



What is RamblerLink?

RamblerLink, replacement to eRecruiting, is a career and job management system and your new link to:

- Jobs
- Internships
- On-campus student employment such as Federal Work Study jobs and part-time jobs that don't require Federal Work Study
- Community-Based Federal Work Study Jobs
- Volunteer and Service Learning opportunities
- Employers and community partners
- Alumni, selected employer contacts, and parents will offer career, industry and job advice in the Rambler Professional Network.
- Career information including career guides, videos and handouts

How can I register in RamblerLink?

- Access the Loyola login link and Register link from www.luc.edu/career/RamblerLink.shtml
- If you are a current Loyola student or May 2009, you are already registered in RamblerLink. Use your Loyola username and Loyola password to login.
- If you are an incoming Freshman, you MAY already have a RamblerLink account. Try to login using your Loyola Username and Loyola Password. If it doesn't work, select Register, complete the registration form and click Submit. You will receive a Verify Your E-Mail e-mail; click the link in the e-mail to verify your e-mail. As soon as your account is accepted, you will receive a confirmation from our office within 48 hours (business days).
- If you are a Loyola alumnus/a or have been granted reciprocity, select Register, complete the registration form and click Submit. You will receive a Verify Your E-Mail e-mail; click the link in the e-mail to verify your e-mail. As soon as your account is accepted, you will receive a confirmation from our office within 48 hours (business days).

How do I access RamblerLink?

- Follow the instructions and login links on www.luc.edu/career/RamblerLink.shtml
- Enter your username and password
- Click on the "Go" button.

How do I upload my resume?

- From the homepage of your RamblerLink account, click the "Documents" tab at the top of the page
- Click "Add New"
- Label your document with something significant, for example, "JSmith_Resume" or "JSmith_PR_Resume."
- Browse to find your document on your computer or disk. Note: your document should be in MS Word (.doc) or Adobe Acrobat (.pdf) format.
- Click on the "Submit" button.

How do I upload a cover letter?

- Follow the same steps as uploading your resume, only select the appropriate "Document Type."

Can I upload a customized cover letter for a specific job?

- From a job screen, click "Add New" by the "Cover Letter" field. (If this field is not present, the employer does not want to receive cover letters.)
- Upload a customized cover letter or select "online editor" to type (or cut/paste) a customized cover letter.

How can I publish my resume so that employers may view it?

- Click the "Profile" tab at the top of your screen and then select the "Privacy" tab.
- Select "Yes" to "Include in resume books."
- Your resume will automatically be included in appropriate employer searchable web resume books.

Opt in Resume books

- Click on the "Documents" tab at the top of your screen.
- Select the "Opt-In Resume Book" tab
- Your documents will be listed. Click the "Select Resume Books" button and check the boxes in front of appropriate resume books. Note: select carefully; be sure that your resume and profile match a book's description. Any resumes that are not appropriate for a resume book will be removed from the book.

How do I search for jobs?

- Click on the "Jobs" tab at the top of your screen.
- Select "CSM Jobs" (RamblerLink jobs). These are jobs posted by employers who have registered with our office for Loyola students and alumni.
- There are a variety of ways to search for jobs. Start with the basic search and complete one or more of the following fields. We suggest that you use "Show Me: All Job Listings" and the "Job Function" fields only.
 - "Show Me:"
 - "All Jobs & Interviews"
 - "All Job Listings"
 - "Jobs | Qualify for (all)"
 - Select a job function(s) Or
 - Select an industry(ies) Or
 - Enter key words
- Try experimenting also with selections in the "Advanced Search" tab.

How do I apply for jobs?

- Click on the "Jobs" at the top of your screen.
- Search for jobs (see above)
- Click on the job or internship title from the list of postings
- Application instructions are on the upper right corner of the posting details
- Select the appropriate version of your resume for the job
- If you have not uploaded a customized cover letter for the position, click "Add New" by the "Cover Letter" field. Upload a customized cover letter or select "online editor" to type (or cut/paste) a customized cover letter. (If "Add New" is not available, the employer does not want to receive cover letters.)
- Enter any extra notes you would like the employer to see in the "extra notes" field. Note that this is not the place for a cover letter.
- Click "Submit"

How can I create a search agent?

- Click on the "Jobs" tab at the top of the screen and chose "CSM Jobs" (RamblerLink Jobs)
- Select the "Advanced Search" tab
- Select the "Save As" box at the top of the "Advanced Search" screen and enter the name of your new Search Agent
- Select the criteria for your internship or job search.
- Run the Search
- The next time you login, go directly to the "Jobs" – "Advanced Search" tab and select your saved Search Agent.

Network with the Rambler Professional Network to Get Career Advice

In addition to its other features, RamblerLink has a database of Loyola alumni, selected employer contacts, and parents who are willing to offer you career assistance. Watch this feature as the alumni and others create their searchable Professional Contact records.

- Select Networking
- Enter criteria or just click Search
- Click on a name
- Clicks Interested Button (bottom of screen)
- The Professional Contact will receive an e-mailed notice of your interest and will respond to your request.

