

TOREROLINK

ToreroLink, USD's online job and internship posting service, offers USD students and alumni the opportunity to apply for positions with participating employers. Review the disclaimers and follow these directions to get started.

Register

- Contact Career Services for an initial password: email careers@sandiego.edu or call (619) 260-4654.
- Start at the Career Services website www.sandiego.edu/careers/ and select the blue lettered *Students and Alumni Login* link below the *ToreroLink* heading.
- Find **NEW USERS REGISTER HERE** on the right-hand side. Click on the *Register* button.
 - ✓ Enter your email address as the *Username* and insert the initial *Password*, then click *Go*.
Note: This password is temporary. A personal password will be sent to the email address you use to register. You can change it whenever you wish in your *Profile*.
 - ✓ Complete all registration information and click *Submit* at the bottom of the page.
 - ✓ The next time you log in, use the password you receive by email.
- Update your *Profile* frequently, especially when you change your email address, phone number, expected date of graduation, or year in school. Click *Save Changes* at the bottom of the page.

Search for Jobs & Internships

- Select *Jobs & Internships* from the top menu bar. All current job and internship listings will appear.
- Click on a position title to learn more about the qualifications and responsibilities. To view complete application instructions, you must first upload a resume – which is not visible to any employers unless you submit it to them.
- To apply for a position that is accepting applications through ToreroLink, submit your resume (and cover letter, if requested). Some employers give alternate directions for applying directly to another website or email address.

Upload Your Resume and Cover Letter

- Select *Documents* from the top menu bar. Click on *Add New*.
- Decide on a label name, choose a document type, and browse to find the file to upload. Click *Submit*.
- If you tailor a resume and cover letter separately for each position to which you apply, simply upload the different versions in ToreroLink and label them for specific positions.

On-Campus Interviewing

- Select *Jobs & Internships* from the top menu bar. To view employers conducting on-campus interviews, use the drop-down menu next to *Show Me*, select *On-Campus Interviews & Resume Collections*, and then *Search*.
- To apply, submit requested documents for each position of interest. An employer may request a resume as well as other application documents, such as a cover letter, writing sample, or transcript. You must submit all requested documents at the same time. Be sure to click the *Submit* button for each application.
- After submitting your resume(s), you can review your list of applications. Start with *Interviews* on the top bar and select *Interview Requests*.

Upload USD Transcript in ToreroLink

- If an employer requests a USD transcript, it can be uploaded to the *Documents* section of ToreroLink.
- Check your computer for PDF-converting software such as CutePDF Writer or Adobe PDF.
- Log into MySanDiego and select the *One Stop Services* tab. In the *Academic Records Tools* section, click on *Unofficial Transcript*. Select your *Transcript Level* and *Transcript Type* (Web unofficial transcript).
- PC Users: When your transcript appears, press and hold Ctrl+P, select your PDF software as the printer, and click *Print*. You will be prompted to save the file. You can now upload this file into ToreroLink under *Documents*.
- Mac Users: Click file>print and then click the "Save as PDF" button in the printer window.

Hint for ToreroLink:

To return to a previous page, use the small **Back** button at the end of each job/internship listing instead of your web browser's arrows.