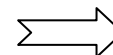


# Job Search FAQ's for the Class of 2009

**Career Development Center**  
**Open M-F, 8:45am – 4:45pm; DCC 209**  
**518/276-6234 [www.rpi.edu/dept/cdc](http://www.rpi.edu/dept/cdc)**

**Walk-in Hours until May 15<sup>th</sup>: M 1-3pm; T 3-4pm; W 2-4pm; TH 10am-12pm; F 11am-1pm**

- ❖ **Can I still utilize the CDC's services after I graduate?**
  - Yes! If you have activated your JobLink account for 2008-2009, you will be able to continue to view Open Jobs throughout the Summer of 2009. Just prior to classes beginning in August, all students and recent alumni must reactivate their account for 2009-2010 (drop off the \$5.00 fee) to continue viewing and applying for Open Jobs and viewing On-Campus Recruiting opportunities for the fall semester. Career Counseling and Resume Critiques are available by appointment throughout the coming year for all recent grads. Use the CDC's Online Appointment Scheduler to find a convenient time to meet.  
<https://www.securedatatrans6.com/ap/rensselaerpolytechnicinstitute/index.php?page=10>
- ❖ **Should I change my RPI email address in JobLink after graduation?**
  - Yes. Please email Sherry Bearup at [bearus@rpi.edu](mailto:bearus@rpi.edu) after May15, 2009 to provide her with your new email address.
- ❖ **Is the CDC open over the summer? If so, what are your hours?**
  - The CDC is open year round, Monday – Friday, from 8:45am – 4:45pm, except for Holidays. If you are interested in meeting with a Career Counselor over the summer, please schedule an appointment in advance using the online appointment scheduler.
- ❖ **Are there "Walk-in Hours" available over the summer?**
  - No. Walk-in Hours are suspended during the summer beginning on Monday, May 18<sup>th</sup>. We will resume our walk-in hour schedule on Monday, August 31<sup>st</sup>. Check out the walk-in schedule online @ <http://www.rpi.edu/dept/cdc/student/walkin.html>
- ❖ **Does the CDC receive job postings over the summer? If yes, where would I find them?**
  - The CDC receives and posts Open Jobs on JobLink year-round. All jobs are available to students with active JobLink accounts. The JobLink log-in page can be found at <https://rpi-csm.symlicity.com/students/> Log in using your username and password. Then click on the "OCR and Open Jobs" tab from the top tool bar. There, you can search, view and apply for Open Jobs.
- ❖ **How can I activate my JobLink account?**
  - To activate your JobLink account, stop by the CDC to pay the annual \$5.00 registration fee. Then go to <https://rpi-csm.symlicity.com/students/> Use your RIN for your username and your password when logging in for the first time. Once logged in, go to the "Profile" tab and select "Privacy" to change your password to something you will remember. Once your account is activated, you will be able to view and apply for Open Jobs found in JobLink.



- ❖ **Can I schedule an appointment with a Career Counselor over the summer?**
  - Yes, please use the CDC's Online Appointment Scheduler to find a convenient time to meet with a Career Counselor or to schedule a phone appointment.
- ❖ **Can I have my resume critiqued after I leave campus?**
  - Yes. Career Counseling and Resume Critiques are available by appointment throughout the coming year for all recent grads. Use the CDC's Online Appointment Scheduler to find a convenient time to meet.
- ❖ **Can I still give the CDC permission to include my resume in the Resume Books after I graduate?**
  - Yes. Once your JobLink account is active, go to the "Documents" tab to upload your Resume. You may load up to 10 documents (resumes, cover letters, and transcript) but you must designate one as a "Primary Resume" if you want to be included in the CDC Resume Books. Next, open up the "Profile" tab and select the "Privacy" tab. There, read the two questions carefully. To receive email notifications from the CDC you must select "yes." To be included in the CDC's Resume Books, you must select "yes."
- ❖ **Do employers continue to look at the CDC Resume Books during the summer?**
  - Yes! During the non-recruiting season, employers use the Resume Books to identify and contact candidates for prospective interviews. If your resume is missing from the Resume Books or is outdated, you may miss out on potential opportunities.