TECHERlink

Caltech Student User Guide

How to utilize TECHERlink to search and apply for work study positions
Step 1: Begin by navigating to the Career Development Center website at https://career.caltech.edu and click on the Current Students menu option (yellow arrow below)

Step 2: Once you have entered the Current Students section of the website and click on the Work Study menu option (yellow arrow), you will see the Enter TECHERlink (green arrow) option. 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 For TECHERlink (purple arrow). You will then be taken to the registration page.
Step 3: Once you have clicked to register for TECHERlink, you will be taken to the registration page you see below. Please be sure to use your Caltech.edu e-mail address, as this helps our office to track Caltech students 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, navigate to the Profile tab and then the Personal sub-tab. Answer the required question regarding work study (yellow arrow).
Step 5: Click on the Jobs and Internships tab and then proceed to the Jobs for Caltech Students and Alumni (yellow arrow).

Step 6: Once you are in the Jobs and Internships tab, click on the More Options button (yellow arrow).
**Step 7:** After clicking on More Options, you will see a search field named Position Type- Work Study (yellow arrow). Select Work Study from the drop-down menu and click Search.

**Step 8:** Click on the binoculars (yellow arrow) in order to view a brief description of the work study position you are interested in.
Step 9: Click on the job title to view the entire job description and application requirements. Click the Apply button (yellow arrow) when you are ready to submit your application. Choose the required documents and click Submit. Note: If you do not know how to upload documents to the TECHERlink website or would like further instructions, please visit the Career Tools section of our website and choose Part III: How to upload your resume and other documents for your job applications.
Step 10: When you have completed the application process, you will see that the Apply button changes to say Applied (yellow arrow). If this does not happen, your application may not have been submitted.

Step 11: To view your application (or withdraw), navigate to the Applications sub-tab (yellow arrow). You are able to see which documents you submitted to the position as well as view the job description.