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.

Registering and Logging In

Step 1: Go to the Work Experience Home Page at http://wexp.losrios.edu and click on “Students”

Or, go to the FLC WEXP Homepage at http://www.flc.losrios.edu/academics/work-experience-(wexp). From there click on ‘Student Info’ on the left menu bar and then ‘View Internships’

Step 2: 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: ______________________________

***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 some useful tools:

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

**Resource Library** — **MAKE THIS YOUR FIRST STOP!** Here you will find a copy of this LINCS Guide, our 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!

**My Favorites** — When you find positions that are of interest, save them to "My Favorites" to quickly access them later. Just click on the star when viewing a position.

**I want to...**
- **Report a Hire** — Click this link to let us know you were hired.
- **Take/View Assessment** — The MBTI and Strong Interest Inventory are now offered through LINCS. Your results will be stored on this site.
- **View My Activity** — In this section you will find all activity available in your profile including Referrals, Placements, Schedules, Event Registrations, Survey Responses, and Job Agents.
- **Saved Searches** — If you have created “Saved Searches”, this section will maintain your preferred search list always updated.

**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 5 options:

1. **My Profile** — Here you can update your personal information (password, phone #, email, GPA, etc.), demographic information (majors, position type, etc.), and view the LINCS Disclaimer Statement. You may also change your profile info 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, References, and Letters of Recommendations. 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 Connections** — Now you have access to partner sites, including LinkedIn and Facebook, through LINCS. Simply check the box next to each one you wish to register with and click Sign Me Up!. Once you are registered you can quickly access each partner site through the My Partners link that will appear in the left hand control panel. Registration will give you access to many valuable resources both in this site and at the partner site.

4. **My Activity** — There are various types of activities that you can view, click on each tab:
   - **Referrals** - A referral is recorded each time your resume is sent to an employer or an employer views your resume directly.
   - **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 “How to Do Searches”

5. **My Assessments** — The MBTI and Strong Interest Inventory are available here. Click on one of the assessments to begin. There is a fee associated with each assessment. When completed it will be subject to administrator review. Once accepted you will be able to view your assessment results.
Choose the “Job & Internship Search” menu to begin your search:

Option 1) Choose the “Job Search” menu to view all open job/internship postings.

Option 2) If you wish to search by select criteria, click on the Advanced Search button in the upper right corner. 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.

—Click on the Job/Internship ID to read details about each job/internship posting and how to apply. For internships, you will be directed to apply through your campus Work Experience & Internship Program. You can access each specific campus’s Work Experience site through our district website at http://wexp.losrios.edu or by visiting your college’s main website.
How to Apply to Postings

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

**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 one of the services below:*

**Folsom Lake College**
Career Services Center: 916-608-6526
WEXP 916-608-6552 or 916-608-6515

Or drop by our office, FR-115, located on the lower floor of the Falcon’s Roost

Last update: 7/31/12