



Student Financial Services

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Student Quick Start Guide

www.spu.edu/joblink

JobLink is SPU's FREE resource for students to search for job opportunities.

Found a position you're interested in? Just upload your resume, cover letter and other documents to apply directly through the site.

Account Set-Up & Log-in

- To register, click "Register a new account" and enter your information.
- Your registration will be reviewed & approved within 2 business days.

Update Your Profile

- Select the **Profile** tab on the navigation bar.
- Select a specific information tab: **Personal, Academic, Privacy, Talent Search, or Password/Preferences.**
- Enter updated profile information in each field.
- Click **Save Changes.**

Upload Your Documents

- Select the **Documents** tab on the navigation bar.
- Click on the **Add New** tab.
- Enter name of document and select document type (resume, cover letter, etc.).
- Click **Browse** to select your document.
- Open the desired document.
- Click **Submit.**

Search for Jobs

- Select the **SPU JobLink Jobs & Internships** option under the **Jobs & Internships** tab on the navigation bar.
- Use the **Advanced Search** to search by **Position Type, Keywords, Majors, or Job Function.**
- Click on the **Job Title** to view the details of the jobs.

Apply for a Job

- Search for Jobs (See **Searching for Jobs** above).
- Select a **Job Title** from the search results page.
- Click **Apply** on the right hand side of the page (Note: if you cannot hit "Apply" you must update your profile and documents to meet the qualifications).
- If the **Apply** button is unavailable, follow the other application instructions present.
- **Follow-up** in a timely manner to ensure that your application was received and complete.

For more information about the different Work Study Programs, including eligibility, please visit our [website](#).

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