



# Using MU Career Manager

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**MU Career Manager** is the on-line career management tool for Marquette University students and alumni. The system allows students and alumni access to:

- Job, internship, and co-op postings
- On-campus interview schedules
- Employer research and directory information
- Career Fair and Career Events information
- A resume posting database, searchable by employers

## Getting Started

You can create an account with MU Career Manager by visiting [www.marquette.edu/csc](http://www.marquette.edu/csc) and clicking the MU Career Manager link on the toolbar or the large green box on the right. You will create a personal profile and upload a resume in this process.

- Your account will be temporarily placed in a holding bin after you submit your resume.
- Your resume must first be reviewed and approved before you can access the system.
- Career Counselors from the Career Services Center monitor MU Career Manager daily, review all resumes initially uploaded into the system, and provide students and alumni with feedback on their resumes.
- You will be granted full access to MU Career Manager after your resume has been approved by a member of the Career Services Center staff.

You may also visit the Career Services Center in person to create an account with MU Career Manager, especially during daily walk-in hours.

## My Account

Under this drop down you will find the following information:

- Your Profile- Please make sure you update your information every school year or as needed (ex. GPA, major, position seeking)
- My Documents- you can upload your resume(s), cover letters and unofficial transcripts to this section
- My Activity- Here you can see what schedules you have signed up for, any referrals you have as well as any RSVP's.

## Employer Directory

Under this menu you can find an employer. Please note that not all employers allow public viewing of contact information.

- Put in the organizations, name, Industry, City, or State
- This will pull up all companies within your search criteria
- By clicking on the organizations name highlighted in BLUE you will be able to see the company's contact information, as well as any jobs they have posted-this will be in BLUE again at the bottom under JOBS. They also might have a web site that you can visit to find out more about the company.

## Job Search

Select applicable criteria and click on the SEARCH button for jobs that match your objectives. We recommend you search broadly and then narrow your search.

This will include one or more of the following:

- Keyword (Ex. Direct Supply)
- Organization Name (TIP: search by partial name- Ex. Koh for Kohl's)
- Industry (We encourage you to be open to a variety of industries)
- Position Type (Ex: Full-time )
- Majors (You can select multiple majors by holding down the CTRL key)
- Job ID (For a quick search)
- Job Location (Please note this may not be the location where the position is)
- Job Category (Ex: Accounting/Auditing)
- This will bring up the jobs that meet your criteria. You may then do any of the following:
  - View job Information-click on the Job ID for the desired job
  - ★ If you do not meet the criteria for applying to this job, it will be noted in RED on the top of the page with the reason why you are not qualified.
  - ★ If you are qualified for this job, on the left you will see in RED submit resume. Click this to submit your resume directly to that employer. If it is not, application instructions should be on the bottom of the page on how to send your resume to the employer.
- Sort the list of jobs-click on the column heading

- Perform a different search– click on Save Search to save the criteria of a specific search. These can be easily accessed from the Saved Searched section on the HOME page
- **Make your job search easier!** If you would like to be emailed when a new job is posted that meets your saved search criteria, click the checkbox that says “Please send me an email when any new jobs matching this search are available” when you are saving your search.

### Requesting On-Campus Interview Schedules

After a student has registered and updated their profile, resume and other career-related documents (optional) on MU Career Manager, they are eligible to sign-up for **on-campus interview schedules** with companies scheduled to visit Marquette University. To sign up for an interview schedule, a student must be qualified for each interview based on criteria such as major, graduation date, GPA, etc.

### Searching for On-Campus Interview Schedules

- A student can search for companies scheduled to visit campus and scheduled interview dates by:
- Highlighting the [SCHEDULES] menu at the top of the MU Career Manager website.
- By clicking on [Qualified Schedules] a student can view all the upcoming interviews that has an open resume submission period and the student is qualified for.
- By clicking on [Future Schedules] a student can view all future interviews, both Qualifying and Non-Qualifying, as well as interviews whose request dates may not yet be open.

### Viewing & Applying for a Qualified Schedule

A student can access a schedule profile by clicking on the Schedule ID or the Job Title in the search results page.

#### Preselect Schedules (Step One): Request an Interview

- If a student would like to submit a resume for interview consideration, he/she must click the [Request Interview] button in RED at the top left hand side of the screen.
- When the [Request Interview] button is clicked, the student will be able to select the documents he/she wishes to submit. A student is able to do this through the Document Selection window. (Note: All documents to be submitted must first be uploaded onto the Student Profile prior to submitting a schedule request.) When the student has selected the documents they wish to submit to the specific company/recruiter, he/she should click the [Save] button to submit his/her information. The student will then receive a confirmation message.
- The candidate information and resumes are then reviewed by the recruiter, who will select the student candidates they wish to invite to sign up for an on-campus interview. Students will receive an e-mail notification when the employer has made their decisions. (Accepted or not accepted for an interview)
- Students will know it is a preselect schedule when the “Current Sign Up Method” is listed as “Resume Submission Period Open”

#### Preselect Schedules (Step Two): Accepted & Alternate Candidates Interview Timeslot Sign-Up

- When a student is Accepted to interview, he/she must follow the same sign-up procedures as an Open schedule.
- He/she can sign-up when the First Come, First Serve sign-up date begins. Students may change the documents that they submitted when they requested to be interviewed.
- Alternate candidates may sign-up for timeslots when the Alternate sign-up date begins (if applicable).

#### Open Schedules: Sign-Up

- To access the interview sessions that are available for that schedule, a student must click the [Sign-up] button in RED at the top of the schedule profile.
- When a student clicks on the Sign-up button, the Sessions section of the schedule profile is displayed. To view the available timeslots for a session, a student must click on the interview date link.
- To sign-up for an interview time, a student must click the [Sign-Up] link under the Action column. When the Sign-up link is clicked, the student will be able to select the documents he/she wishes to submit. A student is able to do this through the Document Selection window. (Note: All documents to be submitted must *first* be uploaded onto the Student Profile prior to submitting a schedule request.) The student will then receive a confirmation message.

#### Career Events: View On-Campus and Off-Campus Career Fairs and Career Events.

- To View and Event: Click on the event name
- To view an employers registered for a current event-click on the SEARCH EMPLOYERS link in the ACTION column if available. Events that are too far in the future will not have this function available yet.
- You can also view Career Events by looking at your calendar on the main page. You may click on any career event and all the information on this event will be displayed.

#### Report a Hire

- Have you recently accepted a full-time position, internship or co-op? The Report a Hire function can be used to easily report placement information to our office. To access Report a Hire, look under “Quick Links” on the left side tool bar and follow the prompts.

#### Need Assistance?

- **Stop in during our walk-in hours** Monday-Friday, 12pm-2pm to speak to a trained Career Intern if you have questions on how to register on MU Career Manager how to sign up for interviews and how to apply for jobs. You can also make an appointment with one of our full time Career Counselors by stopping in our office. (Holthusen Hall, First floor) or by calling our office at 414-288-7423.

***By registering on MU Career Manager, you give the University permission to release your information and resume to legitimate employers. We also have permission to verify any academic information you provide.***