

Utilizing UMSLCareerKey for Employers

Contact Career Services at 314-516-5111 or careerservices@umsl.edu to set up your account and receive your username and password.

Log on to our web page at careers.umsl.edu. Click on the “**UMSLCareerKey for Employers**” link, **located at the top of the page.**

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.

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

Report a Hire: Let us know when you’ve hired one of our job seekers. This information is used to respond to requests about where our graduates go, what they do, and what their average starting salaries are. Information is also used for various university reports, including accreditation, department reviews, and grant writing. The candidate’s name is never connected to their salary or employer in the information we make public!

Please contact Career Services with any questions.

Career Services
University of Missouri-St. Louis
Your Key to Success!

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