



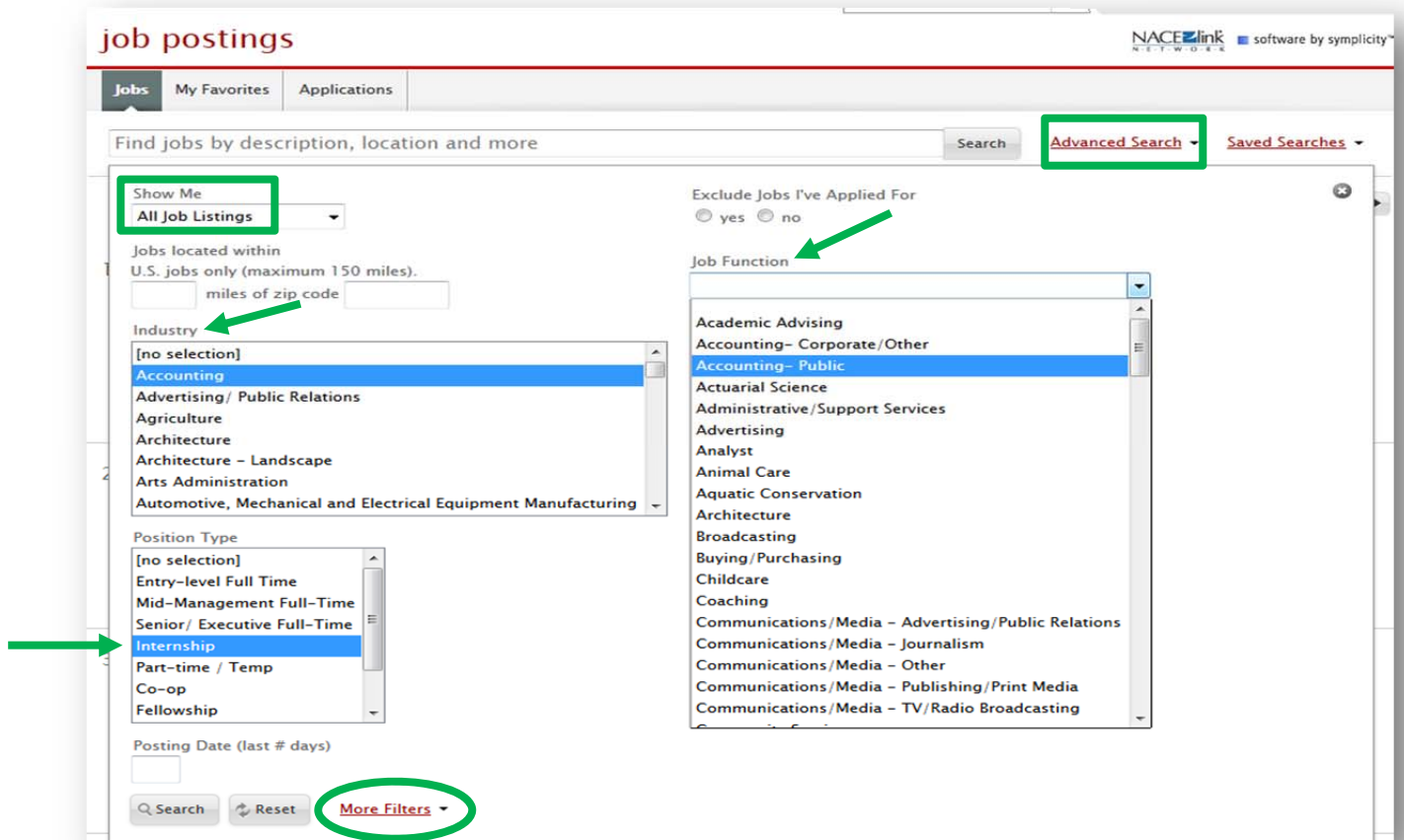
## BUCKYNET USER'S GUIDE: HOW TO SEARCH FOR INTERNSHIPS

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Visit <http://careers.ls.wisc.edu>

### HOW DO I SEARCH FOR INTERNSHIPS?

Hover on the *Jobs* tab and click “BuckyNet Jobs.” To narrow your search to just internships, click “Advanced Search” on the right. Select “Show Me: All Job Listings” on the left, then select “Internship” under Position Type.

We suggest beginning with a broad search. However, if you want to narrow your search even further, you can also select options such as Industry and Job Function.



Click “More Filters” to see even *more* options.  
These include geographic limitations, relevant majors, and work authorization status.

## HOW DO I APPLY TO AN INTERNSHIP POSTING?

The internship posting will specify the process for applying to the position. In some cases you will submit your resume through BuckyNet. In other cases, you will be directed to the company website and asked to apply through their employment pages.

L&S Career Services rarely has additional information concerning these postings beyond what is included in BuckyNet, and does not usually communicate with the employer about their recruitment process. If you have questions about your application status or the follow-up timeframe, please e-mail the main contact whose information appears in the right column of the internship posting.

## WHY CAN'T I APPLY FOR SOME POSITIONS?

Often, employers will apply screening criteria to their postings which limit who is eligible to apply for a position. These four criteria are:

- Major
- Graduation date
- Work authorization
- Degree level

If you meet the screening criteria for an internship, you will be able to apply to the position by clicking the "Apply" button.

If you do not meet the screening criteria, you will see "You do not qualify for this job." However, if you would still like to apply, you can email your resume to the contact information provided in the job posting.

