Congratulations on your job offer!

To log the details of your new position in CareerLINK, you will need the following information:

- Employer name
- Job title
- Start date
- Wage (hourly)
- Estimated hours per week (usually 40)
- Any additional compensation information (if applicable)
- Brief job description (if you did not apply via CareerLINK)
- Supervisor’s name, full address, phone number, and email address (the Human Resources representative can be used temporarily if you do not know your supervisor’s name/email).

When you are ready to report your employment details, please follow these steps:

- On your CareerLINK homepage, click on “Report a Hire” from the menu on the left hand side of the page (below the 🎉 icon).
- Check off the position if you see it listed in the section entitled “What Position Was Filled?”
- If you do NOT see the position title listed in the results, click on “click here” to enter position information.
- Complete all sections prompting for job details; required fields will have a red asterisk before them.
- Click on “Finish”.

To view this employment information at any time, simply click on “My Account” and then “My Activity” and select the “Placements” tab.