

## Student Guide to your

# Mayville State **Jobs**:Network

*Jobs (fulltime, campus, local) – Internships - Career Blogs/Articles - Job Search Videos*

Go to: [www.mayvillestate.edu/careers](http://www.mayvillestate.edu/careers) (click the “Jobs Network” logo or links)

Or....go directly to: [www.myinterfase.com/mayvillestate/student](http://www.myinterfase.com/mayvillestate/student)

**First-time users:** Scroll to the bottom of the login page, “Click here to register” and follow the directions.

- You will be creating your own *User Name* (your email is preferred) and *Password* during this process
- Provide as much information as possible in your Profile. Required (\*) fields are marked with asterisk.
- **Move your mouse over ? for additional recommendations on some fields.** The last item you will enter is your student ID# ... DO NOT use leading zeroes or letters!
- When you are done, click on a “Register” button.

**Already registered:** Enter your *User Name* and *Password*. Click Login.

### **SEARCH FOR JOBS** (Part-time or Full-time jobs anywhere OR Internships anywhere OR on-campus jobs:

- [Jobs] menu. Choose the type of job search.
- Click *advanced search* to refine results. **TIP**-first time, try “search all job types”, then refine as you learn.
- Click JobID or Job Title for job and application details. *Sort by* drop-down menu provides sorting options.
- Check out the other tabs that appear ... *Internships.com, Indeed.com*. Each of those ‘partner’ sites also allows you to refine their search results even more.
- **JOB SEARCHING TIPS:** Use the time-saving tools in the Jobs Network!
  - If you have a specific type of search you want to do on a regular basis, click **Save Search**.
  - Sometimes you can’t find time to login to see if any potential ‘favorite’ jobs were posted today. Simply use the system’s ‘job agent’ tool! Once you determine the job search criteria that finds the best jobs for you, click **“Email me new Jobs”**. The ‘job agent’ will then send you a daily e-mail when any new/updated jobs matching this search are posted!

### **CAREER EVENTS**

- [Career Events menu] for Career Fairs, Job Fairs, Resume’ Workshops, Employer Campus Recruiting visits, etc
- **TIP**- See an event you want to participate in? Add it to your Outlook or mobile device Calendar, too!

### **EMPLOYERS**

Not sure of what kind of job you are seeking, but have a specific location or employer in mind? Click on the [Employer menu] to simply browse registered employers for job and career opportunity ideas!

- **TIP**- to see all (with most recently added shown first), don’t choose any criteria.
- Use *Advanced Search* to narrow the search. *Save Search* for quick access to the same search later.
- Clicking on an employer’s Organization Name may show you a company profile, website, location, etc.
- Employers that currently have jobs posted in the system will easily be recognized by looking in the “Jobs” column. Click on the number there, and you will be linked immediately to those job listings.

*(More on other side)*

## UPLOAD YOUR DOCUMENTS (Your Resume, application/cover letter templates, etc.)

Keep multiple versions of your resumes in the *Jobs Network* to easily send to employers that have posted jobs!

- [My Account] and click on 'My Documents'.
- To upload a document, click on [Add]. Click *Browse* to find and select a document from your computer. Give your document a name. Click the *Upload* button.
- For multiple resumes, use descriptive names, and designate one as default.
- **TIP**-Your most 'generic' resume is typically your default.
- **If you are going to be applying for Internships or fulltime jobs, you should have a current resume uploaded!!! Career Services & Internship staff can help you create a resume.**

## UPDATING YOUR PROFILE

**Keep your profile up to date!** Employers may contact Career Services to request specific minimum criteria for the job candidates they are seeking. If we search by that criteria and your profile is outdated, our search result may not "find" you. (For example, they may require all applicants to be Juniors. You may be a Junior, but if your profile still indicates you are a Freshman, your record will not appear in our search result. Consequently ... you have just missed a job or internship opportunity!) **KEEP YOUR PROFILE CURRENT!**

- To update your profile, go to [My Account] and select 'My Profile'.
- Click on "Edit Profile" tab, or [Edit] at the top of each section to update.
- Complete all the fields. Required (\*) fields are marked with asterisk. Make sure you click the **Save** button.

## OTHER RESOURCES in LEFT PANEL

- **Calendar** will show you upcoming career-related events that Career Services may have scheduled, and you can also add your own events and reminders.
- **Resource Library** contains guides, forms and detailed handbooks for you to use in your job searching, career planning, or internship search. Expand each folder to see all resources.
- **My Partners**
  - **Internships.com** Search for Internships, learn about Internships
  - **Others....such as LinkedIn and Facebook....as you add them**
- **I want to** ... expand or close as needed. This is your 'quick link' to your Saved Searches.
- **CampusCareerCoach** ... career-related blogs and articles about resumes, job searching, internship advice, and a whole lot more!
- **CareerSpots Videos** ... watch & learn! The **CareerSpots videos** provide quick, concise professional advice on key job search activities such as how to prepare for an interview, how to succeed at a career fair, how to write a resume, advice from new grads, and more!! Short, and to the point, they are usually around three minutes long. A great resource for your upcoming job, internship, or career search!

## OTHER RESOURCES

- At your homepage, scroll down to see ANNOUNCEMENTS from Career Services & Internships.
- At your homepage, your *Account Summary* box helps you keep your site up to date.