



# ORANGElink Student Quick Start Guide

SYRACUSE UNIVERSITY

All SUNY-ESF students have accounts, if you have never accessed OrangeLink your @syr.edu email is your user-name, and click forgot password to set one. Log in here: <https://syr-csm.symlicity.com/students/>

If you have any questions, please contact the ESF Career Services Office via email at [careers@esf.edu](mailto:careers@esf.edu), or via phone at 315-470-6900.

## MY ACCOUNT > PERSONAL AND ACADEMIC INFORMATION

- View personal, demographic, and academic information by clicking “My Account”. Most of the data in your OrangeLink profile (such as address, phone number, school/college, GPA) will be pulled directly from MyESF
- If there is incorrect information in your OrangeLink profile, please contact the Career Services Office at [careers@esf.edu](mailto:careers@esf.edu) or at 315.470.6900
- “Graduation Date” must be filled in the Academic section

**Important: You MUST review and agree to save Student User Agreement within the Privacy section**

## UPLOADING DOCUMENTS

- View existing documents and/or upload new documents by clicking on the “Upload Resume & Other Docs”
- Click [Add New] to upload a new document
- After clicking [Add New] enter a document title in the “Label” field
  - Select a “Document Type” (Resume, Cover Letter, Unofficial Transcript, Writing Sample, Other Docs)
  - Click on [Browse], select a file upload and then click [Submit]
  - It is highly recommended to convert to a PDF prior to uploading
- To remove/delete documents and set default, select the 3 dots to the right

### Employer Viewable Resume Books

- Employers with access to Resume Book(s) will have access to your resume only *if you add your resume to the book*
- Click the “Employer Viewable Resume Books” tab, then click [Select Resume Book] to view resume books you may be eligible for
- Select the Resume Book(s) you wish to add your resume to and then click [Submit]

**\*\*NOTE:** If this is not working, go back and check your Personal Profile to ensure you have selected Yes “include in Resume Books.”\*\*

## UPCOMING EVENTS AND DEADLINES

### Find and RSVP

- Select “Career Fairs, Workshops & Information Session”, then select the appropriate tab for Career Fairs, information Sessions, or Workshops
- Find the event you are looking for, click on the title for more information, and select the [RSVP] button to attend
- Once you have submitted your RSVP, the button will convert to [Cancel RSVP] in the “RSVP” column

### Calendar and Deadlines

- Stay up-to-date on career related events and resume submission deadline dates by viewing the OrangeLink calendar
- You may view the calendar in the Day, Week, Month, or Year format

## EMPLOYER DIRECTORY

- View information about employers by clicking “Employer Directory”
- Search for specific organizations by: Industry, Locations, Keywords
- View an employer overview, events they are attending and available positions by clicking on an employer name
- To add an employer to your list of “Favorite Employers” click on the star icon
  - View a list of preferred employers by clicking on “Favorite Employers”

## APPLY FOR INTERNSHIPS/JOBS

### OrangeLink Job/Internship Postings

- View postings by clicking on the “Jobs/Internships” tab on the side bar and then click on the “OrangeLink Job Postings”
- To do a key word search for jobs/internships simply add a job title, or keywords that would be in a job description (i.e. environment, AUTOCad, etc.)

### Advanced Search

- If you receive too many internships or jobs to review, you can refine your search by clicking on “Advanced Search” - **\*\*FOR ESF JOBS: select GREEN POSTING under position type\*\***
  - *Keep it simple, the more fields you enter data in the fewer results you will get*
- Mark a job/internship as a “Favorite” by clicking on the “Add to Favorites” star icon on the left of the position title. View all favorite jobs under the “Favorites” tab
- Review position description, resume submission deadline, how to apply, and more by clicking on the position title
- To apply through the system, select the desired documents (resume, cover letter, and writing sample) and attach them to your application
- Use the Notes section to write a brief introduction or cover letter if you are not able to attach one
- When you have attached all the documents and written any notes, select [Submit] to complete your application

### Save a Job Search

- To search by multiple criteria click the “Advanced Search” tab then select your specific criteria
- To Save a particular search, click Saved Searches and name the search while the results are still showing
- Run the search by clicking the name of the search.
- Enable a Search Agent by clicking [Schedule], and then selecting “Yes”
- Any saved search can be sent via email, just select the frequency you would like to receive the email

## INTERVIEWS

- Details about on-campus (currently just at Syracuse University) interviewing (OCI) interviews can be reviewed by clicking “Interviews”
  - When you schedule an on-campus interviews through OrangeLink, it will be listed in the “Scheduled Interviews” tab. Each interview will show the date, position, employer, time, and location
  - The “Pending Interviews” tab is a listing of the OCI positions you have applied to
- Submitted applications for non OCI positions, can be viewed within the “Jobs/Internships > My Job Applications”

## ESF's ANNUAL ENVIRONMENTAL CAREER FAIR

- If you would like additional information regarding SUNY-ESF's Annual Environmental Career Fair visit: <http://www.esf.edu/career/ecfbusiness.htm>
- Around the winter break, the Career Fair will be live on OrangeLink where students can view what employers will be attending, what majors they are searching for, and what type of positions they are hiring for