



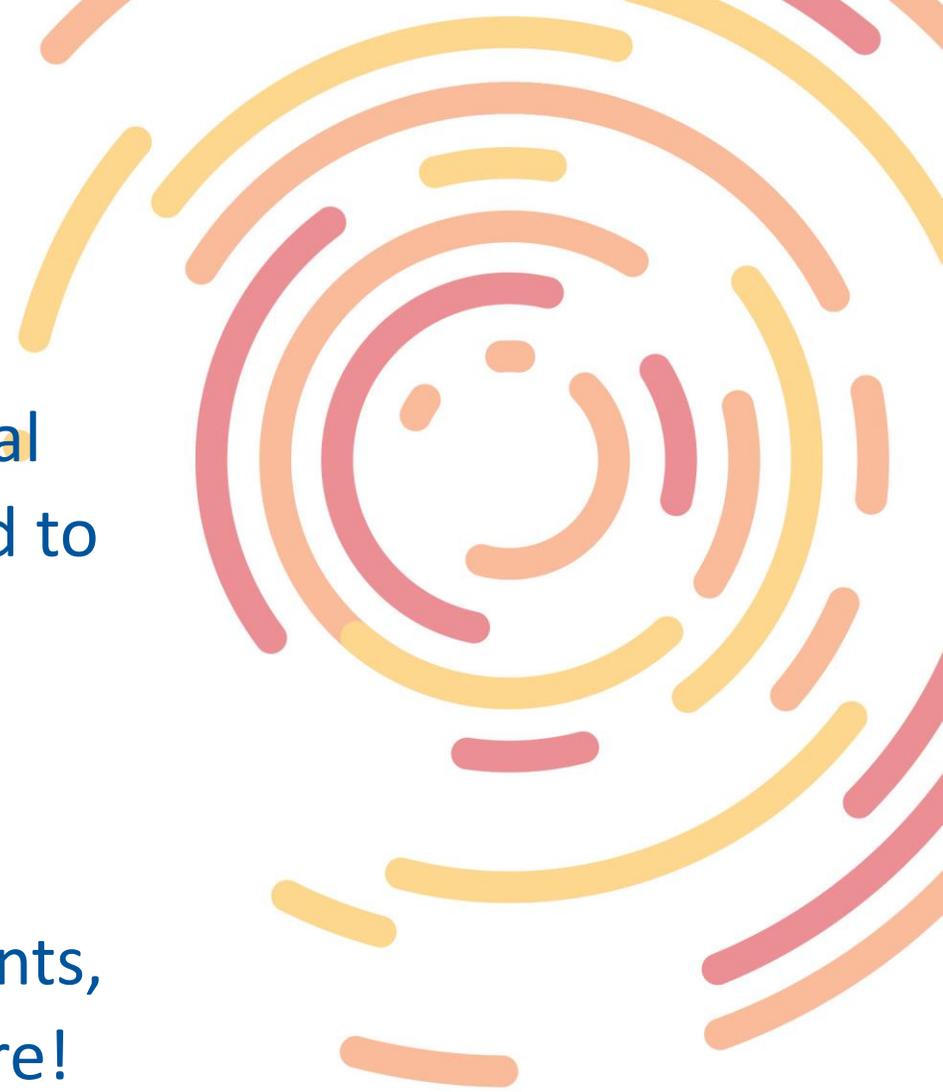
Career Readiness Check-In: Removing Your Gator CareerLink Hold

October 2021

Gator CareerLink

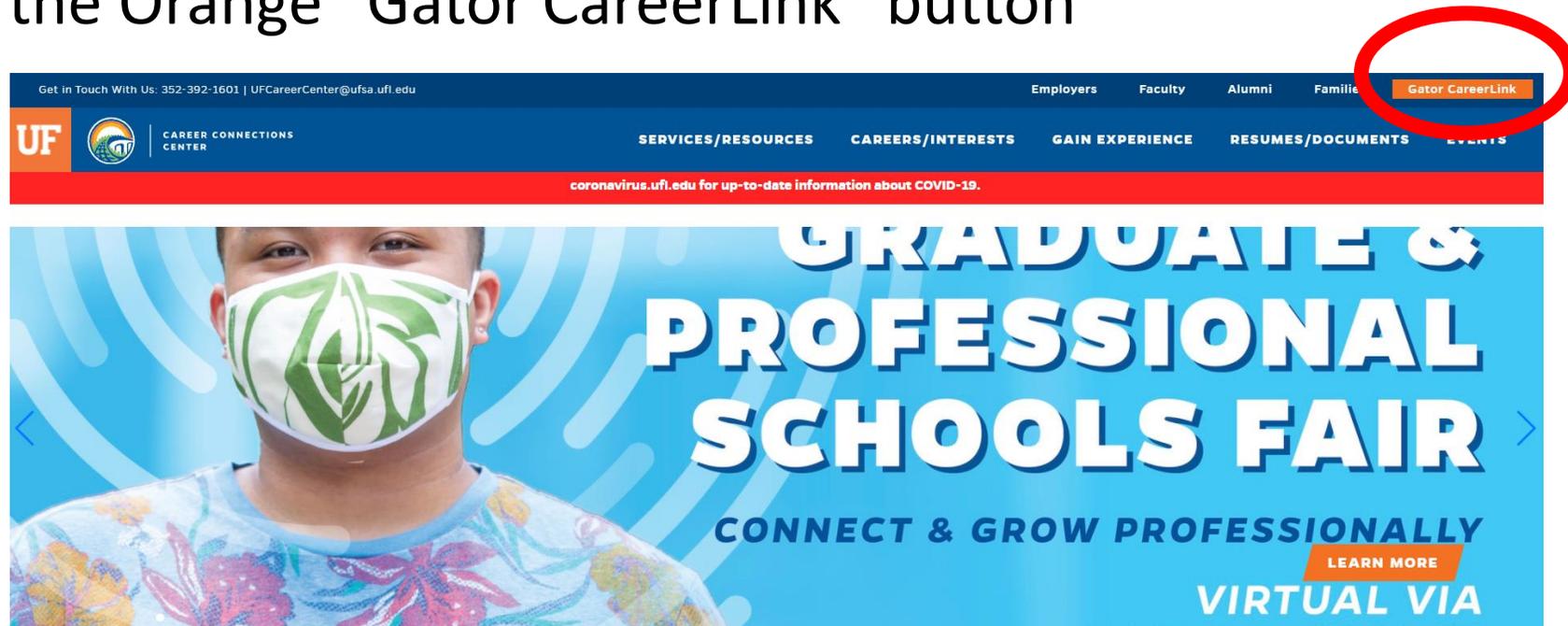
Gator CareerLink (GCL) is an online career portal that supports your needs for everything related to career at the University of Florida.

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



EVENT CALENDAR



Careers for Communicators:
Standing Out in Your PR Job
Applications

October 18 @ 3:00 pm - 4:00 pm

[Learn More >](#)



Global Career Conversation and
Advice with Francisco Santeiro

October 18 @ 11:00 am - 12:00 pm

[VIEW ALL EVENTS](#)



C3 Lab: Developing Strategic
Interview Answers

October 19 @ 3:00 pm - 3:30 pm

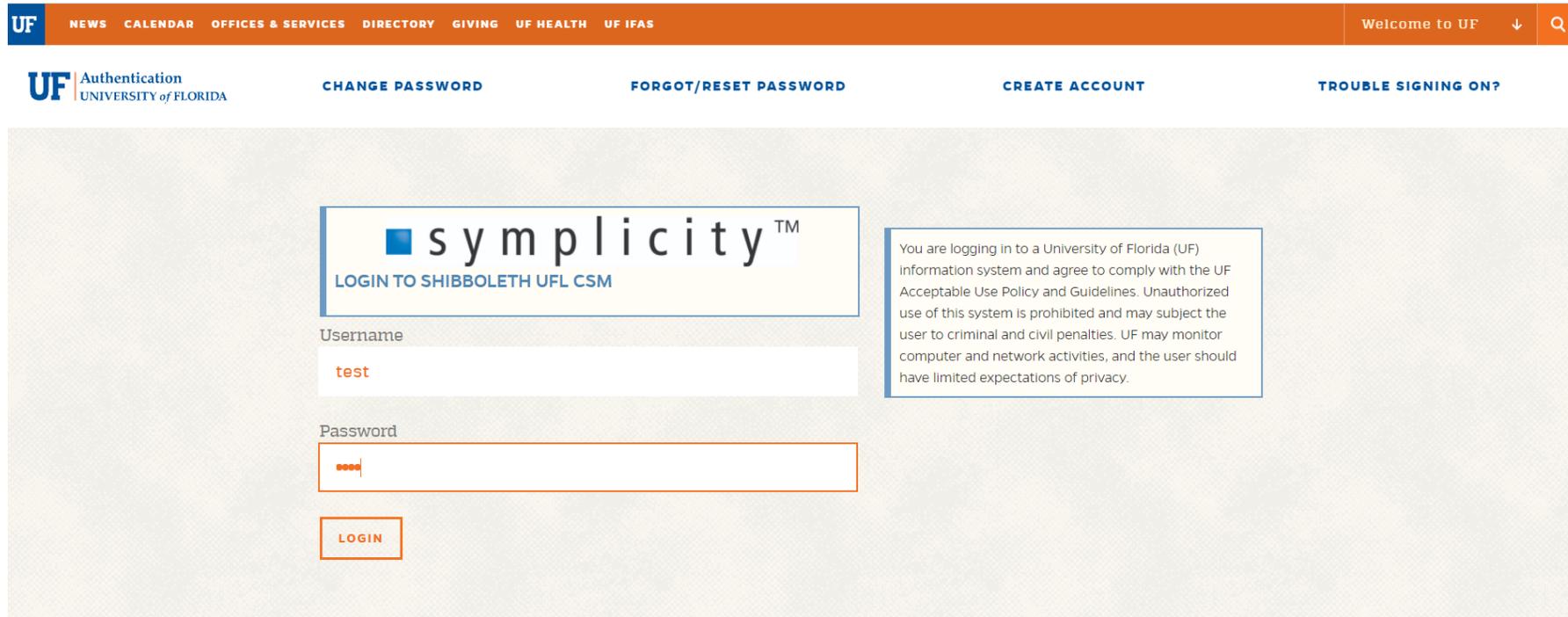
[Learn More >](#)

Questions? Email us!



Removing Your Gator CareerLink Hold

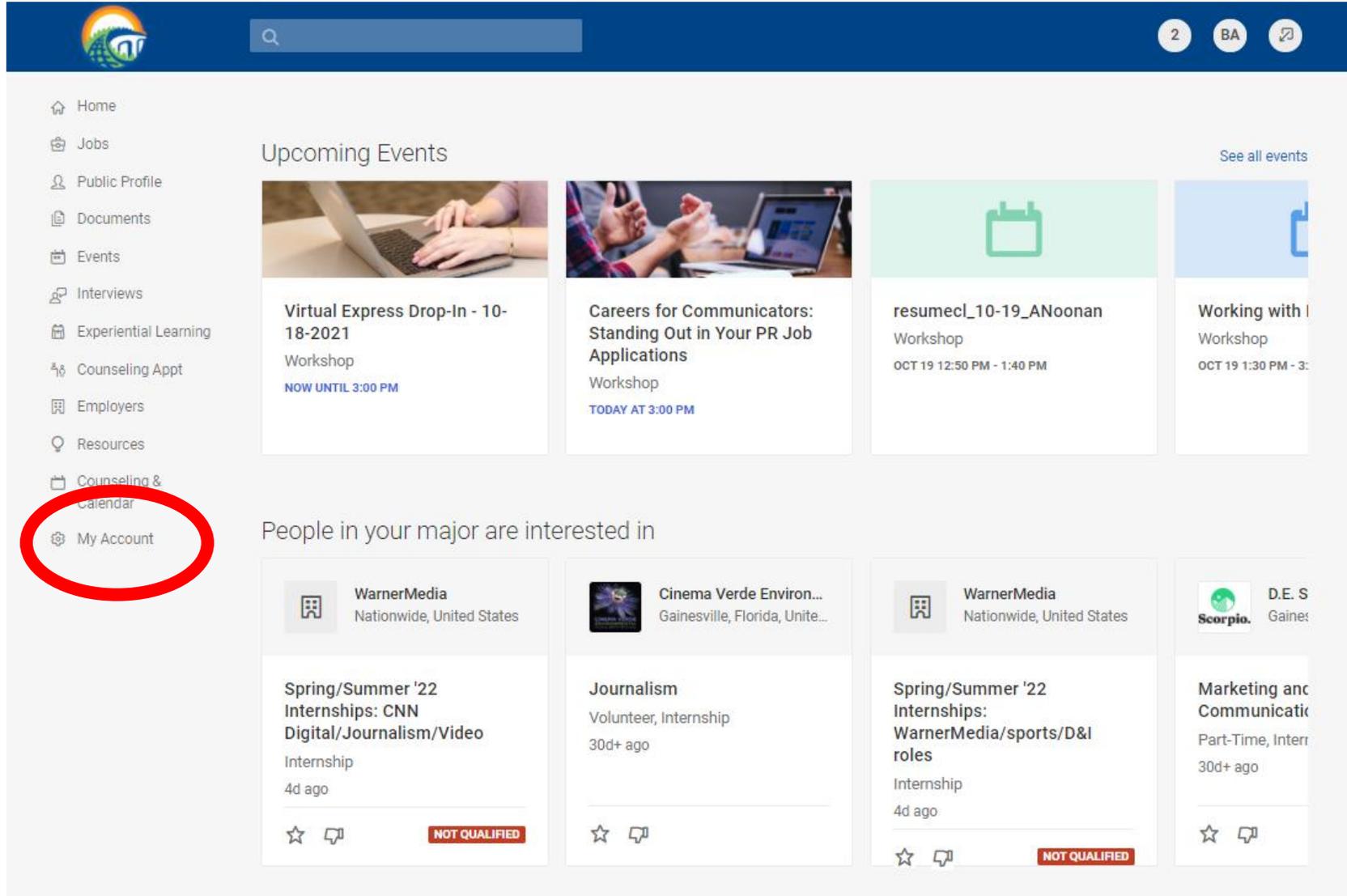
- Log in with your GatorLink username and password



The screenshot shows the Symplicity login interface for the University of Florida. At the top, there is an orange navigation bar with the UF logo and links for NEWS, CALENDAR, OFFICES & SERVICES, DIRECTORY, GIVING, UF HEALTH, and UF IFAS. On the right side of this bar, it says "Welcome to UF" with a dropdown arrow and a search icon. Below the navigation bar, there is a white header area with the UF Authentication logo on the left and five links: CHANGE PASSWORD, FORGOT/RESET PASSWORD, CREATE ACCOUNT, and TROUBLE SIGNING ON?. The main content area has a light gray background. On the left, there is a login form with the Symplicity logo and the text "LOGIN TO SHIBBOLETH UFL CSM". The form includes a "Username" field with the text "test" and a "Password" field with four red dots. Below the password field is a "LOGIN" button. To the right of the login form, there is a blue-bordered box containing a disclaimer: "You are logging in to a University of Florida (UF) information system and agree to comply with the UF Acceptable Use Policy and Guidelines. Unauthorized use of this system is prohibited and may subject the user to criminal and civil penalties. UF may monitor computer and network activities, and the user should have limited expectations of privacy."

Removing Your Gator CareerLink Hold

- Click on “My Account” on the left toolbar



The screenshot displays the Gator CareerLink user interface. At the top, there is a dark blue header with the Gator logo on the left, a search bar in the center, and notification icons (a circle with '2', a circle with 'BA', and a share icon) on the right. Below the header is a light gray sidebar containing a list of navigation options: Home, Jobs, Public Profile, Documents, Events, Interviews, Experiential Learning, Counseling Appt, Employers, Resources, Counseling & Calendar, and My Account. The 'My Account' option is highlighted with a red circle. The main content area is divided into two sections. The first section, titled 'Upcoming Events', features a grid of four event cards. The second section, titled 'People in your major are interested in', features a grid of four job listing cards. Each card includes a company logo, company name, location, job title, type of position, and a timestamp. Some cards also have a 'NOT QUALIFIED' badge.

Home

Jobs

Public Profile

Documents

Events

Interviews

Experiential Learning

Counseling Appt

Employers

Resources

Counseling & Calendar

My Account

Upcoming Events

See all events

- Virtual Express Drop-In - 10-18-2021**
Workshop
NOW UNTIL 3:00 PM
- Careers for Communicators: Standing Out in Your PR Job Applications**
Workshop
TODAY AT 3:00 PM
- resumec1_10-19_ANoonan**
Workshop
OCT 19 12:50 PM - 1:40 PM
- Working with I**
Workshop
OCT 19 1:30 PM - 3:00 PM

People in your major are interested in

- WarnerMedia**
Nationwide, United States
Spring/Summer '22 Internships: CNN Digital/Journalism/Video
Internship
4d ago
NOT QUALIFIED
- Cinema Verde Environ...**
Gainesville, Florida, Unite...
Journalism
Volunteer, Internship
30d+ ago
- WarnerMedia**
Nationwide, United States
Spring/Summer '22 Internships: WarnerMedia/sports/D&I roles
Internship
4d ago
NOT QUALIFIED
- Scorpio.**
D.E. S Gaines...
Marketing and Communicati
Part-Time, Intern...
30d+ ago

Removing Your Gator CareerLink Hold

- Fill out all information with a RED asterisk under “Personal” and “Academic” tabs including:
 - Preferred Name
 - Phone Number
 - Work Authorization

The screenshot displays the 'My Account' page in the Gator CareerLink system. The 'Personal' tab is selected, and the 'Preferred Name' field is highlighted with a red circle. The field contains the text 'test'. The page also shows a 'Completion Status' sidebar on the right, indicating that 1 document has been uploaded. The 'Student Information' section includes fields for Student ID, Full name, First Name, and Last Name, all marked as required with an asterisk. A 'Save' button is visible at the top left of the form area.

Home / My Account / Personal

My Account

You should update your profile whenever changes are made to your employment and/or academic status. For example if your graduation date changes, update your "Graduation Date" under the "Academic Information" tab. Be sure to update your email address and phone number! This helps us to provide you with valuable employment opportunities.

You must complete all required fields (labeled with an *).

Personal Academic Privacy Experiential Learning Emails & Notifications Pr >

Save Cancel

* indicates a required field

Student Information

Student ID*
05050505

Full name*
Enter your full name (first mi last).
BB AAAAATEST

First Name*
BB

Last Name*

Preferred Name *
test

Use first part of UF email address: example: "aligator" - if your email is: aligator@ufl.edu
teststudentdontuse

Email*
Upon entering your email address, you will receive an email prompting you to validate your email. This is required to complete registration.
teststudentdontuse@ufl.edu

Completion Status

Personal Information

- ✓ Preferred Name
- ✓ Preferred Email
- ✓ Phone Number
- ✓ Accessible Mode

Academic Information

Privacy

documents

- ✓ 1 documents uploaded.

Removing Your Gator CareerLink Hold

- 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.

The screenshot displays the Gator CareerLink user interface. On the left is a navigation menu with options: Home, Jobs, Public Profile, Documents, Events, Interviews, Experiential Learning, Counseling Appt, Employers, Resources, Counseling & Calendar, and My Account. The 'My Account' section is expanded to show 'Personal', 'Academic', 'Privacy', 'Emails & Notifications', and 'Experiential Learning'. The 'Privacy' tab is selected, showing a 'Policy Affirmation' section with a red asterisk. Below the heading is a paragraph of text explaining the policy. At the bottom of this section, there is a checkbox labeled 'I agree to the terms of the Policy Affirmation' which is checked. To the right of the main content area, there is a sidebar with several options: 'Promote Me To Employers' (checked), 'Policy Affirmation' (checked), 'Synchronizing Options' (unchecked), 'Enable Text Message Alerts' (checked), and 'Sync Events from the system with your Google Calendar' (unchecked). Below these options, there is a 'documents' section showing '1 documents uploaded.'

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.