



Welcome to MinerJobs! Employer Guide

This guide will help you navigate through our online job system, **MinerJobs**. You will be able to create your account, update your contact information, view and add job postings, request and participate in on campus interview schedules, register for career fairs, information sessions, special events and more! Please direct your questions to your Missouri S&T Recruiting Assistant, based on the first letter of your company name (below):

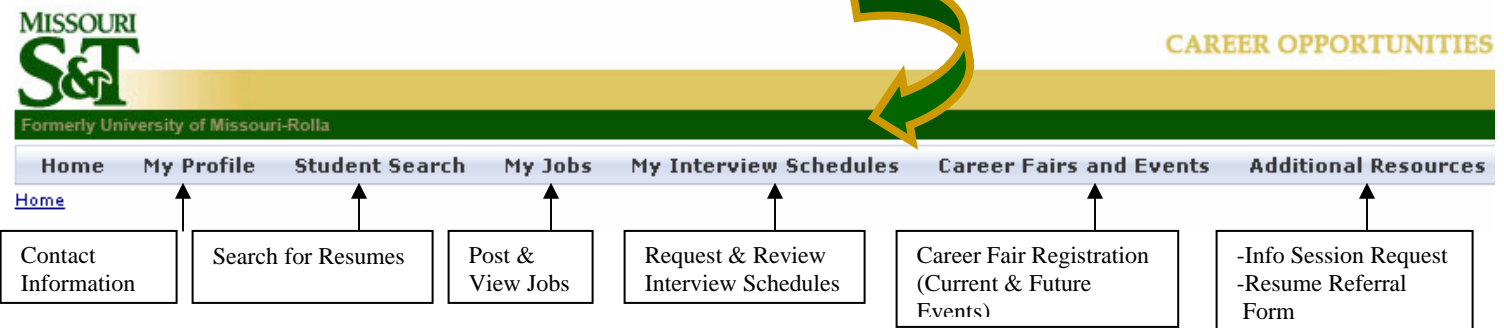
- **Employers A-G:** Sara Earl | Email: earls@mst.edu | Phone: 573.341.4230
- **Employers H-Z:** Colleen Kapeller | Email: kapeller@mst.edu | Phone: 573.341.4951

Go to <http://career.mst.edu> (Bookmark this page)
Select "Employers>MinerJobs"

"Employers Login/Register Here"

- First-time users - "**Click here to Register**"
 - Type in the name of your organization
 - a list of company names may appear, checkmark your company
 - If there is NOT a current account (your company name does not appear) click on "**Can't find your organization?**" and proceed
- Current users - enter your username (email address) and password
- You will receive email notification when your account is activated.

The instructions below reference the menu bars viewed here:



My Profile (your contact information)

- To update **Employer Information**, select “**EDIT**”
 - To update **Contact Information**, select “**EDIT**”
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Student Search and Resume Books

- Enter search criteria and “**SEARCH**”
 - Not all students and alumni will give employers permission to search their resume. If your search is insufficient, please complete our resume referral form found on our website at <http://career.mst.edu> or contact your Recruiting Assistant (above).
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My Jobs

“Jobs – Current and Past”

- To make changes to any sections, select the [**Edit**] link and make your changes.

“Add New Job”

- Fields with an * are required.
 - You may set your own screening criteria to be viewed only by those that match your criteria
 - You will receive email notification when the job is activated.
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On-Campus Interviews

“All Schedules”

- View all current and past on-campus interview schedules

“Request a Schedule”

- Complete this form to request interview space
 - Your Recruiting Assistant will complete the process.
 - You will receive email notification when it is active to post your job(s)
 - Watch for time sensitive deadlines if you are scheduling for preselect schedules such as:
 - **View sign-up activity** - click the desired interview date in the Session box.
 - **View on-line resumes for a preselect schedule** - click Manage List in the Preselect Activity box if available to review student resumes (requests to interview) and to preselect candidates when necessary.
 - **View schedule to see who has signed up**
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“Career Fairs and Other Events”

- View pertinent information and **register early** for our upcoming Career Fair
 - View other events such as information sessions and other employer events
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If you are ready to post your job, schedule for interviews or register for our upcoming career fair, log in and register to use the system, [MinerJobs](#). If you need additional information, please do not hesitate to contact your Recruiting Assistant based on the first letter of your company name:

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