

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 the Career Services Center website: [www.marquette.edu/csc](http://www.marquette.edu/csc). The MU Career Manager login box is located at the top right hand corner. Click "register" to create a new account, and upload your resume or login using the username and password you created. Unsure if you already have an account? Call or stop in our office to obtain your username.

- Your account will be temporarily placed in a pending bin after you create your account.
- If you would like to receive resume feedback from a career counselor, please indicate this when setting up your account by marking "yes" to the question, "Would you like career services to critique your resume and e-mail you feedback?"
- Career counselors and career interns monitor MU Career Manager daily and will provide resume feedback to students who request it.
- You will be granted full access to MU Career Manager after your account has been approved.

You may also visit the Career Services Center in person to create an account or ask questions, 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 semester or as needed (ex. GPA, major, position seeking, phone number)
- My Documents- You can upload up to 10 resume, 10 cover letters, unofficial transcripts, and letters of recommendation
- My Activity- You can track your job search activity including job agents, on-campus interview schedules you have signed up for, documents submitted, and referrals.

### Employer Directory

You can search for organizations and contact information for employers who have recruited Marquette students in the past.

- Please note that not all employers allow public viewing of contact information.
- If you can't find the information you are looking for, please contact Career Services for assistance.

### Job and Internship 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. Kohl's)
  - Organization Name (TIP: search by partial name– Ex. Price for PricewaterhouseCoopers)
  - 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 are qualified for the position, you will see a (Submit Resume) button at the top of the page and on the left hand side. Click this to submit your resume directly to that employer.
    - Tip: Even if the employer does not require a cover letter, we always recommend that students submit a cover letter to explain your interest in the position and why you are qualified.
  - If you do not see this button, the employer has included alternate application instructions. Read the application instructions on the job posting carefully to learn how to apply for the position.
  - If you do not meet the employer's qualifications, the reason why will be noted at the top of the page.
    - Tip: You can still contact the employer to request permission to apply for the position/request an on-campus interview. Email the employer with your resume to express your interest in the position and include a short professional message to politely ask for consideration.
    - Contact Career Services for more information.

### Job Agents

If you would like to be emailed when a new job is posted or existing job is re-posted, click the [Create a Job Agent] button. You can create an unlimited number of Job Agents. To change or disable your job agents, go to [My Account]. If you would simply like to save your job search, click the [Save Search] button.

### National Partners

Marquette students can now opt in and create accounts with national job boards including job aggregator Juju. These jobs will be displayed after each job search.

### Favorites/Save Search

You can mark a job as a favorite or save 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 [ON CAMPUS INTERVIEW 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” button on the search results page.

#### Preselect Schedules

##### Step One:

Request an Interview.

- Students will know it is a preselect schedule when the “Current Sign Up Method” is listed as “Resume Submission Period Open”
- Students must request an interview by the "Resume Submission Closed Date"
- If a student would like to submit a resume for interview consideration, he/she must click the [Request Interview] button at the top left hand side of the screen.

Submit Documents.

- 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.)

The employer will review students' resumes and invite students to interview by the pre-select due date.

Students will receive an e-mail notification either way, either accepted or not accepted for an interview, when the employer has submitted their pre-selects.

\*Tip: These deadlines hit quickly, so request interviews early.

##### 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).
- **Students have until 8:00 a.m. the day before an interview to sign up/change their interview time.**

#### Open Schedules

##### Sign-Up:

To access the interview sessions that are available for that schedule, a student must click the [Sign-up] button at the top of the page.

- Qualified students are able to click on their desired interview time slot.
- 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.**

### Career Events

#### Search for on-campus and off-campus career fairs and career events.

- Do a search by category (ex. career fair) or by event name (ex. speed networking, etiquette dinner)
- On-Campus Career Fairs: To view the employers registered for a career fair, click on the SEARCH EMPLOYERS link if available. (Events far in the future will not have this function available.)
- You can also view career events by looking at your calendar on the main page.
- Registration may be required for some career events.

### 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?

#### 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.***

***The MU CSC has permission to verify all academic information provided.***

***Note: Any false or incorrect information knowingly provided by a student is cause for immediate and permanent removal from MU Career Manager.***