# ICoRN CareerLink
## Student "How to" Guide

*In order to complete any of the steps below, you must first complete the registration process as outlined for students at http://www.recruitiowagrads.com.*

| Step 1 | Complete your personal & academic profiles |
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| | 1. Log-in to ICoRN CareerLink<br>2. Click on Profile and complete both your "Personal" and "Academic" Profile<br><br>*\* Failing to complete this step will not allow you to review or apply for any positions.* |
| **Step 2** | **Upload your resume** |
| | 1. Log-in to ICoRN CareerLink<br>2. Click "Documents" tab<br>3. Click "Add New" button<br>4. Label the document you are about to upload (e.g., "Resume," "Public Accounting Resume," or "Resume-Target Corporation")<br>5. Select "Resume" as document type<br>6. Browse for the document you wish to upload (you must have access to the file)<br>7. Click "Submit" and your document will be uploaded and converted into a PDF that can be used to apply for positions through ICoRN CareerLink |
| **Step 3** | **Upload an "unofficial" transcript (if employer request one)** |
| | 1. Log-in to ICoRN CareerLink<br>2. Click "Documents" tab<br>3. Click "Add New" button<br>4. Label the document you are about to upload (e.g., "Unofficial Transcript")<br>5. Select "Unofficial Transcript" as document type<br>6. Browse for the document you wish to upload (you must have access to the file)<br>7. Click "Submit" and your document will be uploaded and converted into a PDF that can be submitted to employers who request unofficial transcripts as part of the application<br><br>\* It is likely that YOU will need to create your unofficial transcript in either Word or Excel. If you copy and paste from an on-line transcript through your college/university, make sure that your document is smaller than 200kb otherwise you will not be able to upload your document. |
| **Step 4** | **Review positions & submit your resume** |
| | 1. Log-in to ICoRN CareerLink<br>2. Click "Interviews I Qualify For" under the "Quicklinks"<br>3. Click on the "Job Title" to review the position description<br>4. If interested, select which resume you would like to submit in the drop down menu (upper right corner), and then click "Submit" |
| **Step 5** | **Sign up for interview(s)** |
| | 1. Log-in to ICoRN CareerLink<br>2. Under "Alerts" on the homepage, click on "You may sign up for 1 interview(s)"<br>3. Click on the "Schedule Interview" button<br>4. Choose a timeslot and then click "Submit" |

| **Rescheduling and/or canceling interview(s)** |
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| 1. Log-in to ICoRN CareerLink<br>2. Click on "Interviews" in the top menu<br>3. Click on the "Scheduled Interviews"<br>4. Click on "Reschedule" to pick an alternate time, or click "Cancel" to cancel the interview<br><br>\* If there is no option to reschedule or cancel, then the time period for doing so has expired. Please contact the ICoRN Recruiting Coordinator at (515) 867-6890 for assistance. |