



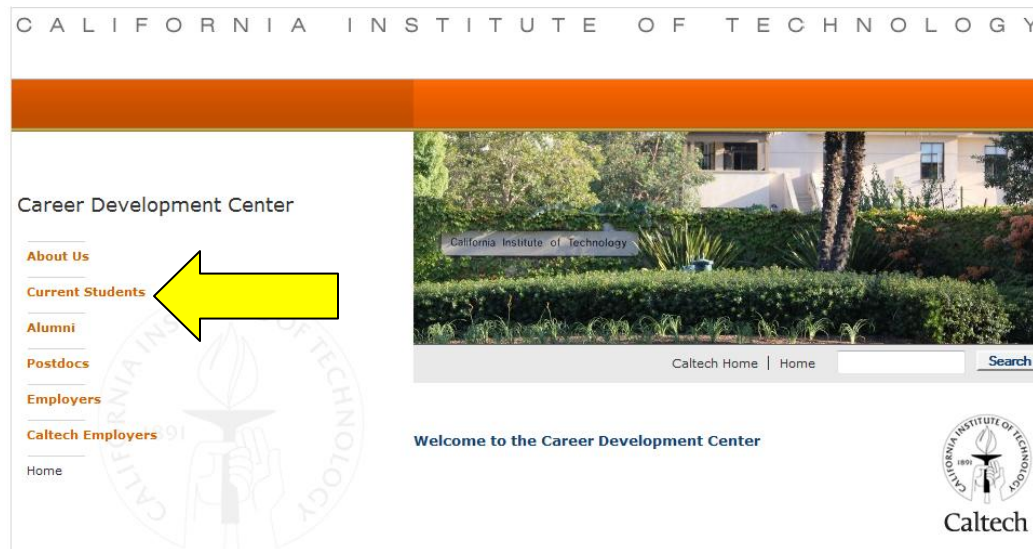
**Career Development Center**  
California Institute of Technology

# **TECHER link**

*Caltech Student User Guide*

**How to utilize TECHERlink to  
search and apply for work study positions**

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

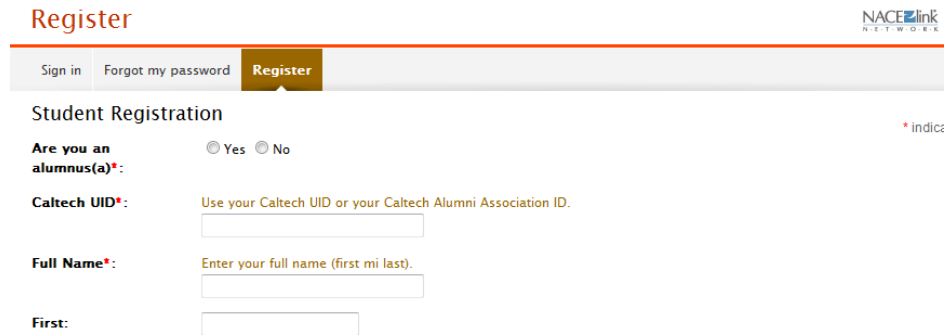


**Step 2:** Once you have entered the Current Students section of the website and click on the Work Study menu option (yellow arrow), you will see the Enter TECHERlink (green arrow) option. If you already have a username and password, you may type those in their designated boxes and click GO. If this is your first time using TECHERlink, you will need to register and can do so by clicking Register For TECHERlink (purple arrow). You will then be taken to the registration page.



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

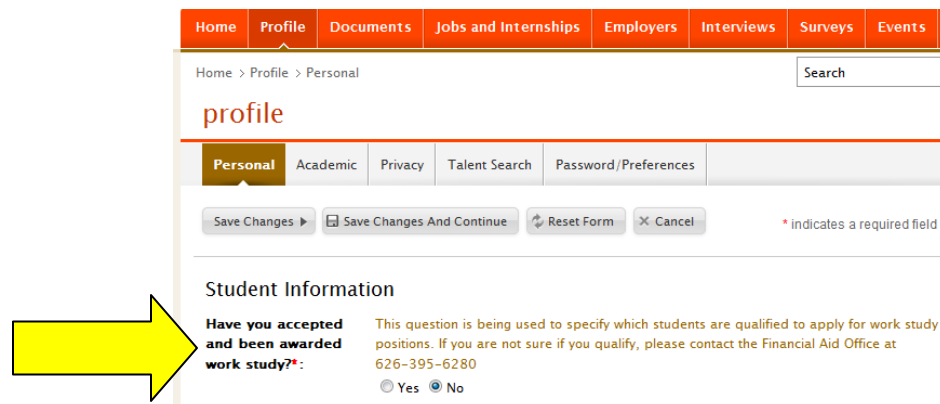
**Step 3:** Once you have clicked to register for TECHERlink, you will be taken to the registration page you see below. Please be sure to use your Caltech.edu e-mail address, as this helps our office to track Caltech students in our system.



The screenshot shows the 'Register' page for TECHERlink. At the top, there are links for 'Sign in', 'Forgot my password', and 'Register'. Below this is the 'Student Registration' section. It includes a question 'Are you an alumnus(a)\*:' with radio buttons for 'Yes' and 'No'. There are three input fields: 'Caltech UID\*:' with a hint 'Use your Caltech UID or your Caltech Alumni Association ID.', 'Full Name\*:' with a hint 'Enter your full name (first mi last).', and 'First:'. A small red asterisk indicates required fields.

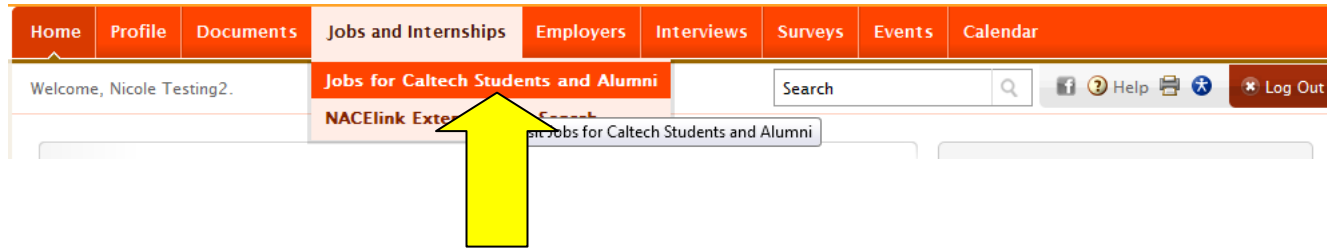
*Once you have completed this registration, the Career Development Center will send you a username and password via e-mail within 24 hours.*

**Step 4:** When you have logged into the TECHERlink system, navigate to the Profile tab and then the Personal sub-tab. Answer the required question regarding work study (yellow arrow).

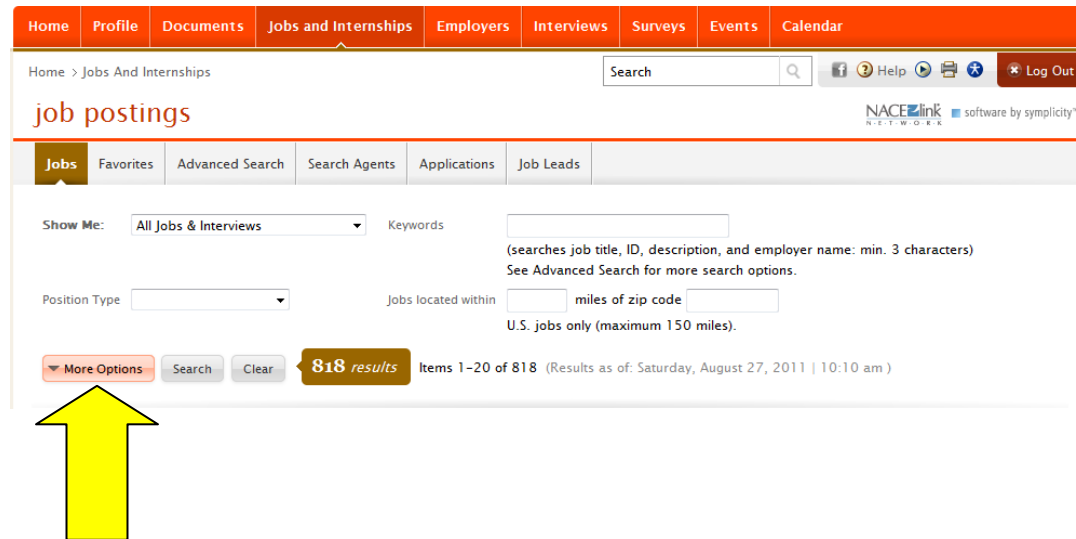


The screenshot shows the 'profile' page in the TECHERlink system. The navigation tabs at the top are 'Home', 'Profile', 'Documents', 'Jobs and Internships', 'Employers', 'Interviews', 'Surveys', and 'Events'. The 'Profile' tab is selected, and the 'Personal' sub-tab is active. Below the sub-tabs are buttons for 'Save Changes', 'Save Changes And Continue', 'Reset Form', and 'Cancel'. The 'Student Information' section contains a question: 'Have you accepted and been awarded work study?\*', with a hint explaining its purpose and contact information. The 'No' radio button is selected. A large yellow arrow points to this question.

**Step 5:** Click on the Jobs and Internships tab and then proceed to the Jobs for Caltech Students and Alumni (yellow arrow).



**Step 6:** Once you are in the Jobs and Internships tab, click on the More Options button (yellow arrow).



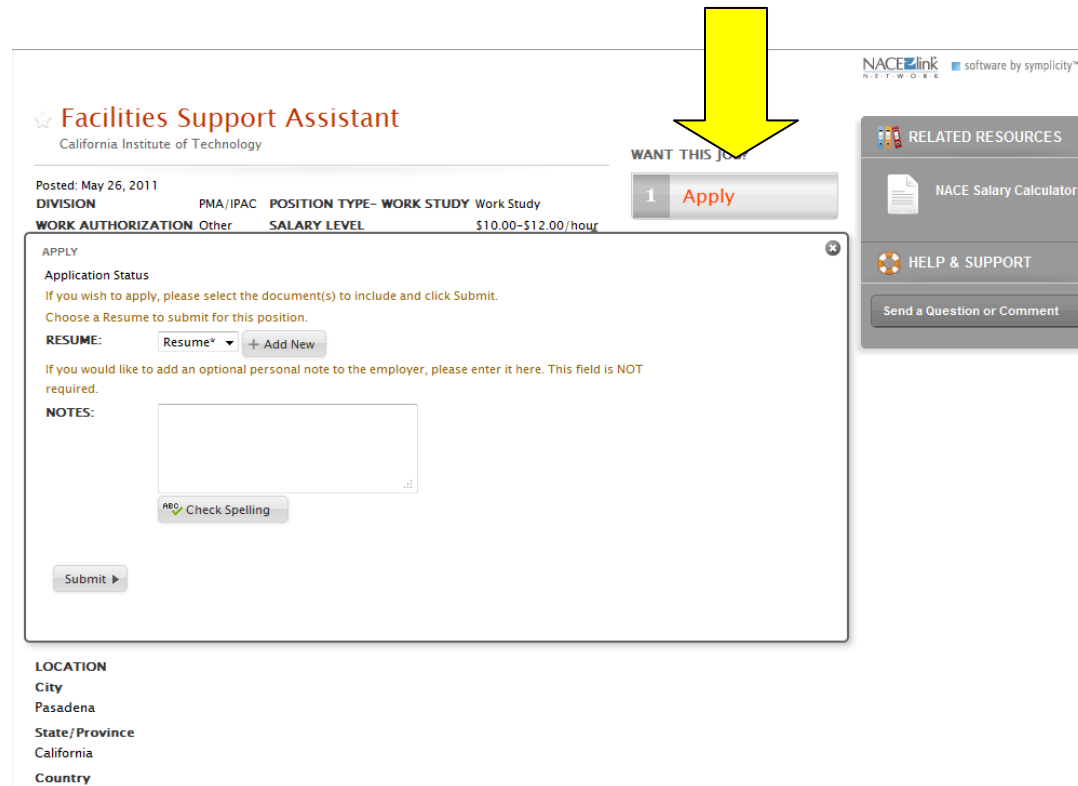
**Step 7:** After clicking on More Options, you will see a search field named Position Type- Work Study (yellow arrow). Select Work Study from the drop-down menu and click Search.

The screenshot shows a navigation bar with links: Home, Profile, Documents, Jobs and Internships, Employers, Interviews, Surveys, Events, Calendar. Below is a search bar and a 'Log Out' button. The main heading is 'job postings' with the NACElink logo. A secondary navigation bar includes: Jobs, Favorites, Advanced Search, Search Agents, Applications, Job Leads. The search filters section includes: 'Show Me: All Jobs & Interviews', 'Keywords' (with a search box and instructions: '(searches job title, ID, description, and employer name: min. 3 characters) See Advanced Search for more search options.'), 'Position Type' (dropdown), 'Jobs located within' (with a search box and instructions: 'U.S. jobs only (maximum 150 miles)'), 'Job Function' (dropdown), 'Industry' (dropdown), 'Ignore National Jobs' (radio buttons for Yes/No), and 'Position Type- Work Study' (dropdown menu with 'Work Study' selected, indicated by a yellow arrow). At the bottom, there are buttons for 'Less Options', 'Search', 'Clear', and a result count: '818 results Items 1-20 of 818 (Results as of: Saturday, August 27, 2011 | 10:10 am)'.

**Step 8:** Click on the binoculars (yellow arrow) in order to view a brief description of the work study position you are interested in.

The screenshot shows a search results page with 4 results. The first result is for 'Facilities Support Assistant' at the California Institute of Technology. A yellow arrow points to the binoculars icon next to the job title. The job details include: 'Facilities Support Assistant', 'The Infrared Processing and Analysis Center (IPAC), a consortium of NASA-funded infrared astronomy projects and data archives, is seeking a Facilities Support individual to assist with the day-to-day operation of the Center. Tracking of all NASA tagged equipment and reporting regularly those finds to JPL. Assisting with office reassignments, including tracking and inventorying equipment, preparing offices for moves, assisting ...', 'SALARY \$10.00-\$12.00/hour', 'LOCATION: 770 So. Wilson Ave. MS 100-22 Pasadena, California 91125 United States', 'Application Deadline: Aug 31, 2011', 'Posted: May 26, 2011', and a 'View Complete Job Details' button. Below this is another job listing for 'Film editing' at the California Institute of Technology, with details: 'Application Deadline: Sep 27, 2011', 'Posted: Apr 26, 2011', 'EMPLOYER California Institute of Technology', 'POSITION TYPE Temporary/Seasonal', 'LOCATION Pasadena, California', and 'ID 8136'.

**Step 9:** Click on the job title to view the entire job description and application requirements. Click the Apply button (yellow arrow) when you are ready to submit your application. Choose the required documents and click Submit. *Note: If you do not know how to upload documents to the TECHERlink website or would like further instructions, please visit the Career Tools section of our website and choose **Part III: How to upload your resume and other documents for your job applications.***



**Facilities Support Assistant**  
California Institute of Technology

Posted: May 26, 2011

**DIVISION** PMA/IPAC **POSITION TYPE- WORK STUDY** Work Study

**WORK AUTHORIZATION** Other **SALARY LEVEL** \$10.00-\$12.00/hour

1 **Apply**

**APPLY**

**Application Status**  
If you wish to apply, please select the document(s) to include and click Submit.  
Choose a Resume to submit for this position.

**RESUME:** Resume\* + Add New

If you would like to add an optional personal note to the employer, please enter it here. This field is NOT required.

**NOTES:**

Check Spelling

Submit ▶

**LOCATION**  
City  
Pasadena  
State/Province  
California  
Country

**RELATED RESOURCES**  
NACE Salary Calculator

**HELP & SUPPORT**  
Send a Question or Comment

**Step 10:** When you have completed the application process, you will see that the Apply button changes to say Applied (yellow arrow). If this does not happen, your application may not have been submitted.

The screenshot shows a job application page for 'Facilities Support Assistant' at California Institute of Technology. The page includes a navigation menu at the top with options like Home, Profile, Documents, Jobs and Internships, Employers, Interviews, Surveys, Events, and Calendar. A search bar and 'Log Out' button are also present. The job details section shows the position type as 'WORK STUDY' and the salary level as '\$10.00-\$12.00/hour'. A green button labeled 'Applied' with a checkmark is highlighted by a yellow arrow. To the right, there are sections for 'RELATED RESOURCES' (including a NACE Salary Calculator) and 'HELP & SUPPORT'.

**Step 11:** To view your application (or withdraw), navigate to the Applications sub-tab (yellow arrow). You are able to see which documents you submitted to the position as well as view the job description.

The screenshot shows the 'Applications' sub-tab in the job postings section. A yellow arrow points to the 'Applications' tab. Below the navigation menu, there is a search bar and a 'Log Out' button. The main content area displays a table of submitted applications. The table has columns for Position, Employer, Documents, Submitted On, and Options. The first row shows an application for 'Facilities Support Assistant' at 'California Institute of Technology' submitted on 'August 27, 2011, 10:15 am'. The second row shows an application for 'This is a test' at 'Nicole's Test' submitted on 'August 6, 2011, 10:29 pm'. A 'Withdraw Application' button is visible next to the first application. A yellow arrow points to the 'Applications' tab in the navigation menu.

Position	Employer	Documents	Submitted On	Options
<a href="#">Facilities Support Assistant</a>	<a href="#">California Institute of Technology</a>		August 27, 2011, 10:15 am	<a href="#">Withdraw Application</a>
<a href="#">This is a test</a>	<a href="#">Nicole's Test</a>		August 6, 2011, 10:29 pm	