Jordan: Welcome to another CareerCast brought to you by the Sam M. Walton College of Business Career Development Center. I am Jordan Frevert, Student Development Specialist for the Graduate School of Business and Walton College Career Center, and I am joined today by Sara Yell the career center’s Manager of Special Programs. This CareerCast will feature some very exciting news that students and employers alike. The University of Arkansas Career Development Center, Walton College Career Center, and the Arkansas Alumni Association have all partnered to offer a new career search engine for students and a new job posting system for employers. This system is called Razorback CareerLink.

Sara: Thanks Jordan. Students, this system will be similar to our previous system, Experience, but have many new features. And using these features is as simple as navigating the web. You will go to careerlink.uark.edu and log-in using your University of Arkansas e-mail address and university password. Once you have logged in you will notice different job search tool. Features range from job postings to a calendar. Jordan will tell you a little bit about a few of the new features.

Jordan: If you are logging in for the first time you will be asked to complete a profile, similar to Experience. We encourage you to complete all components of this profile. Doing this will allow you to leverage all of the benefits of the system. One unique tool that CareerLink provides to you is the ability to text you when there is an upcoming interview, information session, or other events within the career center. You will enable this feature in the privacy tab of the profile section. This section also allows you to receive e-mails from the Career Center, which we encourage you to leave checked yes, and the option to include your resume in a resume book. For this option we don’t encourage you to check yes because of the number of individuals who will be placed in the book. We believe that your opportunities are greater if you apply directly to the position.

Sara: As the final step to setting up your profile you will be prompted to add a resume to your profile. If you do not have a resume created we would be more than happy to sit down with you and talk with you on the best way to develop a resume. You can also visit our website at waltoncollege.uark.edu/career and click on students to see example resumes. Probably the most powerful tool of the website is the Jobs/Internships button. This is where you will spend most of your time and see the real benefits of the system. You have two options when you click on this tab. ‘Posted by My Career Center’ and ‘Extended Online Job Search Resources.’ You will find all jobs and internships that are posted by the University of Arkansas in the ‘Posted by My Career Center’ tab and the ‘Extended Online Job Search Resources’ tab will allow for you to search external resources, such as Indeed, SimplyHired, and other online job databases.

Jordan: It truly is amazing what this system can do. Our new system will also provide you with a brief summary of an employer, a list of your upcoming interviews, and events that are happening on campus. You will find all Career Fairs that occur on campus in the system. There will be a list of employers that you can look at, allowing for you to easily move over to the job search engine and see what they have posted with the university.

Sara: The university and system administrators may from time to time conduct survey that will appear on your home screen or in the survey tab. These surveys are very important to the data tracking for University of Arkansas officials and will provide you with better information. The information you provide, while not guaranteed, may lead to a better starting offer. Finally our system will allow you to utilize a calendar function. This will not only show your interviews, but any career fairs you want to attend, workshops, information sessions, or anything that you place on the calendar.
Jordan: We are really excited to be moving to such an innovative system and can’t wait to get the system fully up and running. We encourage you to visit our website, waltoncollege.uark.edu/career, to see a first time user guide to walk you through each step of the new system. And please let us know if you have any questions. One of our career advisers would be more than willing to talk to you about the new features and how to use the system. For the Sam M. Walton College of Business Career Development this has been Jordan Frevert and Sara Yell with another CareerCast.