

# Faculty Quick Start Guide to Gator CareerLink

## Registering for GCL

Gator CareerLink (GCL) registration is quick and easy. To register:

- Go to the CRC website: <http://www.crc.ufl.edu>
- Click on the Faculty tap at the top right to reach the Faculty home page
- Click the "First time users..." link and complete the Faculty and Staff Registration Form.
- Within 48 hours you will receive an email with a temporary password.
- Return to the CRC website and log in using your username (your email) and password.

## Complete Your Profile

Your profile tells students, employers, and CRC staff something about you. It is a great way to share important information about yourself and how make you accessible as a resource to students for career planning.

In order you use your account all mandatory profile information fields must be completed:

- Login
- Go to your profile
- Complete all pertinent information, making sure to complete mandatory fields indicated by the red asterisks.

## Use the Jobs database

There are four different databases that you GCL account can link to. The Gator CareerLink jobs Database includes jobs that are being advertised exclusively UF students and alumni. The other three are public job databases that might also be helpful to students.

- Login
- Go to 'my jobs'
- Then select 'Gator CareerLink Job Database'
- Use the Keyword search to search for jobs that are of interest to you or your students.

## Create a Job search agent

Job search agents allow you to set up a targeted search and then to automate the system to run that search and email you with the results on a schedule that you determine.

- Go to the 'Gator CareerLink Jobs Database' section
  - Choose 'Advanced Search'
  - Within the 'Advanced Search' section you check the 'save as' box and title the search
  - Define the search parameters and submit
  - Go to 'Job Agents' and schedule your automatic searches
- Forward the results of your various search agents to students who you feel are interested in these job opportunities.

## Stay informed about CRC events

There is an event tab in GCL that lists all Career Fair, information session, and workshop events. Encourage your students to attend events that are important to their career development.

- After logging in click the 'Events' tab
- Choose either 'Career Fair,' 'Info Sessions,' or 'workshops.'
- Click on the individual events to learn more