

CareerLink

Alumni Program

What your \$20 annual fee provides:

Access to the *CareerLink* system, allowing you to:

- Complete your personal profile, which can be searched by employers
- Post your résumé
- View all full-time jobs
- Search the online employer directory, contact information for many local employers
- Register for on-campus interviews
- View all career events, including lists of employer participants

How to register:

- 1) Payment: Pay with check (payable to MSU Billings) or by credit card (call 406-657-2168 to make a credit card payment).
- 2) Access: When you pay your fee, you must give the *CareerLink* administrator your full name (as on record with MSUB) and student ID number. This will be used to verify your access when you register.
- 3) Registration: Go to <https://www.myinterfase.com/msubillings/student>, scroll down, and click "Click here to register." Create your personal profile following the instructions on the screen. All fields marked with * are required.

If you have and questions regarding *CareerLink*, please contact Career Services at 657-2168 or careers@msubillings.edu.

The fine print:

Subscription year: Your *CareerLink* registration will be active from July 1 to June 30 of the following year, regardless of the payment date. Before your subscription expires, you will receive an email notice and the option to retain your profile for another year.

Expired profiles: If you choose not to re-subscribe, your profile, contact information, and any résumés will be deleted from *CareerLink*.

Résumés: Career Services retains the right to approve résumés before they are posted for employer viewing. All résumés uploaded in *CareerLink* will be critiqued by a Career Counselor and you must make changes before the document is made available to employers.

Yes! I'd like to join the *CareerLink* Alumni Program

(Please complete all fields)

Name: _____ Student ID# _____

Phone: () - Email: _____

Payment Method (circle):

Check (Payable to MSU Billings)

Credit Card (Call 406-657-2168 to pay)

When payment is processed you will receive confirmation and registration instructions.

Mail to:
MSUB Career Services
Attn: CareerLink Alumni Program
1500 University Dr
Billings MT 59101