

# Using BroncoLink to Find Jobs & Internships

The Career Center regularly receives calls from employers from various industries and from university staff/faculty who are interested in hiring our students. We direct these employers to post their job opportunities online with BroncoLink. If you are a student or alumna/us interested in on-campus jobs, internships, co-ops, part-time or full-time work, or volunteer opportunities, you have access to those postings through BroncoLink. If you are interested in participating in on-campus interviewing, please consult the On-Campus Interviewing publication.

## HOW TO ACCESS AND REGISTER ON BRONCOLINK

### Already Registered:

- Go to [www.scu.edu/careercenter](http://www.scu.edu/careercenter).
- Click the "Login to BroncoLink" button on the right side of the page.
- Enter your Username and Password and click "Go."
- You can now access all jobs and internships that have been posted specifically for Santa Clara students.

### Not Previously Registered:

- Go to [www.scu.edu/careercenter](http://www.scu.edu/careercenter).
- Click the "Login to BroncoLink" button on the right side of the page.
- Click "Forgot my password."
- If you are a current student, enter your 11-digit access card number in the Username box. Be sure to include all zeros and no spaces. Your password will be sent to your SCU e-mail address.
- If you are an alumna/us, call 408-554-4421 for access to BroncoLink.

## IMPORTANT TIPS

- Once logged in, you MUST complete registration by providing your academic and personal profile information before you can use the system.
- Be sure to upload your resume. Uploading and storing resumes allow you to apply for positions by submitting your resume and/or cover letter directly to the employer. You may store up to 10, one-page documents (resume, cover letter, and/or unofficial transcript) online. You will choose from these documents when applying to jobs through BroncoLink.

- To change your password, click the "profile" tab at the top of the page. Click "Password/Preferences," located on the right, to save your new password.
- As a registered member of BroncoLink, you will receive an electronic copy of the Career Center Weekly to keep you up-to-date on career-related events and programming on and off campus.

## SEARCHING FOR JOBS ON CAMPUS

- Go to [www.scu.edu/careercenter](http://www.scu.edu/careercenter).
- Click the "Login to BroncoLink" button on the right side of the page.
- Log in to BroncoLink by entering your Username and Password.
- Click on "On-Campus Jobs" under "announcements" (located on the left-hand side of the page).
- Once you find a position that you'd like to apply for, follow the application instructions very carefully. Some departments request that you pick up an application in their offices and drop off your resume, while others allow you to submit your resume through e-mail or online.
- If you are called for an interview and receive a job offer, fill out the top portion of a Student Employment Authorization (SEA) form and give it to your manager. The SEA form is available on the Student Employment Website (<http://www.scu.edu/careercenter/students/studentemployment>). Your hiring manager will complete the rest of the SEA form.
- If you have not worked at Santa Clara University in the past, you will need to visit the Student Employment Office, located in Benson Center (Room 111) to fill out I-9, W-4, and Direct Deposit forms. Be prepared to show appropriate identification as described on the back of the I-9. (Most common I.D.'s include passport, Social Security card, and SCU I.D.)
- Once you begin working, fill out a timesheet every two weeks and your paycheck will be mailed to your mailing address that is listed in eCampus. Direct Deposit can be arranged through the Student Employment Office.

## OTHER METHODS OF JOB SEARCHING

Searching for jobs and internships on BroncoLink is a must! However, it is just one of many resources available to conduct a search. While it's important to check regularly on BroncoLink to see what positions are newly posted, be sure to explore other ways of searching for jobs and internships. Meet with a Career Center staff member during a Same Day appointment to explore search methods. Also, use the career resources found on the Career Center Online: [www.scu.edu/careercenter](http://www.scu.edu/careercenter). Visit the student section and then click on "Find a Job" or "Find an Internship." You'll find a wealth of resources for conducting a comprehensive search.