



CAREER DEVELOPMENT SERVICES

C H A N N E L
I S L A N D S

Career Development Center

Bell Tower 1548, (805) 437-3270

M-F, 9:00 a.m. to 5:00 p.m.

career.services@csuci.edu

<http://www.csuci.edu/careerdevelopment>

Dolphin CareerLink

HOW TO REGISTER:

1. Login to your myCI Portal
2. Click the *Dolphin CareerLink* tab under "My Links"
3. If you are a first time user, it will prompt you to set up a student profile

If you're having difficulty logging onto your myCI Portal, please contact the IT Help Desk at (805) 437-8552. If your account is blocked please contact Career Development Services.

TO UPLOAD A RESUME/COVER LETTER/STUDENT EMPLOYMENT APPLICATION:

1. Click on the *Documents* tab.
2. Select "Add New" to upload your résumé, cover letter, etc.

TO REGISTER FOR WORKSHOPS/EVENTS:

1. Click on the *Events* tab.
2. Select the Workshop Title you want to attend.
3. Click *RSVP* to register for the workshop.

TO SEARCH FOR JOBS or INTERNSHIPS:

1. Scroll over the *Jobs & Internships* tab, and then click *Jobs & Internships* when it drops down.
2. Select the *More Options* button, select "campus/work study, etc." then click *Search*.

STEPS TO COMPLETE STUDENT EMPLOYMENT APPLICATION FOR ON-CAMPUS EMPLOYMENT:

1. Fill-out the student employment application attached to the job posting and select *PRINT* and *NOT SAVE*.
2. Print the document and sign at the bottom of the application.
3. Scan the document. Both pages of the student employment application must be included in a single pdf file. Dolphin CareerLink only allows documents up to 200kb of space, so make sure you **SCAN THE DOCUMENT AS A PDF AND NOT AS AN IMAGE** (bmp, jpeg, etc). *If you would like us to scan your Student Employment Application drop-by the center in Bell Tower 1548 M-F between 9-5pm and we can assist you with scanning and uploading the document.*

If you are having issues with scanning Please contact the IT Help Desk for technical support regarding document scanning or your computer. Career Development Services cannot offer technical support assistance beyond scanning documents in our center. IT Help Desk Info: Phone: 805-437-8552 Email: helpdesk@csuci.edu In Person: Broome Library 1340

TO MAKE A SEARCH AGENT:

****This will allow you to obtain up-to-date automated emails on pre-selected job/ internship search criteria****

1. Scroll over the *Jobs & Internships* tab, and then click *Jobs & Internships* when it drops down
2. Click the *Advanced Search* tab and click the *Save As* box to check it
3. Enter title next to *Save as:* (ex: *on-campus jobs*)
4. Choose specified position type and/ or job function. Do not select anything else.
5. Click *Submit*. You should see all current job positions that fit your search criteria.
6. Click *Search Agents* tab and click *Schedule* button
7. Click *Yes* button next to "Enable"
8. Choose the frequency of email updates under "Period" and click *Submit*