



## KnightLink Login Instructions

- ❖ Fill out an authorization card and submit it to the Career Services & Experiential Learning office
- ❖ Log onto the CSEL KnightLink at [www.csel.ucf.edu](http://www.csel.ucf.edu)
- ❖ Click on **Career Services**
- ❖ Click on **Student KnightLink Login**
- ❖ Welcome to KnightLink
  - Your **Username** is your NID (ex. Ab123456) and your **Password** is 000
  - Click **Enter** once you have entered your **Username** and **Password**

**Please fill out your Profile section on KnightLink. All fields marked with a red dot are required. If you want your resume visible in resume books, please select “Yes” in the Privacy section of your profile.**

### Uploading Documents

- ❖ Click on **Documents**, click Add New.
- ❖ Enter a name for the document to be uploaded, and select document type
- ❖ Select document to upload
- ❖ Click **Submit**

### Searching For Mentors

- ❖ Logon to KnightLink using your assigned Username and Password
- ❖ Click on the **Networking** link
- ❖ Utilize the search fields on the page. You can search by employer, industry, etc. for alumni mentors

### Signing Up for Interviews

- ❖ Click on the **Interviews** tab on the navigation bar
- ❖ The page displays two tabs – **Scheduled Interviews** and **Interview Requests**
- ❖ The status of your active applications is displayed in the Employer Decision column
- ❖ Once an employer has **Accepted** your job application, you may sign up for an interview slot
- ❖ Click on **Details/Sign up**
- ❖ On the **Application Details** page, under Employer Decision, click on **Sign up for Interview**

- ❖ On the **Interview Sign Up** Page, find the schedule date you would like to sign up for and select the radio button associated with the time slot you desire
- ❖ Click **Save** and your slot is reserved

Note: If you do not want to accept the interview invitation, click on **Decline this Invitation for an Interview**. If you decline the invitation, your application will be withdrawn and you will not be able to reapply for the position. Click **Decline** to confirm your decision.

### **Searching for Jobs and Internships**

- ❖ Click on the **Jobs** tab on the navigation bar
- ❖ Narrow your search by selecting the search criteria
- ❖ Click **Search**
- ❖ System returns the search results that satisfy your search criteria
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### **Searching for Employers**

- ❖ Click on the **Employers** tab on the navigation bar
- ❖ Search alphabetically by selecting the first letter of the employer name
- ❖ Search for a specific employer by typing the name of the employer in the **Keywords** field.
- ❖ Search for an employer by selecting an industry in the **Industry** drop-down list
- ❖ Click **Search**
- ❖ System returns the search results that satisfy your search criteria

### **Events**

- ❖ To view upcoming events on your calendar (example: upcoming interviews you are signed up for) click on **Calendar**
- ❖ To view the full list of upcoming workshops, expos, etc, click on **Events** and choose one of the tabs listed