



Student Quick Start Guide to Gator CareerLink

Accessing Gator CareerLink (GCL)

GCL is integrated with the UF campus log-in process; therefore, you use the same username and password you use to access campus services like GatorLink email, library services or myUFL.

To login:

- Go to career.ufl.edu or [click here to go directly to GCL](#). If you go directly to GCL, disregard the rest of the steps in this section.
- Find the gray 'What Can We Help You With?' box under the site's header
- Select "Undergraduate student" looking to "find Gator CareerLink"
- Click the orange submit button to go to the Login page
- Enter your Gator Link credentials and click "Login"

Requesting a Career Planning Appointment

This is a 30-minute session where you can talk to a career planner about anything related to your career path.

To request an appointment:

- Access your GCL account
- Click "Request a Career Planning Appointment OR Molm Family Gator Career Closet consultation" under Shortcuts on the right-hand side.
- Select a date, time, and topic (under "type").

Career Planning Topics include:

- #1- Choosing/ changing your major
- #2- Exploring your career options
- #3- Finding/ discussing your career interests, strengths & values
- #4- Finding meaningful experience
- #5- Developing your network/ community
- #6- Developing your resume, CV, cover letter, personal statement or e-portfolio
- #7- Graduate school exploration/ preparation
- #8- Finding/preparing for a full-time job
- #9- Preparing for interviews
- #10- Molm Family Gator Career Closet consultation

Your appointment is confirmed when you receive the "Career Planning Appointment Request Approved" email.

RSVP for Employer Hosted Event or Workshop

To RSVP for an event:

- Access your GCL account
- Click on "Events" and select "Workshops," "Employer Hosted Event" or "Career Fairs"
- Find the event you want to attend
- Click on "RSVP"

Once you have RSVP'd, we will remind you about the event a few days prior to the event via email and/or text. We will also notify you if there are any changes to the event.

Applying for a job through GCL

To look for available jobs:

- Access your GCL account
- Click on "Jobs > Search"
- Click on the job titles for more information and application instructions
- To apply, click "Apply" button, select your resume and click "Submit"

Uploading your Resume

To upload resume:

- Access your GCL account
- Click on "Documents > My Documents" and select "Add New"
- Click "Browse" to locate your resume
- Give your resume a title that is related to the type of position you are seeking (i.e. – political science resume)
- Click "Submit"

Mock Interviews

This allows you to practice interviewing for multiple types of positions. Interview questions are pre-recorded. Your responses will be recorded and saved for review by you and a career coach (optional). You will need the Adobe Flash Player plug-in installed. You will also need a computer with a camera and microphone.

- Access your GCL account
- Click on "Resources > Mock Interviews"
- Browse the list of position types for which interviews are available or search by keyword
- To complete the mock interview, click "Record New Attempt" under the position type of your choice
- At the next screen, click "Audio and Video Settings"
 - Click "Allow" to give Flash access to the camera if this is your first time using the system
 - Adjust audio and video settings as needed
- Start with "Practice Question" or "Start Interview"

My Profile

The "My Profile" section allows you to provide employers with additional details beyond what is included on your resume. You can include a profile picture, personal statement, education, experience, projects, and skills/competencies. You are also able to link to other online profiles and sites.

- Access your GCL account
- Click on "My Profile"
- Click the name of the section you wish to edit
- On the right sidebar, include links to email, Facebook, LinkedIn, or an e-portfolio/website
- Click "Publish" in the right sidebar to make your profile visible to employers