



TritonCareers for Students & Alumni

Powered by GradLeaders

Account Creation & Login

[Start here](#) & click on the appropriate link.

Current students-log on with your SSO & password.

Alumni: Log in or select **Create Account**. First time users: create a username and password.

All users will need to agree to the **Terms & Conditions**.

Enter your contact information and profile, including as much information as possible. You will not have full system access until your profile is complete.

Upon your initial login, GradLeaders, UMSL's software vendor, will forward a verification email from "**UMSL-no-reply@gradleaders.com**" to verify your registration.

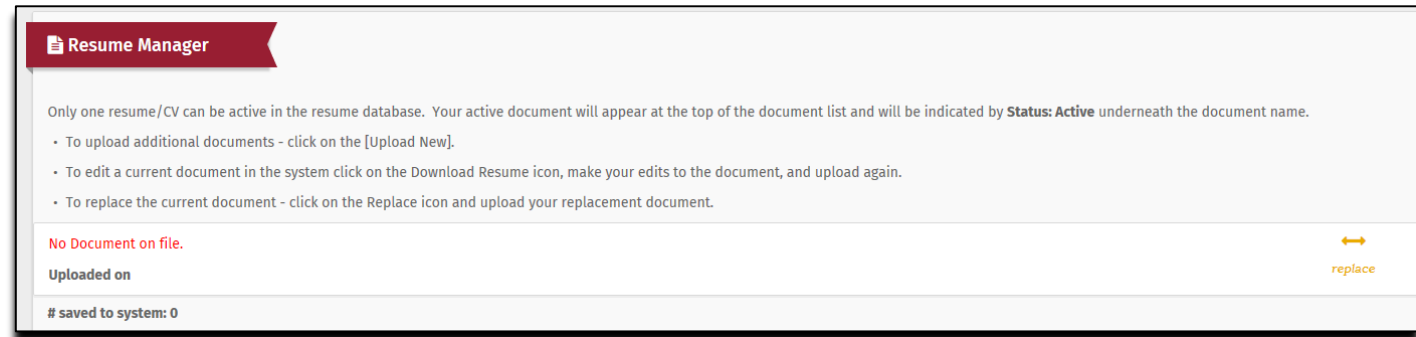
Opting in to receive emails from GradLeaders within 24 hours of receipt of the email verification message is required to activate your account.

Resume Upload

You can store an unlimited amount of resumes in TritonCareers. Only one resume can be viewed by employers.

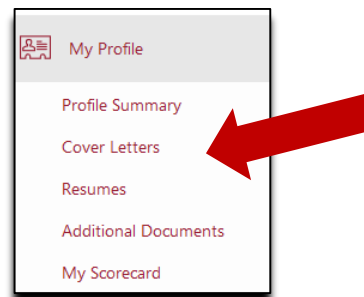
You can upload your resume as you are creating your profile by clicking on the **Replace** icon.

If you wish to upload your resume later, you may do so by clicking on **My Profile**, then **Resumes**. Follow the on-screen directions.



Do you want your resume reviewed by Career Services?

If you answer “yes” to this question, your resume will be reviewed within 3 business days. Your review will be emailed to you using the address listed in your profile.



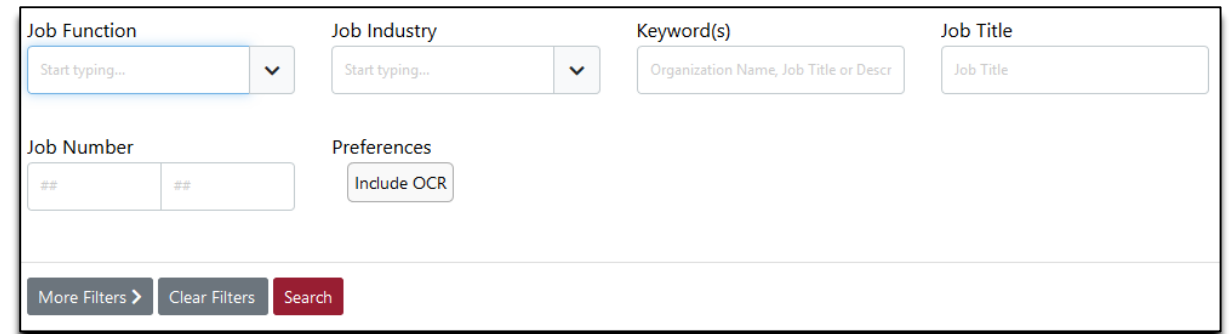
Job Postings

Select **Jobs**, then **Job Search**.

Filter results using a variety of options.

We recommend using Major, Job Function and/or Position Type (full time, internship, etc.) as starting points.

Click on **More Filters** to see all available search options.



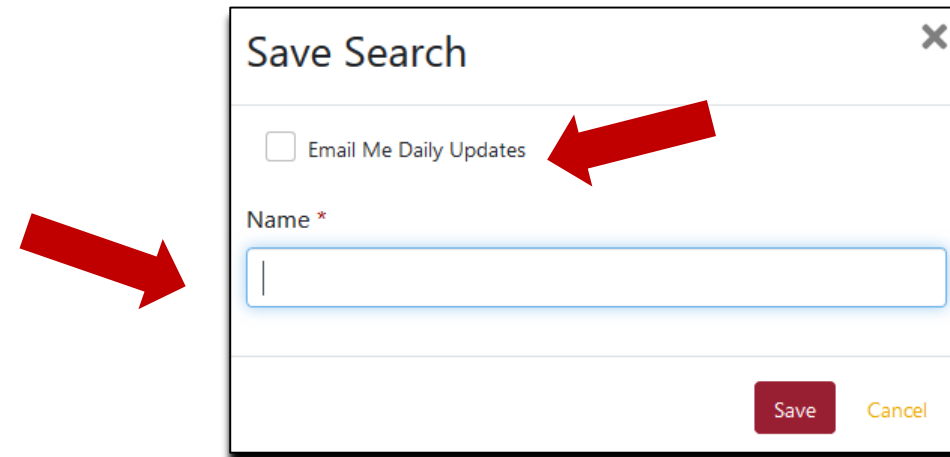
A screenshot of a job search filter form. The form is organized into several sections. At the top, there are four main filter categories: 'Job Function', 'Job Industry', 'Keyword(s)', and 'Job Title'. Each category has a corresponding input field. 'Job Function' and 'Job Industry' have dropdown menus with 'Start typing...' as a placeholder. 'Keyword(s)' has a text input field with the placeholder 'Organization Name, Job Title or Descr'. 'Job Title' has a text input field with the placeholder 'Job Title'. Below these, there is a 'Job Number' section with two input fields, each with a '#' placeholder. To the right of the 'Job Number' fields is a 'Preferences' section with a button labeled 'Include OCR'. At the bottom of the form, there are three buttons: 'More Filters >', 'Clear Filters', and 'Search'. A large red arrow points from the 'More Filters >' button towards the text 'Click on More Filters to see all available search options.'

Personalized Internship/Job Search Notifications

Happy with your job/internship search results? Click on the **Save Filter** button, then click **Save Search** to save your search criteria. Name your search & select Email Me Daily Updates.*

If desired, repeat these instructions to set up multiple alerts.

Search results will be sent to the email address listed in your TritonCareers profile.

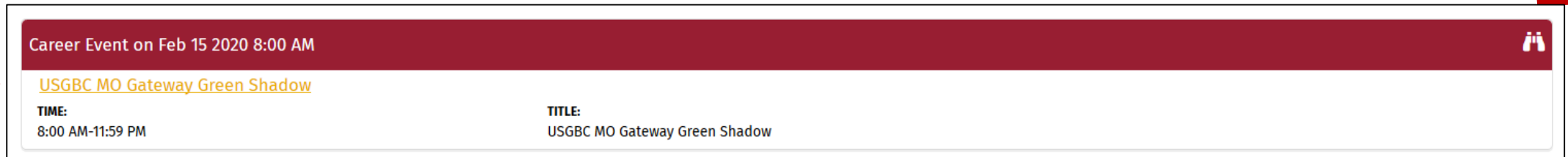


* Once you have set up your search, click on **Jobs**, then **Saved Searches & Agents** to adjust email **frequency**, **edit** or **deactivate** a saved search.

Career Events

View on & off campus career events hosted by Career Services as well as other organizations.

Click on the event title or the binoculars icon to view full event details.



The screenshot shows a career event listing. A red arrow points to the event title, and another red arrow points to the binoculars icon. The event details are as follows:

Career Event on Feb 15 2020 8:00 AM	
USGBC MO Gateway Green Shadow	
TIME: 8:00 AM-11:59 PM	TITLE: USGBC MO Gateway Green Shadow

Interviews

Also known as on-campus interviews or on-campus recruiting:

For a six week period during the fall & spring semesters, select organizations arrange on-campus interviews through Career Services.

These organizations post internships & jobs in TritonCareers, collect resumes for these positions, and use TritonCareers to arrange interviews held in the UMSL Career Services office.

On-campus interview opportunities can be found posted in TritonCareers. Each posting spells out the qualifications sought by the employer in order to be considered for an interview.

Each position also has a series of important deadlines connected to the employers' interview visit date.

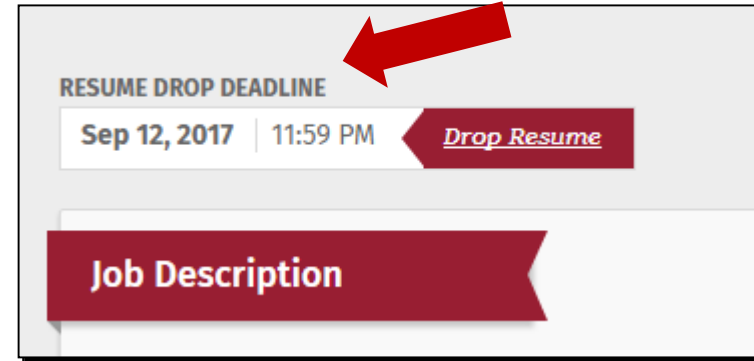
Make sure your resume is uploaded & ready for employer viewing before submitting your resume for interview consideration!

Interviews

If you qualify for a position, use the **Drop Resume** button to submit your resume for interview consideration.

The **Resume Drop Deadline** is the date and time by which you must submit a resume.

After you “drop” your resume, employers review & select candidates to be interviewed.



*Note: if you do **not qualify** for a position, the drop resume button will still appear, but you will be unable to successfully submit a resume. Contact us if you have questions about your qualifications for a position.*

Interviews

Once you've applied, click on **My Resume Drops** to track where you've applied.

If selected for an interview, go to **My Invites** to sign up for an interview time.

My Interviews will help you keep track of interview dates/times.

You will also be notified about your interview status via email; emails will be sent to the email address in your TritonCareers profile. Be mindful of signup deadlines and other important dates.

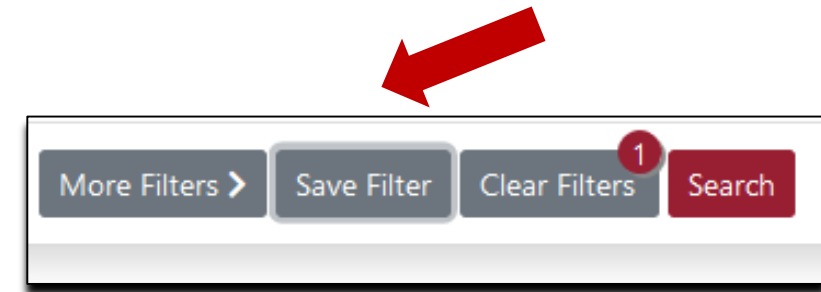
Companies

Hover over **Company List**, located on the left hand side of the screen. Choose to view the **Company Research** or **Recruiter Research**.

Selecting **Company Research** allows you to search organizations by Industry or Company Name.

Selecting **Recruiter Research** allows you to search by organization/industry, company name, and whether the contact is an UMSL alum.

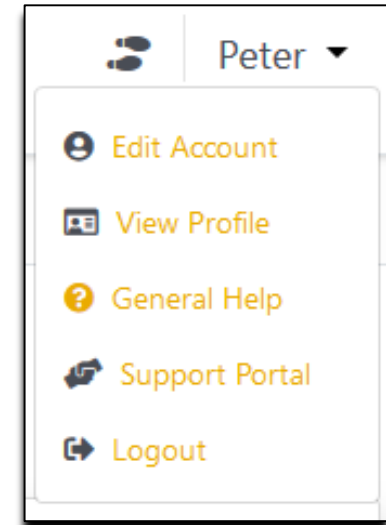
Happy with your search results? Click on **Save Filter**, then Save Search to save your criteria.



Document Library/Resources

The **Document Library** contains TritonCareers documents and resources, including this user guide.

Help is available by clicking the arrow in the upper right hand corner. General Help connects you to some usage Hints. You may also access the GradLeaders Support Portal.



Don't Wait Until You Graduate!

Take charge of your career! Let Career Services assist you with:

- Developing a resume & cover letter
- Preparing for interviews
- Planning your internship/job search

Appointments in person and by phone

Please call 314-516-5111 to find out appointment availability

Crunched for time?

Email your questions to careerservices@umsl.edu

Walk ins: available Monday – Thursday 11am -1pm

Reserved for quick questions (15 minutes or less)



278 Millennium Student Center

314-516-5111

careerservices@umsl.edu

<http://careers.umsl.edu>

