

Activate your profile on MySpartanCareer.com!

A quick start guide and FAQ

- 1. How do I activate my profile on MySpartanCareer.com?**
 - a. Log in with your MSUNETID and the password sent in the *Welcome to MySpartanCareer* email to your MSU email account.
 - b. If you lost the email or forgot your password, don't worry. Just click "Forgot Password" and a new password will be sent to your MSU email account.
 - c. Fill in your profile information and upload your resume – or you won't be able to search jobs.
 - d. You can change your password to something you can easily remember anytime. Just click on Profile and make the change under the *Password Preferences* tab.
- 2. Do I need a resume?** Uh huh. You'll need to upload your resume in order to search jobs. Everyone needs a resume in college. You never know when you'll need it for a scholarship, a job opportunity, or a graduate school application.
- 3. How can I find the workshops you offer?** Just log in and click on *Events*. You'll see three tabs—*career fairs*, *information sessions* and *workshops*. Click on *Workshops* and you can search by date or keyword.
- 4. How do I find the jobs I'm looking for?** It's easy! Click on *Jobs* and enter your search terms. Set the *Job Search Type* to the kind of position you are looking for—part-time, work study, internship, full time etc. It's best to start out with the broadest terms and then narrow your choices. Keywords work best.
- 5. How do I find on-campus jobs?** Click on *Jobs* and use "MSU" in the keyword search. Voila!
- 6. Can I apply for positions right on MySpartanCareer.com?** Yes! Follow the application instructions specified by the employer for the job(s) you are interested in. Some may ask for you to submit your resume, others may direct you to their website to complete an online application.
- 7. How do I set up a Job Search Agent?** Job search agents will alert you when there are new jobs posted to the system that meet specific criteria that you have set. You can have updates sent to you as often as every day, week, etc. To set up a search agent, click on the *Jobs* tab and then on *Advanced Search*, then enter your search terms. Once you have created a search agent, you can enable it to run on a schedule by clicking on the *Search Agents* tab.
- 8. How do I find interviews with employers when they are on campus?** It's easy. The quickest way is to click on the shortcut, *Interviews I qualify for*, on your MySpartanCareer homepage. If you want to see all interviews, click on *Jobs* and choose *Interviews* under *Show Me* and any other search terms you like. You can search for internships as well as full time positions. You'll see a list of positions and get information about qualifications, how to sign up, important deadlines and application status.
- 9. How do I sign up for interviews?** Once you've found an interview position you are interested in, click on the job title link to get details. You'll see the job description and all of the dates and information you'll need to sign up. There are two types of interview schedules employers use for on campus interviews.
 - a. **Pre-Select Schedules:** First you submit your resume, then employers screen the resumes to select the candidates they wish to interview. Individuals chosen to interview will be able to sign up for an interview time during the specified sign-up date range for that employer. If you submit a resume for a pre-select interview, note the date when you should check to see if you have been chosen to sign up for an interview. You don't want to miss your sign up date!
 - b. **Open Interview Schedules:** First come, first served as soon as sign up opens. Once all interview slots are filled, the schedule is closed.

If you sign up for an interview, make sure you read the No Show and Late Cancellation Policy for on campus interviews. How you honor your commitments helps all Spartans keep our professional image strong.