## Sun Devil CareerLink | Quick Reference Guide





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ARIZONA STATE



# Sun Devil CareerLink (SDCL) | Easy Registration

#### Create an account

Search career-related job openings and internships, upload your resume for recruiting employers to view, schedule on-campus interviews, and see who is recruiting at our career events throughout the year.









### Complete your SDCL profile\*

\*Guests and Community Members will not complete a SDCL profile

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#### Set-up a job search agent

Set up a Search Agent to receive emails when opportunities meeting your chosen criteria are posted.

From the top red bar on your Sun Devil CareerLink Home page:

- > Scroll over Jobs, Internships & Interviews & Community Service tab
- > Then select "Opportunities Posted to Sun Devil CareerLink and Upcoming On-campus Interviews"
- > Select the Advanced Search tab towards the middle of your screen
- In the first box (Search Agents):
- > Check the "save as" box and give your Search Agent a name
- > Select the criteria for your Search Agent
- > To save, click on the Submit button

You will be automatically redirected to the current results of your Search Agent.

In order for the Search Agent to be enabled:

- > Click on the Search Agents tab and then on Schedule
- > Select yes to enable the Search Agent
- > Select the frequency that you would like to be emailed results