

## **Utilizing UMSLCareerKey for Employers**

Contact Career Services at 314-516-5111 or [career\\_services@umsl.edu](mailto:career_services@umsl.edu) to set up your account and receive your username and password.

Log on to our web page at [www.umsl.edu/career](http://www.umsl.edu/career). Click on the “**UMSLCareerKey for Employers**” link, **located on the left hand side of the screen.**

When you log in, you will automatically be directed to a “Welcome” page that contains a summary of the resources available via UMSLCareerKey and announcements from Career Services.

Here are definitions of a few terms that you may find helpful:

**My Profile:** View & edit your individual or company profile and contact information, if desired. You may also opt to change your username and password.

**Student Search:** Search resumes in our **WebResumeBook** using specific criteria and/or keywords. For fields that allow multiple selections, use the “Control” key to select more than one.

**My Jobs:** To post a job, click on the “**New Job**” option. You will then be asked to enter details regarding your position. To view or edit jobs that have already been posted, click on “**Job List.**” To edit or close a position, click the Job ID of the posting you wish to change. **To report hiring one of our job seekers, click on the “P” in the Activity column.**

**Schedules:** View and manage an interview schedule. Contact Career Services for more information on our On-Campus Recruiting Program.

Please contact Career Services with any questions!

### **Career Services, University of Missouri-St. Louis**

278 Millennium Student Center, One University Boulevard, St. Louis, MO 63121

314-516-5111 (Phone)

314-516-6535 (Fax)

[career\\_services@umsl.edu](mailto:career_services@umsl.edu) (E-mail)