



California State
University

**EXTENDED
UNIVERSITY**

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

Extended University Career Services
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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. Select *Pending Documents*.
2. Select *Add New* to upload your résumé, cover letter, etc.

TO REGISTER FOR WORKSHOPS:

Visit <http://ext.csuci.edu/career-services/workshops.htm>

TO SEARCH FOR JOBS or INTERNSHIPS:

1. Scroll over the *Jobs & Internships* tab, and then click *Jobs*.
2. To look for **on-campus positions**, select *Campus/Work Study*.
3. To look for **off-campus positions**, select *Full-Time* or *Part-Time*. Filter the positions by *Position Type* and *Job Function* only. Use the ctrl button to select multiple position types or job functions. Then click *Search*.

**To save your search, click on *Saved Searches*.*

- Type in a title (e.g., *On-Campus Jobs*, *Part-Time Marketing Jobs*, etc.).
- Select how often you would like to receive an email announcing job openings (e.g., *daily*, *weekly*, *monthly*, etc.).
- Click *Yes* if you would like to see new results only in your email, or click *No* if you want to see all open positions that meet your search criteria. Then click *Save*.

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

1. Complete 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 Extended University Sage Hall 200, Thousand Oaks Campus, or Goleta Campus for assistance.*

*If you are having issues with scanning, please contact Extended University for technical support.
Contact Bill Ochs at william.ochs@csuci.edu*