Career Readiness Check-In: Removing Your Gator CareerLink Hold
Gator CareerLink

Gator CareerLink (GCL) is an online career portal that supports your needs for everything related to career at the University of Florida.

With GCL you can find hundreds of job and internship opportunities, apply for positions directly through the system, see upcoming events, practice your interviewing skills, and much more!
Removing Your Gator CareerLink Hold

• Navigate to www.career.ufl.edu
• Click on the Orange “Gator CareerLink” button
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• Log in with your GatorLink username and password
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• Click on “My Account” on the left toolbar
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- Fill out all information with a RED asterisk under “Personal” and “Academic” tabs including:
  - Preferred Name
  - Phone Number
  - Work Authorization
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- Review and save all information with a RED asterisk under “Privacy” tab including:
  - Include in Resume Books
  - Promote Me to Employers
  - Policy Affirmation

Reviewing and checking the Policy Affirmation box should automatically remove your hold.
Removing Your Gator CareerLink Hold: Troubleshooting

WHAT IF I AM STUCK AT THE GATORLINK PAGE AND CAN’T LOGIN?

• The Career Connections Center does not administer that page. You will have to call the UF Helpdesk at 352-392-HELP or for walk in assistance go to HUB 132.

WHAT ARE THE DIFFERENCES IN MY ACCOUNT VS: MY PUBLIC PROFILE

• My Account allows you to edit your Personal, Academic, and/or Privacy preferences. Filling out the required information under "My Account" (including the policy affirmation box) will signal the release of the hold.

• My Public Profile is like a LinkedIn profile and displays information contained in your “My Account” section. It is NOT required to complete the “My Public Profile” section to remove the hold.

I’VE CHECKED THE POLICY AFFIRMATION BOX AND THE HOLD IS STILL NOT LIFTED. WHAT SHOULD I DO?

• Email career-ready@ufl.edu stating you are unable to remove the Gator CareerLink hold. A staff member will check your account to see if there is a technical error. In most cases, your hold should be automatically removed with checking the policy affirmation box and clicking “Save.”

I REMOVED THE GATOR CAREERLINK HOLD. WHY DO I STILL HAVE A CANVAS HOLD?

• There are two parts to the Career Readiness Check-In. Part 1 is activating your Gator CareerLink account. Part 2 is completing the Career Readiness Check-In module on Canvas. You have automatically been enrolled in the Canvas module. Click here for a step-by-step guide to remove the Canvas hold.