

# Welcome to CSUcareerline.com

**Post your resume, search for internships and jobs, research employers, participate in On Campus Recruiting, get emails about new job postings.**

Go to [www.csucareerline.com/](http://www.csucareerline.com/) (or [www.csuohio.edu/career](http://www.csuohio.edu/career) and click on “careerline.”)  
Be sure to bookmark the log-in page for future reference.

## **IF YOU DO NOT HAVE AN ACCOUNT:**

1. Click on the “Students & Alumni” link.
2. Fill in your user name. Use your seven digit CSU ID number as your user name. (If you do not have a student ID number, use the six digits of your birthday in this format: mm/dd/yr.).
3. Enter a password of your choice. It must be between three and eight characters long, and something easy to remember. If you forget your password, call the Career Services Center at 216.687.2233 or email us at [careers@csuohio.edu](mailto:careers@csuohio.edu).
4. Fill out the rest of your profile information. Note that field with asterisks (\*) are required. Be sure to click the “Submit” button at the end of the profile to save your information.
5. Please allow 2-3 business days for the office to process your application. You will receive an email when your account has been approved.
6. Be sure to log in to upload a resume once you are notified that your account has been approved.

## **WHEN YOUR ACCOUNT IS ACTIVATED - or - IF YOU ALREADY HAVE AN ACCOUNT:**

1. **Upload your resume** by clicking on “Resumes and Documents.” You may also create cover letters or copy and paste cover letter text by clicking on “Create New Cover Letters.”
2. **Search for jobs and internships** by clicking on the appropriate link on the left side of the page. You may search by Job Type and Job Location or by Keyword. *HINT:* Use several related Job Types to get better results. Note that most jobs that are posted on **careerline** are in the Cleveland-Akron area and most are posted in the “Entry Level” section. You may also see some interesting jobs listed in the eCampus Recruiter National Search Results section.
3. **Create a Job Agent** by clicking on the Job Agent button. Choose your desired job level, type and location. The Job Agent will e-mail you each time a new position is posted that fits your criteria.
4. **Register for On-Campus Recruiting** (employers coming to CSU to interview candidates), click on “Interviews and Events.” You will be able to see interview schedules for which you qualify.
  - Click on the link for the company name.
  - Click on the link that says, “Submit Resume for Interview.”
  - If you are selected for an interview, you will receive an email in informing you that it is time to select an interview time slot.
  - Log onto your account and click on the appropriate event (schedule).
  - Choose a time slot and Click on “Sign up for Interview.”

Call 216.687.2233 with questions, or **email** us at [careers@csuohio.edu](mailto:careers@csuohio.edu).

**Career Services Center Cleveland State University     Rhodes West Room 280**