Employer Quick Guide to CareerLink


2. If you have already received a welcome email, type in your email address and given password on the left-hand side in the Log-In section. Click on Account in the header to edit the personal profile of your contact person. Then click on Profile in the header to edit information about your company.

3. If you do not already have an account, click on Register and provide information about your company, the contact person and the services you wish to register for. After logging in, click on Account in the header to edit the personal profile of your contact person and click on Profile in the header to edit information about your company.

4. To post a job for William James College students and alumni, click on Jobs in the header and then click on Add New under Single School Postings. Fill out the position information and don’t forget to click Submit at the bottom of the page when you’re done.

5. Click on Resume Books in the header to look at collected resumes of students in particular programs. Please note that students choose whether or not to opt-in to these books.