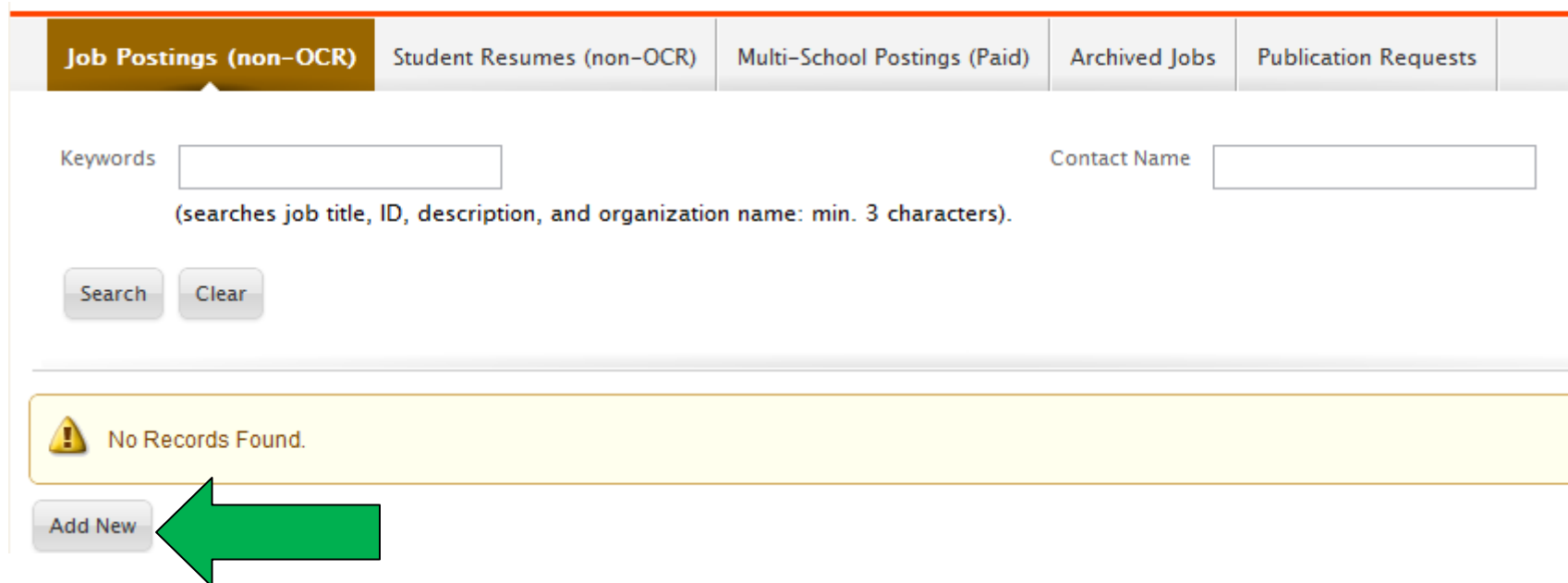
Check Spelling

Once you have completed this registration, the Career Development Center will send you a username and password via e-mail within 24 hours.

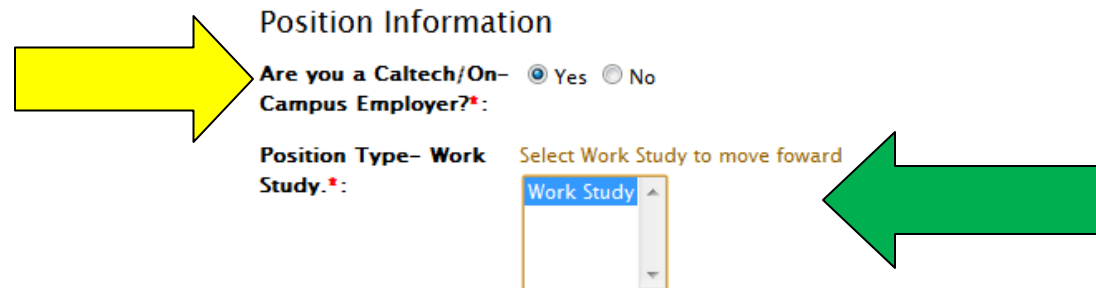
Step 4: When you have logged into the TEACHERlink system, click on the Jobs tab from the top navigation menu (yellow arrow).



Step 5: After clicking into the Jobs tab, you will automatically be taken to the Job Postings (non-ocr) sub-tab. Click Add New to begin creating your work study job posting (green arrow).

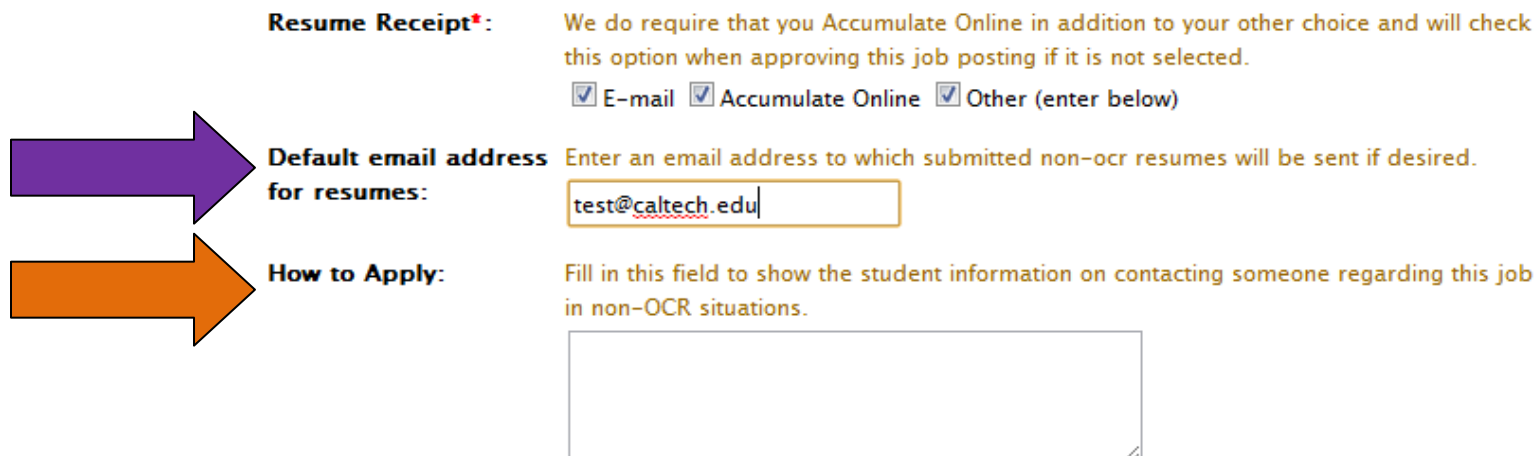


Step 6: When creating your job posting, you must answer YES to the question **Are you a Caltech/On-Campus Employer** (yellow arrow)? Once you select YES, the **Position Type- Work Study** field will appear (green arrow). Be sure to select **Work Study**. This will help to categorize these jobs so that work study eligible students are able to search and qualify for application.



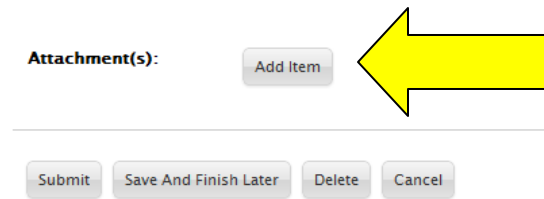
The screenshot shows a section titled "Position Information". A yellow arrow points to the question "Are you a Caltech/On-Campus Employer?*" with the "Yes" radio button selected. Below this, a green arrow points to a dropdown menu for "Position Type- Work Study.*" which has "Work Study" selected. A note above the dropdown says "Select Work Study to move forward".

Step 7: In the job posting form, you will see an option for **Resume Receipt**. Be sure to select **Accumulate Online**, which will collect the student resumes in the TECHERlink system. You may also select to have resumes **E-mailed** to you (purple arrow) and/or **Other**, which will cause a text box to appear where you may add specific application instructions (orange arrow).



The screenshot shows the "Resume Receipt*" section. A purple arrow points to the "Default email address for resumes:" field, which contains "test@caltech.edu". An orange arrow points to the "How to Apply:" text area, which is currently empty. The "Resume Receipt*" section includes a note: "We do require that you Accumulate Online in addition to your other choice and will check this option when approving this job posting if it is not selected." and three checked checkboxes: "E-mail", "Accumulate Online", and "Other (enter below)".

Step 8: You also have the option to add a attachment to your job posting. Click on the Add Item button on the bottom of the job posting form (yellow arrow).



Step 9: Continue to complete the job posting, then click **Submit** at the top or bottom of your screen. The Career Development Center will approve your job posting within 24 hours and it will be visible to students for up to 45 days. If after that period of time you would like to re-post your position, you may do so by following the steps above and, once in the job posting form, you are able to copy archived or existing positions. Click submit and your job will be approved and re-posted.

Step 10: Your active job postings will appear under the Job Postings (non-ocr) sub-tab. To view students who have applied for your work study position along with their submitted documents, click on the Student Resumes (non-ocr) sub-tab (yellow arrow). Student names have been blocked in this user guide for confidentiality purposes.

The screenshot shows the TEACHERlink interface. At the top, there is a navigation bar with several tabs: "Job Postings (non-OCR)", "Student Resumes (non-OCR)", "OneStop Multi-School Postings (Paid)", "Archived Jobs", and "Publication Requests". The "Student Resumes (non-OCR)" tab is highlighted in brown and has a yellow arrow pointing to it. Below the navigation bar is a light green box containing a lightbulb icon and the text: "To view PDF files, you may need [Adobe Reader](#). To view Excel files, you may need [Excel Viewer 2003](#)." Below this is a search area with three dropdown menus labeled "Position", "Status", and "Office", and two buttons labeled "Search" and "Clear". Below the search area is a horizontal line. Below the line are several buttons: "Mail to Checked", "Save As Excel", and "Generate Book". To the right of these buttons is the text "Items 1-10 of 10". To the right of that is "SHOW 20 per page" with a dropdown arrow and a link "[show all]". Below this is a table with the following columns: "Portfolio", "Last Name", "First Name", "Position", "Documents", "Date Submitted", "Status", "Student Availability", and "Coop Job Offer". The table contains four rows of data, all with "Library Work (1083)" in the "Position" column. The "Date Submitted" values are "Mar 27, 2011 11:34:00 pm", "Sep 24, 2010 04:07:00 pm", "Sep 04, 2010 01:03:00 am", and "Apr 18, 2011 12:58:00 pm".

Have questions? Please contact the Career Development Center at 626-395-6361 or career@caltech.edu

The direct link for TEACHERlink is <https://caltech-csm.symplicity.com/employers>