



Dolphin CareerLink

Student Employment Application FAQ

1) Where can I find a student employment application?

You can download a [pdf version \(PDF, 241.7KB\)](#). This document can also be found in Dolphin Careerlink -----> Resources -----> Document Library -----> Student Employment Application.

2) How do I apply for on-campus positions with my student employment application?

- First, complete the form by either writing on the hard copy, or fill out the fillable pdf version (recommended) and print the document. **The pdf version cannot be saved, it must be printed!**
- Sign the document
- Scan both pages of the document into one single pdf file, the file size needs to be 200kb or less. **Do not save the documents as separate files or other format types such as: bmp, jpeg, txt, doc or any other format. They will not be approved.**
- Log-in to your Dolphin CareerLink profile through the [myCI portal](#) and upload your documents under the Documents Tab. **Please do not call the office asking to review your document unless the initial 24 hours has passed (not including weekends and holidays).**

3) My Student Employment Application is bigger than 200kb what can I do?

- Option 1** – Visit the Career Center in Bell Tower 1548 M-F 9am-5pm and we can scan the document for you.
- Option 2** – Contact the IT Help Desk for technical support via: Phone: 805-437-8552 (or dial extension 8552 from a campus phone); Email: helpdesk@csuci.edu; In Person: visit Broome Library 1340; myCI: Login to myCI and go to the "My Apps" tab, then in the "My T&C Work Orders" module click "Create New Request"
- Option 3** – Utilize professional assistance in your local area. Public Library, Kinkos, Staples, Office Depot, Office Max. etc.
- Option 4** – Adjust your scanner settings to reduce the file size. You will need to read the manual of your scanner to learn how to adjust your settings. You may also want to try a google search or visiting the support section in the manufacturer's website. Career Development Services does not have the IT Support capabilities to provide assistance in adjusting your scanner settings.

4) Can I digitally sign my student employment application.

Yes you can. However, we can only accept digital signatures that is an actual representation of your signature. You cannot just type in your signature in the form. The Career Development cannot provide assistance on how to do this. Examples:

CORRECT SIGNATURE

INCORRECT SIGNATURE

John Smith *John Smith*

5) I'm not in the local area, how can I get help?

Please see options 2-4 above.

6) My Student Employment Application was not approved, what happened?

Please review the notes section indicating the reason your document is not approved. Correct the errors or issues and upload the document again. The following list includes common reason(s) why your document was not approved.

- You did not sign the document.
- The document has missing fields
- The document is blank
- An error occurred in the upload and your document is not completely readable
- The application was extremely difficult to read (unreadable handwriting, or poor image quality)

7) This is too difficult, can I email the employer/career services my Student Employment Application?

Please check the job posting, if the posting indicates other options to apply for the position you may proceed to contact the employer directly. If the position does not mention other options please do not contact the employer. Contacting the employer may hurt you more than help you, as the employer may judge you inaccurately and assume you have poor problem-solving skills. If you feel you must contact the employer, please contact Career Development Services first. We will be able to guide you through the process. Unfortunately, Career Development Services does not have the IT Support skills to assist in reducing your document. Our office will still not be able to upload your file if it is not under 200 kb.

8) Why does the Student Employment Application need to be approved?

This process was not designed to create issues or barriers for students, but to insure students were not denied a job opportunity for a minor error. These documents are a first impression an employer has on you as an applicant. If documents have several errors, or missing information, the applicant is often automatically not considered for the position as the errors reflect poor attention to detail and problem-solving abilities.

9) I've waited over 24 hours and my documents is not approved, what do I do?

Please contact the Career Center at 805-437-3270 or career.services@csuci.edu M-F 9am-5pm and let us know.

Resume/Cover Letter Approval FAQ

10) I've uploaded my document and need to apply for a position immediately before it expires, why do I have to wait 24 hours?

The Career Development Services Team will do their very best to approve documents within the same business day. However, our center provides a variety of services throughout the day and week. Therefore, we may not always have the ability to respond to document approvals if the center is busy assisting students in person, workshops or other events. Please do not contact the center to request an immediate approval as the increase phone requests will only further delay the staff from providing services.

11) I've edited my resume/cover letter before, why do I keep receiving suggestions?

A resume is never finalized, there are always potential suggestions. If you have never edited a resume/cover letter before, the initial process usually takes 5-6 reviews with at least 2-3 reviewers before the resume is likely to be ready for job applications. Your resume should also change each time you apply for a new position(s).

12) I don't live close to campus, can I get help via email?

Unfortunately, providing feedback for resumes/cover letters involves educating more than editing. The CDS staff needs to demonstrate information to you that is conversational. We offer suggestions and resources to help you draft a tailored resume that is often difficult and confusing to students in email.

13) I've received feedback through the document approval process on Dolphin CareerLink, why can't I just use this method?

As mentioned in question 3, providing feedback is often difficult and potentially confusing in email. The initial feedback you received in the Dolphin CareerLink system was designed to help you get started, as multiple reviews are usually needed before applying for positions. Many of the suggestions our staff would like to share with you is often not mentioned in the initial response, as the information is either lengthy, difficult to describe in email, or both. We may not have the opportunity to share additional information, resources and feedback, should you choose to only use the document approval assistance. Keep in mind that the more time, effort and updates you put into your resume and cover letter, the higher the chances of receiving an interview.

14) My Student Resume/Cover was not approved, what happened?

Please review the notes section indicating the reason your document is not approved. Correct the errors or issues and upload the document again. The following list includes common reason(s) why your document was not approved.

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| a) Missing critical information (address, phone #, name) | d) An error occurred in the upload and your document is not completely readable |
| b) Used a template and certain fields were not deleted | e) Included information you should not (picture, birth date, SSN, marital status etc.) |
| c) The document is not formatted correctly as a resume | |

15) I've waited over 24 hours and my documents are not approved, what do I do?

Please contact the Career Center at 805-437-3270 or career.services@csuci.edu M-F 9am-5pm and let us know.

16) Can I email the employer my documents directly?

Please check the job posting, if the posting indicates other options to apply for the position you may proceed to contact the employer directly. If the position indicates not phone calls, please do not contact the employer and Contact Career Services for additional assistance. If you decide to contact the employer it is critical that you do not mention your reason for contacting them is issues with the Dolphin CareerLink System. The employer may judge you inaccurately and assume you have poor problem-solving skills, or you were simply unable to follow instructions. A better option, is indicating to them that their position was extremely important to you and you felt it was important to reach out to them directly.

17) Why does the Resume/Cover Letter need to be approved?

This process was not designed to create issues or barriers for students, but to insure students were not denied a job opportunity for a minor error. These documents are a first impression an employer has on you as an applicant. If documents have several errors, or missing information, the applicant is often automatically not considered for the position as the errors reflect poor attention to detail and problem-solving abilities. It is to the benefit of the applicant that CDS Staff reviews documents, so simple errors are detected without the employer learning about any mistakes.

For additional assistance please contact the Career Center at 805-437-3270 or career.services@csuci.edu M-F 9am-5pm. Drop-In Counseling is also an excellent way to get on-on-one assistance. To find out about Drop-In Counseling please visit our [website](#).