



STUDENT USER GUIDE

BulldogLink is Fresno State Career Services’ web-based job posting, recruitment, career fair and career opportunity management system. Get ready for one of the most powerful job, internship, career event and career information search tools in your career toolbox! If you’re not registered in BulldogLink, you’re not connected with Career Services.

CURRENT STUDENT LOG IN

Go to www.csufresno.edu/careers and click on the appropriate log-in button for access. You may be asked to enter the same log-in information as if you were logging into your student portal account (<http://my.csufresno.edu>). **YOU WILL NOT BE ABLE TO LOG IN THIS WAY IF YOU CHANGE YOUR USERNAME IN THE BULLDOGLINK SYSTEM.**

OR

Log into your student portal account (<http://my.csufresno.edu>), then click on the link provided on the upper left list or under the Career Services folder within the Student Self Service screen. **YOU WILL NOT BE ABLE TO LOG IN THIS WAY IF YOU CHANGE YOUR USERNAME IN THE BULLDOGLINK SYSTEM.**

ALUMNI OR OTHER APPROVED GUEST LOGIN INSTRUCTIONS

Go to www.csufresno.edu/careers and click on the Alumni log-in access link for BulldogLink; to gain access, enter your system username and password. You may change your password to whatever you desired once you are in the system.

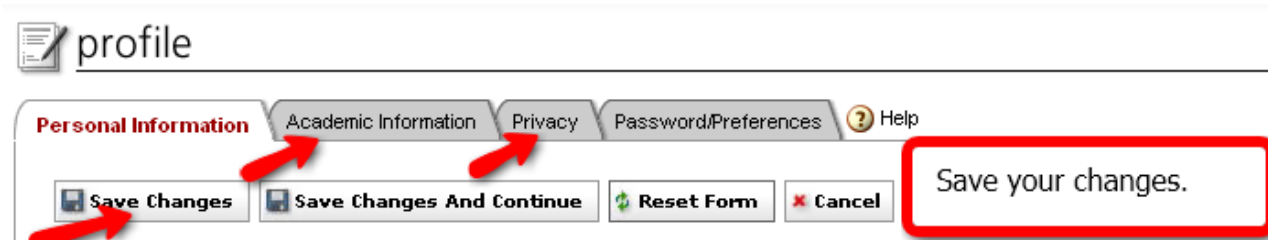
You are now ready to use BulldogLink. Check and update your academic and personal information under the Profile tab. Also, check for help documents and information posted under the announcements section of the Home tab. Explore away!

UPDATING YOUR PROFILE

Once you log in, click on Profile to update your information.



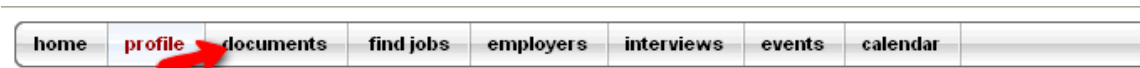
On the next page, click on each tab to update all your information.



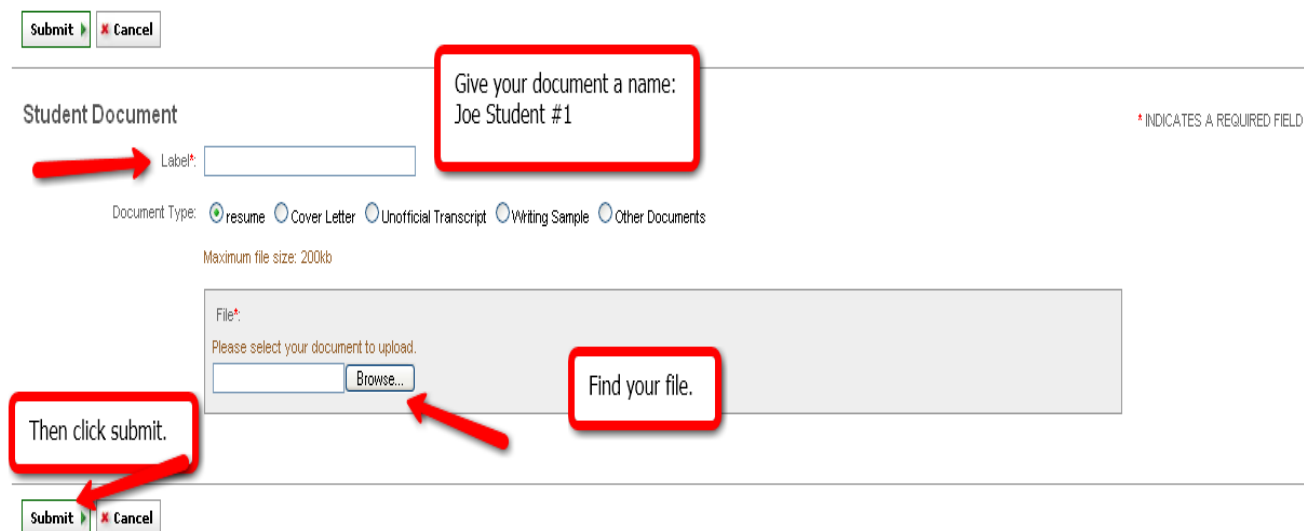
Be sure your profile is accurate and your e-mail is correct! If desired, change your password by clicking on the “Password/Preferences” tab.

UPLOADING DOCUMENTS

To upload your resume, click on the Documents tab on the top navigation bar. Then click on the “Add New” button.



On the next page, choose a title for your resume, then click Browse to find your file, then click Submit to upload.



SEARCHING FOR JOBS & INTERNSHIPS



To search for jobs & internships, click on the “Jobs & Internships” tab. You can search by Position Type (i.e. Full Time jobs, OCR Jobs, Internships, Part Time jobs etc.). You can also search by Job Function (i.e. the type of work you would be doing), or Industry (the type of company where you want to work). You can also search by keywords. The MORE fields you fill in, the FEWER results you see. Once you set up your search, just click on the Search button to see a list of jobs or internships that fit your criteria.

find jobs Favorites Advanced Search Search Agents Applications Video Tutorial Help

Show Me: All Jobs & Interviews
 Position Type: Part Time
 Ignore National Jobs: yes no
 Job Function:
 Industry:
 Keywords:
(searches job title, ID, description, and employer name: min. 3 characters)
 See Advanced Search for more search options.

Search Clear

Batch Options: View Printable Job List

Showing 20 at a time: Items 1-18 of 18 (Results as of: Nov 14, 2008: 11:53 am)

Job Title	ID	Employer	Location	Position Type	Posted	Deadline	Position Type	Options
Student Assistant position number: 1108SES546	681	University Enterprises, Inc. (formerly CSUS Foundation)	Mariposa, California	Part Time	Nov 12, 2008	Dec 25, 2008	J	ADD FAVORITE
Tutor High School Students - Great Pay and Flexible Hours Part I	683	UniversityTutor.com	Fresno, California	Part Time	Nov 12, 2008	Jan 11, 2009	J	ADD FAVORITE
Jr. Financial Planner Internship - Paid	663	Lincoln Financial Advisors	Bakersfield, California Fresno, California	Part Time, Internship (Paid)	Nov 11, 2008	Dec 31, 2008	J	ADD FAVORITE

Each selection narrows your search for available positions. Don't check but 1 or 2 if you want to see all the jobs that are available.

You can also click on the Advanced Search sub-tab to see other more advanced searches. When setting up an Advanced Search, you can create a Search Agent, which will send you job or internship listings that fit your interests as soon as they are posted, so you can stay updated on new listings.

job postings

find jobs Favorites **Advanced Search** Search Agents Applications Search Results Video Tutorial Help

Advanced Search Options

Search Agents: [select existing]
 Save as:
 Show Me: All Jobs & Interviews
 Posting Date (last # days):
 Keywords:
Searches job title, ID, description, and employer name.

To do this, click on the box next to the “Save as” field and then give your search a name. Fill out the fields you want, then click Submit at the bottom of the page. This will save your search and set up the Search Agent.

APPLYING FOR JOBS & INTERNSHIPS

When you see a job or internship you are interested in, click the title to see the description. Read the job description carefully! If you meet the requirements, you will be able to apply to the position. (You will NOT be able to apply if you do not.) Click Submit (on the right-hand side of the page) to apply.

job postings

NACElink NETWORK software by sympli

Sales Associate Video Tutorial Help

Position Information

Employer: Laloo's Goat Milk Ice Cream [\[view profile\]](#)

Division: N/A

Title: Sales Associate

Description: Do you know anyone interested in the slow food movement, green eco-agriculture and who loves ice cream? Laloo's Goat Milk Ice Cream is looking for experienced sales people to create enthusiasm for our super-premium goat milk ice cream.

Laloo's (pronounced Lay-looz), a gourmet natural food company in Sonoma County is looking for fun, smart and motivated people to spread the word about Laloo's. Laloo's is looking for exceptional and outstanding performers to work part-time make sales calls from home. If you know anyone who is looking for a new career in a fun, sustainable, natural foods industry please send them this email!

Laloo's is looking for individuals to increase sales and bring in new accounts. You will be provided with all sales information and a list of stores. Calls should be made in the morning and will include both existing and potential new accounts. Responsibilities will include speaking with buyers, documenting the conversation, producing sales, providing Point of Sale material to accounts, and processing orders. Wages will be on a commission of sales, 10% of every case sold

Application Status

If you wish to apply, please select the document(s) to include and click Submit.

Choose a Resume to submit for this position.

Resume:

Enter any extra notes you want the employer to see.

Notes:

Once you have applied for a job, you will have to wait to see if the employer is going to contact you to schedule an interview. Most employers will call you by phone or email you to set up an interview at the company site; please return all employer calls or emails immediately, even if it is to say you are no longer available. The only case where an employer would contact you via BulldogLink to schedule an interview is if the employer is interviewing on campus through On Campus Recruiting (for either full time jobs or internships). See the next section for details.

MANAGING ON-CAMPUS RECRUITING (OCR) AND SCHEDULING

On-Campus Recruiting (OCR) is a special program to help graduating seniors receive full-time jobs (and undergraduates seek paid internships). For full-time jobs, eligibility for students graduating in May or August includes two semesters before graduation and one semester after graduation; eligibility for December graduates includes one semester before graduation and one semester after graduation.

If you have applied for a job or internship where the company is recruiting on-campus, you can see whether you were selected for an interview in several places. You can click on the Interviews tab, and see the status under "Status." If the employer hasn't decided who to interview yet, your status will be "Pending."

home profile documents find jobs employers **interviews** events calendar

Rhonda Velasquez | Wednesday, November 19, 2008 | 11:09 am

home

Log Out

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announcements
There are no announcements at this time.

quick links

- Scheduled Campus Interviews
- Pending Campus Interviews
- On Campus Recruiting (OCR)
- Agriculture, Engineering & Science Job Fair 2008 Participants
- Craig School of Business Job Fair 2008 Participants
- Activity Summary
- View Document Library

November 2008

26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

any comments or questions?
Your feedback is welcome.

submit

If you are selected for an interview, you will see an Alert on your homepage saying to sign up. You can then sign up for your interview by clicking the Interviews tab (you will see that your Status now says “Invited”). Then click on the “Schedule Interview” button. Select the interview that fits your time frame by clicking on the time slot, then click the Submit button at the bottom of the page.

interviews

Scheduled Interviews Interview Requests Video Tutorial Help

Show All

Showing 20 at a time: Items 1-3 of 3

Position	Employer	Status	Signups Start	Signups End	Documents	Options
Audit Services - Fresno Office (109)	Deloitte	Signup ended	Oct 07, 2008	Oct 8, 2008	R I	
External Audit and Related Services (116)	PRICEWATERHOUSECOOPERS LLP	Signup ended	Oct 09, 2008	Oct 13, 2008	R	
STAFF ACCOUNTANT / Full Time Entry Level (317)	Baker, Peterson & Franklin, CPA, LLP	Invited !	Oct 16, 2008	Oct 21, 2008	R	Schedule Interview Decline Interview

Showing 20 at a time: Items 1-3 of 3

Interviews you have scheduled.

Page generated in 0.34

IMPORTANT NOTE: The interview schedule freezes in BulldogLink 48 hours prior to the interview date. **NO CHANGES** are allowed after this time. You **MUST** appear for the interview. If you do not show up for a scheduled interview, and if you do not call with a valid emergency or excuse, your BulldogLink privileges can be revoked until such time as you meet a career counselor and write a letter of apology to the employer.

Once you’ve signed up for an interview, you can view your interview by clicking the Interview tab.

MANAGING EVENTS AND CALENDAR

To view events, such as job fairs, corporate presentations, and Career Services’ workshops, click on the Events tab. You can then explore events by clicking on the sub-tabs, such as Corporate Events (i.e. corporate presentations and Information Sessions), and Workshops & Career Services’ Events.

events

Information Sessions Workshops Video Tutorial Help

Showing 20 at a time: Items 1-2 of 2

Fair	Days	Participants
Agriculture, Engineering & Science Job Fair 2008	AES Job Fair 2008 (October 01, 2008)	52
Craig School of Business Job Fair 2008	CSB Job Fair 2008 (October 21, 2008)	50

Showing 20 at a time: Items 1-2 of 2

Event descriptions of the various events will show here when you click on the top tabs.

When viewing the Month view, click on the number of the date you want to see details on to open the day view of that date.



You can also view the whole Calendar by clicking on the Calendar tab. You can then click on sub-tabs to see the events of the day by clicking “Day View”, “Week View,” “Month View” etc.

calendar

Today Day View Week View Month View Year View Personal Events Help

Click on your favorite view.

Today's Events

(10:00 AM) [Monday Walk-ins in Joyal 256](#)
Joyal Administration 256

You can also research Employers by clicking on the Employers tab.

home profile documents find jobs employers interviews events calendar

Rhonda Velasquez | Thursday, November 6, 2008 | 12:05 pm

employer profiles

Employers Favorite Employers Video Tutorial Help

Industry: [dropdown] Keywords: [input]

On Campus Events? Yes No Ignore
(for which you are eligible)

Search Clear

Legend: I=Interviews IS=Information Session

Showing 20 at a time: Items 1-20 of 228

Organization	Website
Bonneville Power Administration	
U.S. General Services Administration	http://www.gsa.gov/jobs
ABB, Inc.	http://www.abb.us
Abercrombie & Fitch	
Action Air Conditioning, Heating and Plumbing	

Click on the name of the employer you would like to explore. You can see what jobs they have listed. Or follow the link to the website.