

Tigerlink Student Guide

- To Quick View details of a position, place your cursor over the binoculars. This will provide you with an overview of the position, type, salary, and timeline of the position.
- Click on the "View Complete Job Details" for more information regarding that position, or simply click on the name of the company provided.

On-Campus Interview Schedules:

- Access and click on the "Search for Job & Internships" tab located on the right side of the web page located under "Shortcuts" or access it through the "Jobs" tab on the left navigation bar by clicking on "TigerLink Jobs & Internships".
- Filter your search by description, location and more to find a job or an internship that best matches your status as a candidate or the profession you are pursuing.
- To Quick View details of a position, place your cursor over the binoculars. This will provide you with an overview of the position, type, salary, and timeline of the position.
- Click on the "View Complete Job Details" for more information regarding that position, or simply click on the name of the company provided.
- If interested in an on-campus interview, submit the materials requested by the employer.
- If you are selected by the employer, you will be able to sign up for an interview time on the day of their campus visit.

Information on Career Fairs:

- Access the "Events" tab located on the left navigation bar by placing your cursor directly on the tab.
- Click on the "Career Fairs" option.
- Click on your desired event to view a list of event details and scheduled employers who have registered for the event.
- Search through the list of employers and then click on the name of the company that matches your status as a candidate or the profession you are pursuing for more information regarding that company.

Online Career Finder:

- Access the "Resources" tab located on the left navigation bar by placing your cursor directly on the tab.
- Click on the "Career Finder" tab.
- Read the information provided and then click on "Get Started" to continue.
- Answer the questions provided to the best of your ability.
- Name your profile and select "Continue."
- Careers that best fit your interests and preparation will be provided. Utilize this information to assist you in your career exploration.



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Career Services is pleased to announce a new software system that will combine the features of the current Optimal Resume and eRecruiting systems into a single system called **TigerLink**.

The TigerLink system will provide current students and graduates of the University with access to job and internship listings, career fair information, on-campus interview schedules, resume and cover letter templates, online practice interviews, and the ability to schedule career advising appointments through an online calendar system.

Career Services
400 Wilder Tower
Memphis, TN 38152
901-678-2239

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To login:

Current Students:

- Visit The University of Memphis' Career Services main web page at www.memphis.edu/careerservices
- Click on the "Students & Alumni" tab located at the top of the web page.
- Click on the "TigerLink" tab located on the left hand side of the web page.
- Click on the "Current Student Login" located under "Current Students" to access your TigerLink account.
- Your UUID is your myMemphis username.
- Your Password is the same password to your myMemphis account.
- Complete all required profile fields.

To request an appointment:

- Click on the "Request an Appointment" tab located on the right hand side of the web page under the "Shortcuts" header.
- Select the appointment type, day(s) of the week and location. You may select a specific counselor if you like or leave the boxes undecided to see availability for all counselors.
- Click on the "Check Availability" button.
- Click on the counselor's name provided during an available time slot.
- Confirm the appointment; add additional notes if needed.
- Click on the "Submit Request" button to submit your appointment. You will receive an email notification via your TigerLink email address regarding your appointment request.

Online Resume Builder:

- Click on the "Resume Builder" tab located on the right hand side of the web page located under "Shortcuts" or access it through the "Documents" tab on the left navigation bar.
- Click on the "Create New Resume" button.
- Choose the template that best matches your status as a candidate or the profession you are pursuing.
- Click on the "View Sample" button to view a sample of the resume that best fits your interest. (You will need to save this document to your computer to access or modify the sample.)
- You may customize your sections after selecting a resume by clicking on the "Save and Continue" button.
- Customize your resume sections by changing their name, type, and position. You may add or remove sections by pressing the "Delete" or "Add Section" buttons.
- Click on the "Save and Continue" button when finished.
- Click on a section below to enter content. Then click the "Select Layout" button to choose a resume layout, and the "Customize Style" button to change font, margin or other styles to make your resume unique.
- Click on the "Save and Continue" button when document is completed.
- View, save or print your document.
- Click on the "Submit for Review" button. You will receive feedback from a counselor.
- You will login to your TigerLink account and return to the "Documents" tab and click on the "Approved" tab to view the feedback on your document.

Online Cover Letter Builder:

- Click on the "Resume Builder" tab located on the right hand side of the web page under "Shortcuts" or access it through the "Resources" tab on the left navigation bar.
- Click on the "Create New Cover Letter" button.
- Click on the "Show Me Sample Cover Letters" button. (You may skip this step and construct your own cover letter. Click on the "Save and Continue" button when your document is complete.)
- Choose the template that best matches your status as a candidate or the profession you are pursuing.
- Click on the "Save and Continue" button to edit the content provided.
- Click on the "Save and Continue" button when document is completed.
- View, save or print your document.
- Click on the "Submit for Review" button. You will receive feedback from a counselor, and once it has been approved you will be able to activate your Cover Letter for job postings.

To Upload and Submit an Existing Resume or Cover Letter for Review:

- Access the "Documents" tab located on the left navigation bar by placing your cursor directly on the tab.
- Click on the "Opt-in Books" tab.
- Access the first resume book titled "Resumes and Cover letters for Critique."
- Click on "Add Resume" to add your resume or cover letter document.
- Click on "Choose File" to select your document to upload.
- Label your document and click on "Upload" when complete.
- You will receive an email when your resume has been critiqued. You will login to your TigerLink account and return to the resume book titled "Resumes and Cover Letters for Critique" to see the feedback.
- Click on [VIEW PDF](#) to open the document and view the comments.

Online Mock Interviews: (You must have a webcam available to utilize this feature)

- Access and click on the "Mock Interviews" link located at the bottom right side of the website.
- Search and find an interview that best fits the profession you are pursuing. You may apply a "Keywords" search to simplify this process. (You may create your own mock interview by selecting the "Create New Mock Interview" tab at the top of the webpage.)
- Once you have selected your mock interview of choice, click on the "Record New Attempt" button.
- Confirm your audio/visual settings by selecting "Allow." This will provide TigerLink access to record your mock interview.
- You may practice sample questions by clicking on the "Practice Question" button or you may begin your mock interview by selecting the "Start Interview" button.

Job and Internship Listings:

- Access and click on the "Search for Job & Internships" tab located on the right side of the web page located under "Shortcuts" or access it through the "Jobs" tab on the left navigation bar by clicking on "TigerLink Jobs & Internships".
- Filter your search by description, location and more to find a job or an internship that best matches your status as a candidate or the profession you are pursuing.