Posting Workstudy/State Payroll Positions

How to request a Stout CareerLink account and post new jobs for students

UNIVERSITY OF WISCONSIN-STOUT

Requesting Access

- Find the request form at www.uwstout.edu/careers/fac_request.cfm
- Fill out form and check Post Workstudy/State Payroll Positions. Click Submit.
- You will be emailed a username and password within one business day.

Access Your Account

- Navigate to the Career Services homepage at www.uwstout.edu/careers
- Click on Stout CareerLink in the menu on the left-hand side of page.
- Select Campus Employers as your login type.
- Login using the username and password that was emailed to you.

Posting Work Study or State Payroll Positions

- Log into your Stout CareerLink account as a Campus Employer.
- Move your cursor over Jobs and click Add a New Job from the drop-down menu.
- Fill out the form with the appropriate position, contact, and posting information.
- Click Save to post the job. The posting will be reviewed and activated by Financial Aid.
  You will receive an email indicating that your job has been posted to Stout CareerLink.

View Current Positions

- In Stout CareerLink, move your cursor over Jobs and click All Jobs from the drop-down menu.
- You will see a list of jobs you’ve posted. Click Job ID to access the position for editing.
- Select Edit to open the section for editing.