How to Update Your Personal and Employer Profile
and Post an Internship Opening

Resources for Using DivLink: Site Application

1. After you log in to DivLink, go to the “My Account” tab.

2. Under this tab, select the “Personal Profile” tab and fill in your information. Then click Submit (this saves your changes). Note that the tab “Document Library” has resources and forms for supervised ministry.

3. Next, go to the “Employer Profile” tab at the top of the page. On this tab complete the Employer Profile, making sure to save your changes. This page is common to all organizations posting jobs for students (hence it reads “Employer Profile”. The **first page** (“Who We Are” or “Overview”) is **the most important** to supervised ministry, especially “Overview.” This is an overview of your site. Your internship/job page will contain the rest of the information students need. Feel free to complete as much of the “Employer Profile” as you like. The only fields that students see are those where you have made an entry.
4. To **post an internship** opening, go to the “Jobs” tab at the top of the page. This is the part of the profile where you post information **specific to the supervised ministry internship** (“job”) for which you are inviting students to apply.

5. Under the "Job Postings” tab, click "Add New”

6. Complete the “job posting,” selecting “Supervised Ministry” as the Position Type. (Selecting this will refresh your screen with the correct fields for supervised ministry.)

Note on the side are related resources from the Document Library. **Be sure to click “Save and Finish Later” occasionally, in case your session should time out, and before you “Submit.”** You might even type your answers in a Word doc and then paste them into DivLink (just in case...).

At the bottom of the form you will find a Supervisor Agreement, a list of items that comprise the eligibility requirements for our supervisor-mentors and the contractual basis of our supervised ministries. **Please read carefully, and contact me if you have any questions about them.**

**IF YOU HAVE ANY PROBLEMS WITH YOUR APPLICATION, PLEASE DON’T HESITATE TO CALL OR EMAIL ME.**

lucinda.huffaker@yale.edu 765-225-8836 (cell) 203-436-5703 (office)