

UMSLCareerKey for Students/Alumni

Getting Started

Log In & Registration

1. Visit the Career Services web page at <http://careers.umsl.edu>
****Do **NOT** use MyGateway to access UMSLCareerKey. Issues with security and cookies (unable to view, edit or save information) arise when attempting to access UMSLCareerKey via MyGateway.****
2. Click on **UMSLCareerKey for Students/Alumni**, located at the top of the screen.
3. **New Users/Registration:** Select "Click Here to Register" and follow the instructions on screen. You will need your **student number** to register. If you do not know your student number, please contact Career Services. *Note:* Recent University software conversions may have caused some student numbers to change.
You will be **required** to create your **Profile** (see page 2 for more information). Complete all sections. Required (*) fields are marked with an asterisk.
 - This information is used to match your qualifications for resume referrals, to be eligible for on-campus interviews, and more. You will not see any additional sections of UMSLCareerKey until your profile is complete.
4. **Existing Users—Log In:** enter your username and password and click "login".
5. Use the "My Documents" section to **upload** a Microsoft Word resume (see page 2 for more information).
 - The **first time** you **upload** your resume it will be critiqued by a Career Services Coordinator.
 - Your critiqued resume will be uploaded into your UMSLCareerKey account (within one week; you will receive e-mail notification that your critique is complete). We strongly recommend you **make the suggested changes** so that your resume will attract employers.
 - Keep your **resume current**. **Every time** you make changes, **upload** your resume to UMSLCareer Key.
6. Visit the "Resource Library" for online instructions, details of upcoming events & more!

*****INSTRUCTIONS MAY CHANGE WITH PROGRAM UPDATES!*****

We will update this information when needed.

If you have difficulty using the system, contact Career Services:



278 Millennium Student Center
(314) 516-5111
careerservices@umsl.edu
Your Key to Success!

A. My Account

My Profile

*****A red asterisk indicates required fields you must complete to activate your profile.*****

- Select more than one selection by pressing the control key while clicking on your additional choices.
- If you do not complete all required fields, you will receive an **error message** indicating what needs to be completed. Click on the appropriate tab (e.g., Additional Information) to go directly to that section. You will continue to receive error messages until you complete all required fields.
- Click **“Continue,”** then **“Submit Profile”** to send your profile to Career Services. A complete profile will not be viewable by employers unless you upload a resume into CareerKey.

Personal Information

Enter your contact information. **Update this information any time it changes.** If this information is not accurate, you will miss out on career opportunities and job interviews.

Demographic Information

Select or type in the appropriate response to the following (if applicable). Enter your current education. Providing personal information (e.g., gender) is strictly optional and used solely for statistical purposes.

Skills

Indicate certification areas, computer skills, language skills, and more.

Additional Information

This section allows you to specify the type of job/internship function you are seeking, and indicate whether you want your information to be viewable by employers.

My Documents

Upload a Document

UMSLCareerKey allows you to store an unlimited number of resumes/documents. Choose the type of document you are uploading (resume, cover letter, etc.). **All documents must be in Microsoft Word format.** If you have only one resume uploaded in the system, that resume is automatically designated as your **default resume**, or the resume viewable to employers. The default document cannot be removed. You will need to select a default resume if you have more than one resume uploaded into the system. Your default resume will be published in the UM-St. Louis Career Services Web Resume Book the following business day.

Add a New Document

To add a new resume to UMSLCareerKey, click on the [Upload File] link. Locate the document to upload by clicking “Browse” and selecting the desired document. Click on “Upload” to add your resume to UMSLCareerKey.

Deleting/Updating Documents

If you wish to delete a document for any reason, you can do so by clicking on the “Remove” link. To update your resume (i.e., upload a new document), click on the “Update” link. **Note:** *If you try to delete your default resume, the system will prompt you to select a new default resume before it allows you to delete. You may delete an unwanted resume, unless it is the only resume that is on file. **At least one resume must be on file at all times.***

Download a Document

This feature will allow you to view your resume/document for printing or to copy and paste into **Microsoft Word** to make edits. You cannot make edits directly to the downloaded document, nor can you upload a new document without first saving it as a Microsoft Word file.

Non-Employment Related Categories

The **first time** you **upload** your resume it will be critiqued by a Career Services Coordinator. Your critiqued resume will be uploaded into this section of your UMSLCareerKey account within one week. Your critique will be in PDF format and include electronic comments. You will receive an e-mail notification that your critique is complete. We strongly recommend you **make the suggested changes** so that your resume will attract employers.

My Activity

View your resume referrals, job/internship placement information, and schedule information (all interviews for which you have signed up). You can also see any on-campus interview activities that are still pending, under the "Schedules" section. Click on the appropriate tab to view more detailed information. This section will also allow you to **report employment offers/acceptances** directly to Career Services, and disable any job agents you have created.

B. Employer Directory

Search for employers by organization name, location, or industry. To view the employer information, click on the "Organization Name" link. This will pull up an Employer Profile page that contains specific contacts for each organization.

C. Jobs

Job Search

All full and part-time jobs, co-ops and internships are listed in this section.

Note: *To select more than one option in the search criteria, press the control key while clicking on your additional choices.*

Applying for Jobs

Depending on the method specified by the employer, you will apply for positions online or offline. If a position is not accepting online applications, apply using the method specified in the "Application Instructions" field. If a position is accepting online applications, and you meet all of the position's requirements, you will see a "Submit Resume" button at the top of the Job Profile. Select the documents you wish to submit and type a message for the employer. Click on the "Submit" button to send your information; you will receive a confirmation message.

Save a Search

Use the "Save a Search" function to avoid re-entering your specific job/internship search criteria. Click on the "Save Search" link after you have run a job/internship search.

- You will see a popup screen asking you to name your saved search.
- To run a saved search at a later date, locate your search under the "Saved Searches" section on the left hand side of the screen.
- Saved Searches are only viewable within UMSLCareerKey.

Job Agents

Job agents are e-mail notifications alerts when jobs or internships match your key word(s) from your saved search criteria. Click on the "Create Job Agent" link after you have run a job/internship search.

- You will see a popup screen asking you to name your Job Agent.
- Click on "My Account," then "My Activity" to run a Job Agent at a later date, disable Job Agent emails, or remove your search.
- You will receive one Job Agent e-mail when jobs/internships matching your criteria are posted, even if you have created more than one Job Agent search.

D. Schedules

To locate on-campus interview opportunities, hover over the "Schedules" menu. You will see a list of upcoming on-campus interviews. Click on the schedule ID in the search results page to view more information about the position. **You must have a resume on file to apply for an interview schedule.**

The application procedure depends upon schedule type. There are two types of interview schedules, open and preselect:

Open Schedule: To access the interview sessions available for that schedule, click on the "Sign Up" button. You will then be directed to the "Sessions" section of the schedule profile. Click on the "Interview Date" link to view available interview time slots. To sign up for an interview time, click on the "Sign Up" link under the "Action" column. You will receive a confirmation message indicating you have successfully signed up for your requested time slot.

Preselect Schedule: Click on the "Request Interview" button to submit your resume for interview consideration. You will then be able to select the documents you wish to submit. Click the "Save" button to submit your information. You will receive a confirmation message indicating you have successfully submitted a request to interview. The employer reviews resumes of interested candidates and makes interview selections online.

Contact Career Services with job/internship offers & acceptances or enter your information online using the "Report a Hire" feature!