

TecherLink User Guide Series

Part IV

How to utilize job search tools

Step 1: Use your mouse to scroll over the Job and Internships tab of your screen. You will see two options appear:

- **Jobs for Caltech Students and Alumni-** This job search tool contains job postings and on-campus recruiting positions posted specifically for Caltech Students and Alumni.
- **NACElink Extended Job Search-** This job search tool is a national job posting system that over 900 colleges and universities across the nation utilize at their career centers. It is a safe and reliable resource for students to use during their job search process.



*For the purpose of this tutorial, we will be focusing on Jobs for Caltech Students and Alumni

Step 2: After clicking on the option to view jobs posted specifically for Caltech students and alumni, you will be taken to this page that displays all job postings and on-campus recruiting positions in the system.

Jobs Favorites Advanced Search Search Agents Applications Job Leads

Show Me:

Keywords

(searches job title, ID, description, and employer r
See Advanced Search for more search options.)

Position Type

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

Job Function

Industry

Ignore Yes No

National Jobs

766 results Items 1-20 of 766 (Results as of: Saturday, August 06, 2011 | 8:48 pm)

(0 items selected) SORT BY: SHOW per page Page

1. **Various Technical Positions Spring 2012**

Recruiting On Campus

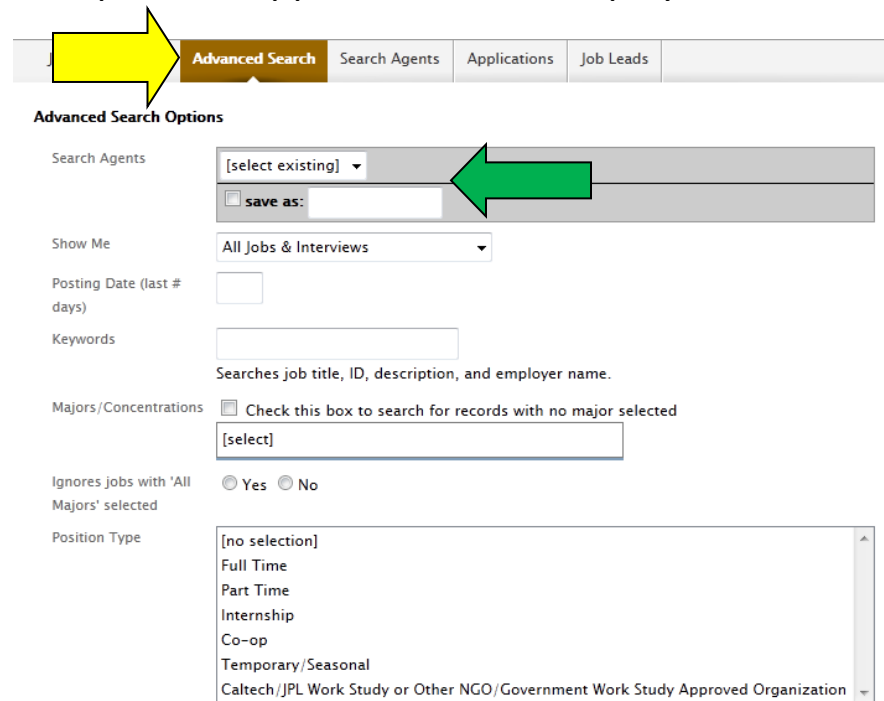
MIT Lincoln Laboratory's fundamental mission is to apply science and advanced technology to critical problems of national security, primarily working on sensors, information extraction (signal processing and embedded computing), and communications. A Department of Defense ... [More](#)

Application Deadline: Dec 27, 2011

Posted: Dec 16, 2011

EMPLOYER [MIT LINCOLN LABORATORY](#) POSITION TYPE Full Time
LOCATION Lexington, Massachusetts ID 9102
TYPE Pre-Select

Step 3: You will most likely want to display jobs that are of interested to you, which can be done by applying search filters through the Advanced Search tab, denoted by the yellow arrow below. Please note, it is important not to filter your job search by too many options, as it may eliminate opportunities that you may qualify for. As a rule of thumb, it is recommended that students only choose one filter at a time. For example, choose to search by major or choose to search by position type. This will ensure that all possible opportunities are displayed.



The image shows a screenshot of a web application's search interface. At the top, there is a navigation bar with tabs: "Advanced Search", "Search Agents", "Applications", and "Job Leads". A yellow arrow points to the "Advanced Search" tab. Below the navigation bar is the "Advanced Search Options" section. It contains several fields and options: "Search Agents" with a dropdown menu showing "[select existing]" and a "save as:" checkbox; "Show Me" with a dropdown menu showing "All Jobs & Interviews"; "Posting Date (last # days)" with an empty input field; "Keywords" with an empty input field and a note "Searches job title, ID, description, and employer name."; "Majors/Concentrations" with a checkbox "Check this box to search for records with no major selected" and a "[select]" dropdown; "Ignores jobs with 'All Majors' selected" with radio buttons for "Yes" and "No"; and "Position Type" with a dropdown menu showing options: "[no selection]", "Full Time", "Part Time", "Internship", "Co-op", "Temporary/Seasonal", and "Caltech/JPL Work Study or Other NGO/Government Work Study Approved Organization". A green arrow points to the "save as:" checkbox.

Step 4: Any search that you create can be saved as a Search Agent, denoted by the green arrow above. This helps you to remember and keep track of any historical searches. Place a check in the box next to “save as” and create a name for your search. Step 5 will explain how to utilize search agents effectively.

Step 6: You may also choose to view employers that are registered in the system by clicking on the Employers tab. This feature allows you to view employer profiles and see their current recruiting activity, such as job postings and career fair attendance.

NACElink software by simplicity™
N-E-T-W-O-R-K

employer profiles

Employers | Favorite Employers | Contacts | Favorite Contacts

Industry: Keywords:
searches employer name, overview and website.

City:

State:

Country:

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

Legend: I=Interviews IS=Information Session

0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z **fall**

Items 1-20 of 3636 SHOW 20 per page Page 1

Organization	Website	On Campus	Favorites
ASIA TECHNOLOGY GROUP INTERNATIONAL (ATGI)	http://atqintl.biz/		☆
Bonneville Power Administration			☆
U.S. General Services Administration	http://www.gsa.gov/jobs		☆
"CM" (Stealth Mode Start-Up)			☆
1 Dream Foundation	http://www.1dreamfoundation.com		☆

Please note: There is a Contacts sub-tab option. Not all employers will utilize this feature to list specific company contacts, so this list may not be robust.