



# Welcome to MinerJobs!

## STUDENT GUIDE

Our system [MinerJobs](#) is a fantastic tool that will help you search for the full-time, co-op or summer jobs. Employers will post their jobs and schedule interview sessions exclusive to Missouri S&T candidates. **A visual aid is on the back side of this instruction sheet.**

*Check the system each day and stop by the COC if you should need assistance with using the system.*

Interviews will be conducted at the Career Opportunities Center, Third Floor Norwood Hall

Email: [career@mst.edu](mailto:career@mst.edu) | Phone: 573.341.4343

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## TO START

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

Select "Students>MinerJobs"

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### To register:

View the [New User Orientation](#) for MinerJobs found on our website (select Students).

1. Complete the registration process by logging in to MinerJobs:
  - a. Select "Click Here to Register"
2. Stop by the COC and pay your \$5 access fee or complete the online [student charge](#) at <http://career.mst.edu>.
3. Your account will be activated within one business day of completing these steps and you may begin to search job postings and submit your online resume to employers for interview consideration.

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### My Account

- **My Profile** - To update **your account**, select "**EDIT**".
  - **My Documents** – To **upload your resume**, cover letters and unofficial transcript.
  - **My Activity** – View who has received your resume and if you are selected to interview.
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### Employer Directory

- View employers that allow students to contact them directly.
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### Job Search

- **Search for jobs** that match your criteria. Keep your search general so you don't exclude possibilities.
  - **Select Job Title to view job description.**
  - **Submit Resume.**
  - **If Submit Resume button does not appear, scroll down and view application instructions.**
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### Interview Schedules – Select "Sign up for interviews I qualify for" or "View All"

- **Select Schedule ID**
    - **Step 1:** If you see the **Submit Resume button**, you will need to submit a resume to the employer for consideration.
    - **Step 2:** If you have been **accepted to interview, you will need to sign up for an interview time.** Return to this schedule, select the **sign-up** button >then click on the interview date to select a time.
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### Career Fairs and Events

- Search for employers registered for this event. You may also search employers by major.
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*Be sure to read the announcements and utilize the resource library in MinerJobs, customized especially for you. Your calendar will identify campus recruiting events and COC workshops throughout the semester to help prepare you for employment.*

*A visual aid is on the back side of this instruction sheet.*

# MinerJobs

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Select "Students>MinerJobs"

The screenshot shows the MinerJobs website interface. At the top, there are four main navigation boxes:

- EMPLOYER DIRECTORY**: Search employers by industry, major and view contact info for employer
- JOB SEARCH**: Search for jobs, View job description, Submit resume
- INTERVIEW SCHEDULES**: Submit resume for interview consideration, Sign up to interview, View future interview schedules
- CAREER FAIR AND EVENTS**: View & search career fair participating employers, View information sessions & other events

On the left side, there are two additional callout boxes:

- HOME**: Announcements, Calendar, Resource Library, Saved Searches
- MY ACCOUNT**: My Profile, My Documents (\*Resume, \*Cover Letter, \*Transcript), My Activity

The main content area features the Missouri S&T logo (Formerly University of Missouri-Rolla) and a navigation menu with the following items: Home, My Account, Employer Directory, Job Search, Interview Schedules, Career Fairs and Events, Sign Out. A "CAREER OPPORTUNITIES" banner is also visible.

Below the navigation menu, a personalized greeting reads: "Welcome, Colleen Kapeller".

A navigation instruction states: "To navigate the system use the menu items above."

The main content area is divided into several sections:

- Announcements**: A list of instructions for using the system, including "Job Search", "Submit Your Resume", "Sign up for an interview", "Career Fair", "Profile Information", and "Upload Resumes". A "View All" link is present.
- Resource Library**: A link to "Student Career Guide 07-08".
- Quick Links**: A list of links including "Report a Hire", "My Task List", and "Saved Searches".
- Calendar**: A calendar view for "June, 2008" with options for "[Edit]" and "[Month View]". The date "Sunday 8" is visible.