TecherLink User Guide Series

Part IV
How to utilize job search tools
**Step 1:** Use your mouse to scroll over the Job and Internships tab of your screen. You will see two options appear:

- **Jobs for Caltech Students and Alumni** - This job search tool contains job postings and on-campus recruiting positions posted specifically for Caltech Students and Alumni.

- **NACElink Extended Job Search** - This job search tool is a national job posting system that over 900 colleges and universities across the nation utilize at their career centers. It is a safe and reliable resource for students to use during their job search process.

*For the purpose of this tutorial, we will be focusing on Jobs for Caltech Students and Alumni*
**Step 2:** After clicking on the option to view jobs posted specifically for Caltech students and alumni, you will be taken to this page that displays all job postings and on-campus recruiting positions in the system.
Step 3: You will most likely want to display jobs that are of interested to you, which can be done by applying search filters through the Advanced Search tab, denoted by the yellow arrow below. Please note, it is important not to filter your job search by too many options, as it may eliminate opportunities that you may qualify for. As a rule of thumb, it is recommended that students only choose one filter at a time. For example, choose to search by major or choose to search by position type. This will ensure that all possible opportunities are displayed.

![Advanced Search Options](image)

Step 4: Any search that you create can be saved as a Search Agent, denoted by the green arrow above. This helps you to remember and keep track of any historical searches. Place a check in the box next to “save as” and create a name for your search. Step 5 will explain how to utilize search agents effectively.
Step 5: Once you have named your search in order to create a search agent (green arrow in previous screen shot) and submitted it, you may now navigate to the Search Agent Tab to begin to utilizing this job search tool.

Schedule (yellow arrow): This allows you to tell TecherLink when you would like to receive emails with search agent results obtained by using the search filters you created in the advanced search tab. This helps you to take a proactive approach and always know what jobs are available for you to view/apply for in the system.

Edit (blue arrow): This allows you to edit your search agent by adding/removing specific search filters that are associated with this agent.

Run (red arrow): This allows you to immediately run the search and view real-time results.
Step 6: You may also choose to view employers that are registered in the system by clicking on the Employers tab. This feature allows you to view employer profiles and see their current recruiting activity, such as job postings and career fair attendance.

Please note: There is a Contacts sub-tab option. Not all employers will utilize this feature to list specific company contacts, so this list may not be robust.