

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.recruitiowagrad.com>.

Step 1	Complete your personal & academic profiles
	<ol style="list-style-type: none"> 1. Log-in to ICoRN CareerLink 2. Click on Profile and complete both your “Personal” and “Academic” Profile <p><i>* Failing to complete this step will not allow you to review or apply for any positions.</i></p>
Step 2	Upload your resume
	<ol style="list-style-type: none"> 1. Log-in to ICoRN CareerLink 2. Click “Documents” tab 3. Click “Add New” button 4. Label the document you are about to upload (e.g., “Resume,” “Public Accounting Resume,” or “Resume-Target Corporation”) 5. Select “Resume” as document type 6. Browse for the document you wish to upload (you must have access to the file) 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)
	<ol style="list-style-type: none"> 1. Log-in to ICoRN CareerLink 2. Click “Documents” tab 3. Click “Add New” button 4. Label the document you are about to upload (e.g., “Unofficial Transcript”) 5. Select “Unofficial Transcript” as document type 6. Browse for the document you wish to upload (you must have access to the file) 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 <p><i>* 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.</i></p>
Step 4	Review positions & submit your resume
	<ol style="list-style-type: none"> 1. Log-in to ICoRN CareerLink 2. Click “Interviews I Qualify For” under the “Quicklinks” 3. Click on the “Job Title” to review the position description 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)
	<ol style="list-style-type: none"> 1. Log-in to ICoRN CareerLink 2. Under “Alerts” on the homepage, click on “You may sign up for 1 interview(s)” 3. Click on the “Schedule Interview” button 4. Choose a timeslot and then click “Submit”

Rescheduling and/or canceling interview(s)

1. Log-in to ICoRN CareerLink
2. Click on “Interviews” in the top menu
3. Click on the “Scheduled Interviews”
4. Click on “Reschedule” to pick an alternate time, or click “Cancel” to cancel the interview

** 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.*