STUDENT GUIDELINES FOR accessing SCOTjobs

- Go to careers.ucr.edu
- Click on Student Login to Access SCOTlink.
- Log in by using your UCR email address (everything before the @ or ‘at’ sign) for the NETID and your associated UCR email password. If you have not completed a system profile, previously, you must do so before you can access jobs.
- Click on Jobs.
- Select from three (4) categories:
  - oSCOTjobs (exclusively for UCR students maintained by the Career Center)
  - oNACElink (jobs exclusively for UCR and other partner Universities)
  - oCareerBuilder (industry job bank)
  - oUSAJobs (government job bank)
- Begin your search using position type categories, for example Internship/Co-op or Part-Time, from the drop down list.
- Search results can be sorted by any headings with directional arrows, i.e. by location, position type, employer name, etc.
- Click on the job title to see a complete job description and instructions on how to apply.
- You may automatically send your resume, cover letter and/or transcripts by uploading them into SCOTjobs, under the tab ‘Documents,’ prior to applying.
- It is HIGHLY recommended you have your resume critiqued at the Career Center prior to uploading it.
- Do not use the browser back button, instead click on the ‘back’ or ‘return’ links to return to the previous window.
- Be sure to close your browser when you are finished to ensure privacy.

DON’T FORGET TO CHECK OUT THE OTHER FEATURES AND SERVICES AVAILABLE ON THE CAREER CENTER WEBSITE!