

# WELCOME TO OWLLINK: THE NEW ONLINE JOB RESOURCE SYSTEM AT KSU!

Our online system is used to connect KSU students and graduates with employers for full-time employment, internships, and on-campus interviews. Students can stay up-to-date as to the latest career-related activities and opportunities on the KSU campus and beyond!

How to get started:

1. You can log in at <http://careerctr.kennesaw.edu>
2. **Current students:** Log in using your KSU Student ID number as your username; your password is initially set to also be your KSU ID number.  
**Alumni:** you must register first. Click the link for "Alumni registration" and submit the form.
3. Complete your Personal and Academic Profiles; you won't have full access to the system until this is complete. Remember to change your password!
4. Upload your resume and cover letter (and/or writing samples, unofficial transcripts).

The screenshot shows the OwlLink web application interface. At the top is a navigation menu with links: home, profile, documents, jobs, employers, interviews, networking, events, and calendar. Below the menu is a user header for 'J.J. Doe' on 'Wednesday, January 16, 2008 | 3:20 pm' and a 'Log Out' button. The main content area is divided into sections: 'home', 'announcements', 'quick links', 'alerts', 'events', and 'on-campus interviews'. Callout boxes provide detailed descriptions for several of these sections:

- Documents:** Upload, edit, and manage up to 10 resumes, cover letters, writing samples, and other documents.
- Jobs:** Search and apply for jobs posted to KSU (including on-campus interviews, full-time, part-time, and co-op & internship positions). You can also search jobs posted on *Going Global*, as well as NACElink Network jobs.
- Employers:** Search employers and review information about their organizations.
- Calendar:** Monitor your job search activity and important dates and events.
- Profile:** Complete and edit your personal and academic information (viewable only by CSC staff, not employers). This helps establish what jobs and interviews you qualify for. Your profile must be complete for your account to be fully active. You can also change your password in this section.
- Quick Links:** Shortcuts to some of the most commonly used aspects of the system.
- Events:** Search and identify career events. These include career fairs, workshops, employer presentations, and information tables.
- On-Campus Interviews:** Track interviews for which you have applied (in the **Jobs** section), review your status and sign up for interviews for which you have been selected.

24-hour access to:

- search and apply for full-time jobs, co-op/internships, part-time jobs and volunteer positions
- apply and sign-up for on-campus interviews
- review upcoming career events including career fairs, workshops, information tables, and networking opportunities.