

UMSLCareerKey for Students/ Alumni

Getting Started

1. Visit the Career Services web page at www.umsl.edu/career.
2. Click on **UMSLCareerKey for Students/Alumni**, located on the left hand side of the screen.
3. Type in your username and password.
 - Your **username** is your **student number** (without preceding zeros or dashes).
 - Your **password** is the **last 4 digits** of your student number.
 - Remember to **disable any pop-up blockers** while accessing the system.
4. Upon your initial login, you will be **required** to complete your **Profile** (see page 2 for more information).
 - This information is used to match your qualifications for resume referrals, to be eligible for on-campus interviews, and more.
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 Specialist.
 - Your critiqued resume will be ready to pick up within 3 working days. 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.

*****INSTRUCTIONS MAY CHANGE WITH PROGRAM UPDATES!*****
Check our website for the latest version of these instructions: www.umsl.edu/career

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



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

A. My Account

My Profile

Personal Information

Enter your contact information and work authorization status. **Update this information any time it changes.** If this information is not accurate, you will miss out on career opportunities and job interviews. Providing personal information (e.g., gender) is strictly optional and used solely for statistical purposes.

Demographic Information

Select or type in the appropriate response to the following (if applicable). Enter your current education, areas of certification, skills, and career preferences. **Select more than one selection by pressing the control key while clicking on your additional choices.** An asterisk indicates required fields that must be completed to activate your profile.

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.

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 "Preselection Activity" section. Click on the number next to the appropriate category to view more detailed information. This section will also allow you to **report employment offers/acceptances** directly to Career Services.

B. 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. You may choose to receive e-mail notifications when jobs or internships match your key word(s) from your saved search criteria.
- To run a saved search at a later date, locate your search on the home page of UMSLCareerKey under the "Saved Searches" section on the home page.

C. 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 at the top of the schedule profile. 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 at the top of the schedule profile 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.

D. Employers

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.

Contact Career Services with job/internship offers & acceptances or enter your information online in the "My Activity" section!