




## MinerJobs Student Guide

**TO START:** Go to [career.mst.edu](http://career.mst.edu)  
Select "Students>MinerJobs"

- 1. New Users - Registration:** If you are a first time user, log in using your MST email address as your Username and the school Password provided by the COC.
  - Complete all sections, enter a new password, and click on the Register button. Required fields are marked with an asterisk (\*).
  - Click on the Submit Profile button 

**NOTE:** Once you have submitted your profile, your account will be in pending status. You will need to stop by the COC and pay your \$10.00 access fee. You will NOT have access to job postings until you have completed these steps. If you should need any assistance please contact our office at 573.341.4343 or [career@mst.edu](mailto:career@mst.edu).

- 2. Existing Users:** Log into system using your Username and Password

### Update your Profile

- Put your cursor over My Account and select My Profile
- Carefully review each section of your profile. To edit fields within a section click on the [Edit] link. Required fields are marked with an asterisk (\*).
- Be sure to click on the Save button.

### Upload your Documents (resume, cover letter, and unofficial transcript)

- Put your cursor over My Account and select My Documents
- Click on the [Upload File] link
- Click the Browse button to find your document.
- Select the correct document and name it
- Click the Upload button

**NOTE:** When uploading more than one resume, make sure your most generic resume is your default. Your default resume is the document employers will view when completing a resume referral.

### Searching Career Fairs and Events

- Put your cursor over Career Fairs & Events and select Career Events
- You will see a list of all current Career Events (Career Fairs, Information Sessions, etc.)
- To view details and/or employers registered, click on the Career Event's name.

**IF YOUR ACCOUNT IS PENDING, THEN THE OPTIONS BELOW ARE NOT AVAILABLE TO YOU. YOU WILL BE EMAILED ONCE YOUR ACCOUNT IS ACTIVATED.**

### Job Search: Search for Jobs NOT Related to On-Campus Interviews

- CHECK SYSTEM EACH DAY FOR NEW POSTINGS!
- Put your cursor over Job Search and select Job Search
- Fill in the search criteria to narrow down your job search OR just click the Search button to view all current jobs. *Keep your search general so you don't exclude possibilities.*
- Click on the Job ID to see the specifics of the position and how to apply
- Many jobs posted under this search will not require your resume to be submitted in MinerJobs; it will have specific application instructions.

## My On-Campus Interview Schedules: Submit Resume for Interview Consideration

- CHECK SYSTEM EACH DAY FOR NEW POSTINGS & PRESELECTION STATUS!
- Put your cursor over Interview Schedules and select Sign up for interviews I qualify for
- Click on the Schedule ID to see the specifics of the position and submit your resume.
- If it is a Preselect schedule, then to be considered for an interview you will click on the [Apply Now] link under Page Functions to submit your resume.



- A black arrow next to a schedule notes that there has been activity performed on this schedule, such as resume submitted or pre-selected to interview.
- If you are pre-selected to interview, you will need to go back into the schedule and scroll down to the interview date. Click on the interview date and select a time.

If you wish to sign up for this schedule, click on the Interview Date you prefer below and a list of available time slots will be displayed.

Session ID	Interview Date	Interview Location	Recruiter	Additional Interview Information	Status
270	10/4/2008		Colleen Kapeller		Active
▶ 271	10/4/2008		Colleen Kapeller		Active

## Employer Directory:

- View employers that allow students to contact them directly.

## Viewing Your Activity:

- Put your cursor over My Account and select My Activity
- There are 4 types of activity that you can view:
  - Referrals, Placements, Schedules and RSVPs

The screenshot shows the Missouri S&T MinerJobs website interface. Callout boxes provide details for various sections:

- Home:** Announcements, Calendar, Resource Library, Saved Searches.
- My Account:** Profile, Documents (Resume, Cover Letter), Activity.
- Job Search:** Search for jobs NOT related to on-campus interview schedules, View job postings, Submit Resume.
- My On-Campus Interview Schedules:** Submit resume for interview consideration, Sign up to interview.
- Career Fairs and Events:** View & search career fair participating employers, View Information Sessions, COC workshops & other events.

The main interface includes a navigation menu (Home, My Account, Employer Directory, Job Search, My On-Campus Interview Schedules, Career Fairs and Events, Sign Out) and a 'Quick Links' sidebar with 'Apply Now' highlighted. The main content area displays a 'Welcome to Missouri S&T - MinerJobs!' message and a 'Resource Library' section.

Should you need assistance with MinerJobs contact the COC.  
 Email: [career@mst.edu](mailto:career@mst.edu) | Phone: 573.341.4343