

CareLink Technical Resources

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CareLink Quick Guide - How to Advertise your Services on CareLink

In order to advertise your services on CareLink, please complete the following steps:

1. Login to CareLink using your Andrew ID and password.
2. Select the “Find a Job” menu at the top right of your screen.
3. Select “Edit Skills Profile.”
 - a. **Note:** If you have not already created a user profile, it will prompt you to create a user profile before moving on to the skills page.
4. The edit skills profile allows you to:
 - a. Characterize your services in a headline, such as “Virtual math tutor.”
 - b. It also allows you to select which job types are applicable to your services. These job types will determine how employers search for your profile.
 - c. There are many other descriptors that can help employers understand what you have to offer, such as languages spoken, availability, location, links to personal websites or resumes, and transportation abilities.
 - d. You will also be able to provide a description of your relevant work experience and describe yourself and the type of work you are hoping to provide. We would suggest including particulars of your skills and services here.
 - e. **Note:** This is a good place to note if you are able to offer remote services, e.g., virtual tutoring.
5. Once your skills profile is saved, possible employers will be able to search for the services you listed and view your profile. They can contact you via email if they are interested in working with you.
6. Once you have your skills profile set up, you can also look at the available jobs posted and contact community members who are looking for services that fit your expertise. You can do this by selecting the “Find a Job” menu and clicking “View Job Listings”

CareLink Quick Guide - How to Advertise a Job on CareLink:

In order to post a job or service need on CareLink, please complete the following steps:

1. Login to CareLink using your Andrew ID and password.
2. Select the “Find Help” menu at the top right of the screen
3. Click “Post a Job”
4. On the next screen, you can detail information about the job, such as location, frequency of the work, transportation requirements, and the need for a background check. There is also a place to list the necessary skills and job requirements as well as a space to offer any details not covered in the pre-populated fields.
 - a. **Note:** This is a good place to note if you are seeking **virtual** assistance/services.
5. Applicants can then view the job you posted and contact you via email if they would like to be considered.

6. You can also search the profiles of community members on the site by selecting the “Find Help” menu and clicking “Search Profiles.” You can directly email candidates you think may be a good fit for your position.