

Welcome! LINCS is a job & internship search website that is utilized by the Los Rios Community College District for employers to post available internships, on and off campus jobs, and CalWorks opportunities. Through LINCS you will be able to maintain a profile, upload your resume and other documents, and apply for positions. You may also view upcoming workshops , career fairs, and connect to helpful resources from your campus job and internship services.

NOTE: If you are a registered user, simply type your username and password, then click **Login**.

If you have never registered, create a new account by clicking the "**Click here to Register**" link. Fill out your profile and click the **Register** button. Record your username and password so that you don't forget!

Your login is case sensitive, so be sure to enter your login as you originally created it.

Username: _____ Password: _____

Registering/ Logging in:

You will receive an email immediately after you register. Once you have registered, you will be able to view and apply to jobs and view internships in the Job & Internship Search tab.

After you have logged in, you will be on the LINCS Home page. Here you will find many useful tools:



Resource Library — **MAKE THIS YOUR FIRST STOP!** Here you will find a copy of this Student Guide, instructions on how to get an internship, campus career events, and other valuable resources such as creating "Job Agents" setting up this feature will email you new postings every night!



I want to... —

- Report a Hire — Click this link to let us know you were hired.
- View Saved Searches—If you have created "Saved Searches", this section will maintain your preferred search list always updated.



Calendar — You can use your calendar to record upcoming events that you plan to attend, jobs or internships applied to, or other useful information.

- **Announcements** — Here you'll find important announcements, including those about Jobs/ Internships, Upcoming Job/Internship Fairs, and Workshops
- **Task List**— This section will show all new responses to your resume referrals (you will also be notified via email when an employer responds to your resume).

Under the My Account menu, there are 3 choices:

1. **My Profile** — Here you can update your personal information (password, phone #, email, majors, GPA, etc). You may also do this through the "Account Summary" box on your home page.
2. **My Documents** — Here you can upload **Microsoft Word, PDF, or RTF** documents into the following categories: Resumes, Cover Letters, Unofficial Transcripts, and List of References. You can upload 10 documents per category. When you apply to jobs, you will be able to select one document from each of these categories.

TIP: When uploading more than one resume, label each with job title to keep more organized.

3. **My Activity** — There are various types of activities that you can view, click on each tab:

Referrals - These are resumes that you've submitted to an employer's job or that the Career Center has submitted on your behalf. When applying for an internship, this is where you will be able to view the internships that you have been referred to.

Placements - These are your current job placements and details once you are placed in a job or internship.

Schedules - These are on-campus recruiting interviews for which you are currently signed up.

Event Registrations/RSVPs - These are for Job/Internship Fairs or Workshops for which you are currently RSVPed.

Job Agents - If you have created "Job Agents", this is where you can view and edit them.

Be more proactive in your job and internship search by creating Job Agents and Saved Searches!

Check the **Resource Library** in your LINCS Home page for a folder called "Job Agents & Saved Searches"

How to Search for Jobs/Internships:

Choose the "**Job & Internship Search**" menu to begin your search:

STEP ONE: Choose the "**Job Search**" menu to view our open job/internship postings.

STEP TWO: Search with any criteria (OR enter no criteria to view all jobs & internships) You may select any of the field options as your search criteria or you may use key words such as "stipend". The system will scan the whole job description for your key word.

****Please note,** the more criteria that you select in one search, the narrower the results returned. To broaden your search results, select one criterion at a time.

STEP THREE: Click on the Job/Internship ID to read details about each job/internship posting and how to apply. (For internships, follow the Internship instructions under 'Resource Library' and contact your local campus Internship contact person)

There are 2 types of positions in our system: Jobs and Internships

HOW TO APPLY TO POSTINGS

For Jobs: Follow the application instructions included in the description by the employer.

For Internships: Check the **Resource Library** on your LINCS Home page for the folder called "How to Get an Internship" or go to the internship program website at wexp.losrios.edu— Click on "Students" then Click on "Internship Program" for step by step instructions.

Not Qualified? You will see a message in **red** with the reasons why you are not qualified to apply for that job posting. This may be because you have not updated your profile lately (i.e. your Major) or maybe because you have not uploaded your resume necessary to apply.

Qualified? If the employer is allowing you to submit your resume through LINCS, there will be a **SUBMIT RESUME** button at the top of the job posting. If there is no button, then read the APPLICATION INSTRUCTIONS to know how to apply directly to this employer.

Should I report a hire?

Yes! You should always report when you get hired. Each reported hire helps our career services endeavor to maintain accurate placement statistics. These statistics allow us to better serve you.

How do I report a hire (Placement)?

STEP ONE: To report a hire, click on the "**Report a Hire**" link located next to the calendar on your Home page. This will walk you through the process.

STEP TWO: Search for your position. Then, click "**Select Job**" next to it.

For further assistance, please contact your campus program area:

American River College:

Career Services: 916-484-8492

CalWORKs: 916-484-8059

Intern/Co-op: 916-484-8182

Folsom Lake College:

Career Services: 916-608-6552

CalWORKs: 916-608-6560

Intern/Co-op: 916-608-6552

Cosumnes River College:

Career Services: 916-691-7456

CalWORKs: 916-691-7465

Intern/Co-op: 916-691-7372

Sacramento City College:

Career Services: 916-558-2565

CalWORKs: 916-558-2331

Intern/Co-op: 916-558-2383

LINCS Access: Through the Work Experience Home Page at <http://wexp.losrios.edu> and click on "Students" Or through the Los Rios District Home Page at <http://losrios.edu/>, from there click on the "QuickLinks" and scroll down to "Los Rios Internships and Career Services" and click on your campus.