TECHERlink

Caltech Employer User Guide

How to utilize TECHERlink for Work Study job postings and applications
Step 1: Begin by navigating to the Career Development Center website at https://career.caltech.edu and click on the Caltech Employers menu option (yellow arrow below)
Step 2: Once you have entered the Caltech Employers section of the website, you will see where it says to Enter TECHERlink (yellow arrow). 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 as a New Employer (green 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 on **Register as a New Employer**, you will be taken to the registration page you see below. Be sure to designate yourself as a Caltech Employer by selecting YES for the question seen below (yellow arrow). Additionally, please be sure to use your Caltech.edu e-mail address, as this helps our office to track Caltech Employers in our system.

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, click on the Jobs tab from the top navigation menu (yellow arrow).

**Step 5:** After clicking into the Jobs tab, you will automatically be taken to the Job Postings (non-ocr) sub-tab. Click Add New to begin creating your work study job posting (green arrow).

(.searches job title, ID, description, and organization name: min. 3 characters).
Step 6: When creating your job posting, you must answer YES to the question *Are you a Caltech/On-Campus Employer* (yellow arrow)? Once you select YES, the **Position Type- Work Study** field will appear (green arrow). Be sure to select **Work Study**. This will help to categorize these jobs so that work study eligible students are able to search and qualify for application.

Step 7: In the job posting form, you will see an option for **Resume Receipt**. Be sure to select **Accumulate Online**, which will collect the student resumes in the TECHERlink system. You may also select to have resumes **E-mailed** to you (purple arrow) and/or **Other**, which will cause a text box to appear where you may add specific application instructions (orange arrow).
Step 8: You also have the option to add a attachment to your job posting. Click on the Add Item button on the bottom of the job posting form (yellow arrow).

![Attachment(s): Add Item](image)

Step 9: Continue to complete the job posting, then click Submit at the top or bottom of your screen. The Career Development Center will approve your job posting within 24 hours and it will be visible to students for up to 45 days. If after that period of time you would like to re-post your position, you may do so by following the steps above and, once in the job posting form, you are able to copy archived or existing positions. Click submit and your job will be approved and re-posted.
**Step 10:** Your active job postings will appear under the Job Postings (non-ocr) sub-tab. To view students who have applied for your work study position along with their submitted documents, click on the Student Resumes (non-ocr) sub-tab (yellow arrow). Student names have been blocked in this user guide for confidentiality purposes.

Have questions? Please contact the Career Development Center at 626-395-6361 or career@caltech.edu

The direct link for TECHERlink is https://caltech-csm.symplicity.com/employers