

MSU Denver Career Link: User Instructions for Employers

What is MSU Denver Career Link?

Career Link is our new career management system that connects you with MSU Denver students and recent graduates. As part of the development of our new Classroom to Career (C2) Hub, Career Services and the Applied Learning Center have merged systems so that all employment opportunities (jobs and internships) can be managed directly through your Career Link account. Career Link is designed to simplify and streamline the process of connecting you to MSU Denver students.

Creating an Account

1. To start, click [HERE](#) and select 'Sign Up'. *(If you are in our system regularly, you may want to bookmark this page).*
2. Find your organization and complete your account information.
3. If your organization is NOT listed, type in the full name of your organization and complete your account information.
4. *New accounts will be reviewed within 24-48 hours. Once approved, a system generated email will be sent to you with your login instructions.*

Updating Your Profile

1. From the Home screen, select 'Employer Profile' to update any required fields and other optional information about your organization.
2. This will help develop your profile in the Employer Directory, accessible to students.
3. Do not forget to click 'Save'.

Registering for an Event/Program in Career Link

1. Click on the Events tab in the left bar from the home screen
2. Select the type of event you are looking for
3. After clicking on the event type, a list of current events/programs will pop up
4. For more information about the events select the "View" option
5. To sign up/register for an event select the "+Sign Up" option
6. To request an Information Session, click on the Information Sessions tab and then the blue box titled "Request Information Session."
7. Follow the prompts to complete your registration, be prepared to pay any fees associated with your selected event (you may pay by check or credit card)
8. Contact Tennille Hamler (Industry Team Events Manager) at toverman@msudenver.edu | 303-615-1021 if you are having problems with registration or if you have questions regarding the events.