

**CREATING AND USING YOUR  
MINNESOTA STATE UNIVERSITY  
MANKATO**



**ACCOUNT**

- **Registration**
- **Log-in**
- **Your company profile**
- **Posting jobs**
- **Resume Searches**
- **On-Campus Recruiting (OCR)**



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## REGISTRATION/LOGIN

### First-time Mavjobs.com users:

1. Go to <http://www.mavjobs.com>
2. Click on **For Employers**
3. Click **Register** or **Register and Post Job at multiple schools** (*this option is fee based*) tab to create a new account
4. Complete registration information form. Required fields are noted with a red asterisk.
5. Click **Submit** to complete registration
6. If you clicked the **Register and Post Job at multiple schools** tab you will then be prompted to complete the job posting form. If you clicked the **Register** tab, you are done.
7. Your user name and password will be emailed to you within one business day.

MINNESOTA STATE UNIVERSITY MANKATO

CAREER DEVELOPMENT CENTER  
MINNESOTA STATE UNIVERSITY, MANKATO

MAVERICKS  
mavjobs.com

Sign in | Forgot my password | Register | Register And Post Job At Multiple Schools | Help

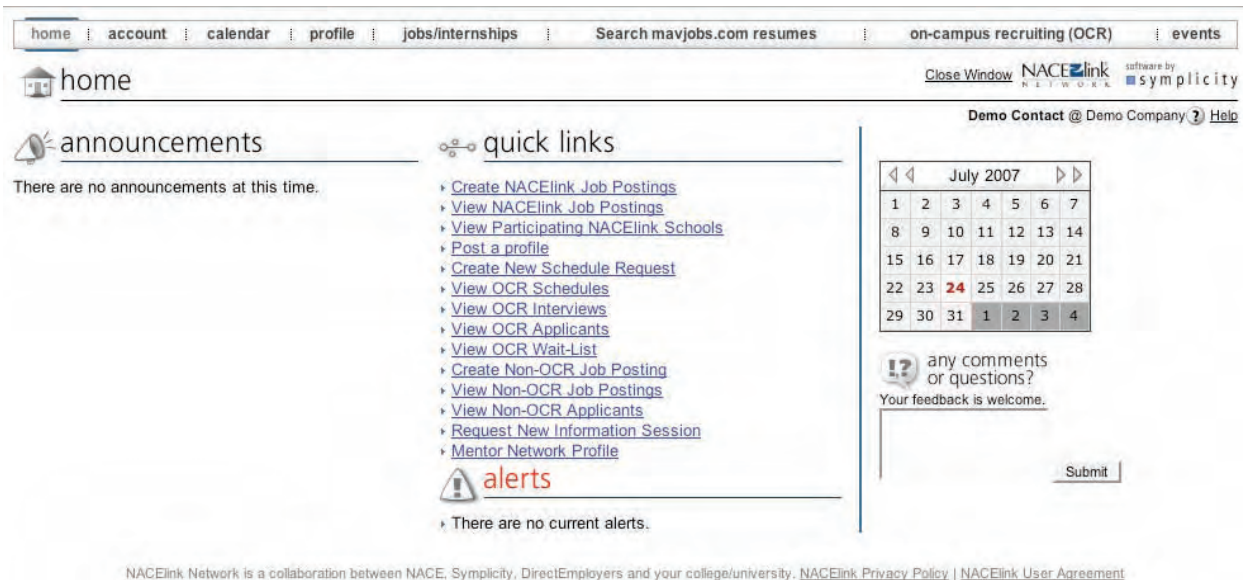
Accessibility Mode | NACElink NETWORK | software by symlicity

**log-in**  
Please enter your username and password.  
Username:  (your email address)  
Password:

**register**  
Register for a new account.

### Returning Mavjobs.com users:

1. Go to <http://www.mavjobs.com>
2. Click on **For Employers**
3. Enter your user name and password and click **go**
4. If you have forgotten your password, click **forgot my password** and a new password will immediately be emailed to you



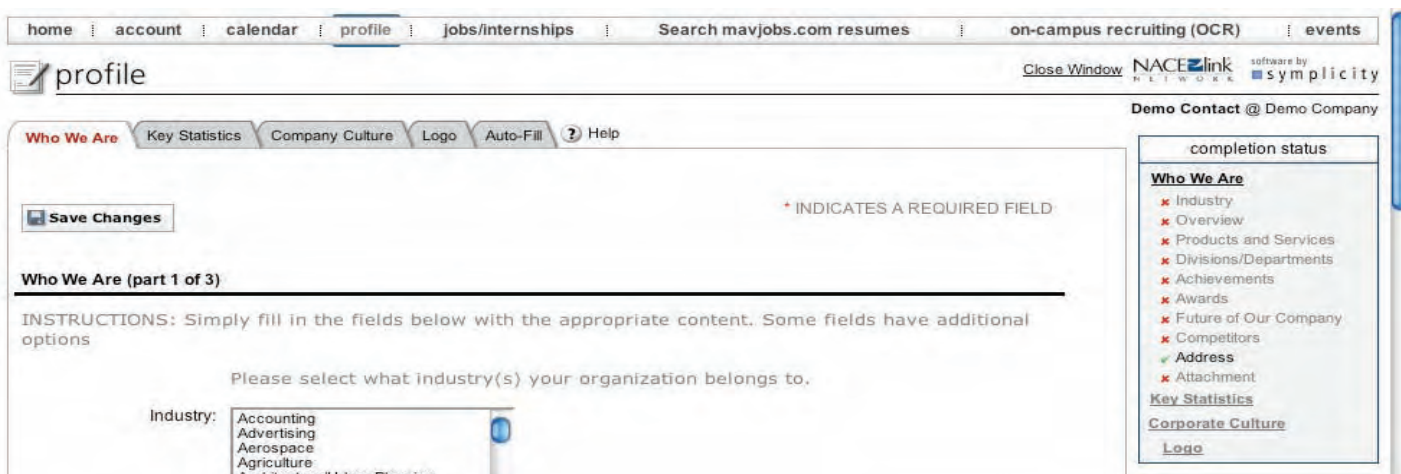
## Mavjobs.com home page:

Your Mavjobs.com Careers home page includes **Quick Links** to most of the fields discussed.

There is also an **Alerts** field that will reflect services that need your immediate attention. For example, if you have requested a publication, you have resumes submitted for a job, or you have an On-Campus Recruiting deadline. It is important that you regularly check and respond to all of your **Alerts**.

## Changing your password:

1. Click **Account** on the top navigation bar
2. Select the **“Change Password”** tab
3. Enter new password, then re-enter to confirm
4. Click **Change**

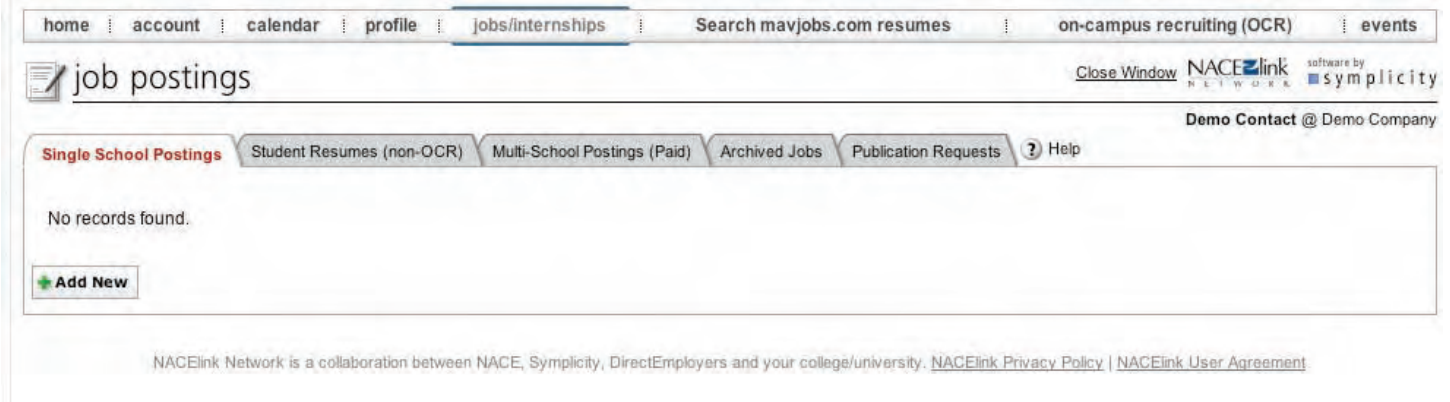


## Your organization’s profile:

Your Mavjobs.com account gives your organization the opportunity to establish itself as an employer of choice in a quick, easy format, available to all MSU, Mankato students and alumni.

1. Click on **Profile** on the top navigation bar
2. You’ll see 3 areas to complete: who we are, key statistics and company culture. You may enter information in any or all of the fields. Only areas you complete will be viewed by students and alumni. Additionally, you can upload your company logo, which will then appear on your profile and all jobs you may post.

## POSTING JOBS & INTERNSHIPS (*non-on-Campus Recruiting*)



### **Posting jobs and internships for Minnesota State University, Mankato students or alumni: IMPORTANT\*\*\* Do NOT use this for Mavjobs.com on-campus recruiting (OCR) positions**

1. Click **Jobs/Internships** on the top navigation bar
2. Click on the **ADD NEW** button
3. Enter your job and/or internship position
4. Required fields are marked with a red asterisk (\*)
5. Click **Submit**
6. Your position will be approved within one (1) business day

### **Viewing applicants for non OCR jobs during resume submission period:**

1. Click **Jobs** on the top navigation bar
2. Click **Student Resumes (non OCR)** tab
3. Click **Resume icon** in Documents column to view resume

### **Editing positions (either OCR or Non OCR Jobs):**

1. Click **Mavjobs.com Recruiting (OCR)** on top navigation bar  
-or-Click **Jobs/Internships** on the top navigation bar
2. Click on **Job Title** to make changes
3. Click **Submit**
4. Your changes will be approved within one (1) business day

### **Posting jobs and internships to multiple schools including MSU Mankato:**

When you post your jobs/internships on Mavjobs.com, you can also post those opportunities to any or all of 500+schools across the nation, for a nominal fee.

1. Click **Jobs** on the top navigation bar
2. Select Multi-School Postings (Paid)
3. Click on the **Add New** button
4. Enter your job and/or internship position
5. Required fields are marked with a red asterisk (\*)
6. Click **Submit**
7. You will then select the schools where you want your position posted. A pricing schedule will appear on the right, along with the cost of posting your position.

## On-Campus Recruiting (OCR)

home | account | calendar | profile | jobs/internships | Search mavjobs.com resumes | on-campus recruiting (OCR) | events

on-campus recruiting

Close Window NACElink software by symlicity

Demo Contact @ Demo Company

Schedules | Positions | Interviews | Applicants | Wait-List | Publication Requests | ? Help

Instructions: Click the date of an existing schedule, or click the "Request a New Schedule" button to create a new Schedule. After clicking a schedule, you can add/attach positions, modify schedule details, and edit rooms and timeslots .

Schedules

No records found.

Request A Schedule

Pending Schedule Requests

Items 1-1 of 1

Date	Location	Rooms (#)	Interview Length	Position Type(s)	Time Slot	OCR Model
Jul 30th	Career Development Center	1	n/a		morning	None - Room Reservation Only

Items 1-1 of 1

8. If you agree to the charge, click **Submit**. If you disagree click **Delete**.

### To request an On-Campus Recruiting (OCR) interview schedule:

Mavjobs.com On-Campus Recruiting is a deadline-driven program. In order for you to participate in the program, you must agree to all rules and meet all deadlines.

1. Click **On-Campus Recruiting (OCR)** on top navigation bar
2. Click **Request a schedule** and fill out the schedule request form
3. At the bottom of the form click **Add Item** in the **Positions Recruited** field
4. Enter job title by copying a position or entering a new position title
5. Fill in all required fields including any requirements you have
6. Enter any special application instructions at the beginning of the job description
7. Click **Save and Finish**

### Attaching a On-Campus Recruiting (OCR) position(s) to your schedule:

1. Click **On-Campus Recruiting (OCR)** on top navigation bar
2. Find the schedule date and click **Attach Position**
3. Click **Copy/Create a New Position**
4. Follow steps 4-7 above.
5. If attaching more than one position to a schedule, Click **Save and Attach Another**
5. When multiple schedules need positions, click **View Another Schedule** on left

### Viewing Mavjobs.com (OCR) applicants and making selections:

- I. **Requesting resume packets to review applicants**
  - 1 You will receive a system email alerting you that selections are due
  - 2 Click **On-Campus Recruiting(OCR)** on top navigation bar
  - 3 Choose **Applicants** tab
  - 4 Filter for position and click **Apply Search**
  - 5 Click the **plus (+)** sign so all students names have check marks
  - 6 Click **Generate Book**
  - 7 Enter a **Name** for the publication
  - 8 Click **Submit**

- 9 You will receive an email when the packet is ready to download. Click **Done**.

## II. Downloading resume packets

- 1 Click **On-Campus Recruiting (OCR)** on top navigation bar
- 2 Click **Publications Request** tab
- 3 Click **PDF icon** in View/Download column
- 4 Print resumes and/or save file to computer
- 5 Packet remains in Publications Request tab for one week from requested date

## III. Making selections to an On-Campus Recruiting OCR schedule

- 1 Click **Mavjobs.com Recruiting (OCR)** on top navigation bar
- 2 Click **Applicants** tab
- 3 Filter by position and click **Apply Search**. Choose **Invited, Alternate or Not Invited** from the drop menu per student.

-or

- 1 Checkmark box(es) next to student names
- 2 In **Batch Options** click select **Status** in drop down menu
- 3 Choose **Invited, Alternate or Not Invited**
- 4 Be sure to clear checkmarks by clicking (-) sign before making next selection

**Adding students who have not applied: \*\*\* Please note:** This feature is available to employers only through the “Employer Select End Date”

1. Click **On-Campus Recruiting (OCR)** on top navigation bar
2. Click on **Schedules** tab
3. Click the **Date** of the position you want to add a student
4. Scroll down page to view applicants
5. Click **Add New**
6. Enter student name in **Keyword**
7. Click Go
8. Select the **Student Name** from pull down
9. Choose **Position** from pull down
10. Choose **Status**
11. Click **Submit**

## Viewing schedules once students sign up:

1. Click **On-Campus Recruiting (OCR)** on top navigation bar
2. Click on **Schedules** tab
3. Click **Interview Date** under the Date column
4. Click **View Interview Schedule** in the task bar
5. Students names/times appear in columns with a room number (TBD) at top
6. Final room numbers are assigned the day before the interviews

## Posting your information session or presentation:

After reserving a room for your event from one of the above locations:

1. Click **Events** in top navigation bar
2. Click Information Sessions
3. Enter data
4. Click **Submit**

home | account | calendar | profile | jobs/internships | Search mavjobs.com resumes | on-campus recruiting (OCR) | events

resume books Close Window NACElink NETWORK software by simplicity

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**Resume Books** | Publication Requests | ? Help

Items 1-2 of 2 ◀ Previous | Jump | 1 | Next ▶

Name ▼	Description	Creation Date ▼	Expiration Date ▼	Opt-In
<a href="#">Graduate Students</a>	Resumes of all Graduate Students	Jul 23, 2007	Jul 31, 2008	*
<a href="#">Master Resume Book</a>	Contains all student resumes for the 2007-8 school year	Jul 01, 2007	Jul 31, 2008	*

Items 1-2 of 2 ◀ Previous | Jump | 1 | Next ▶

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## Resume Referral Service

This is a free service that allows you access to all MSU, Mankato students and alumni who agree to make their resumes available. As an employer, you can quickly search resumes by various criteria including major, degree level, grad date, etc. Through an online batching process, you can email selected students, save data to Excel, or generate your own book to share with others in your organization.

This service is available for the academic year, (September 1 thru August 31). Resumes are refreshed each year, giving you only current resumes.

**Viewing resume books: \*\*\* Please note:** This feature is only available to employers posting Internships and Degree-required positions. We are not able to offer this service to 3rd party recruiters, part-time employers, or individuals seeking services (i.e. child care, yard work, etc.)

1. Click **Resume Books** on top navigation bar
2. Click **Master Resume Book**
3. Click **Advanced Search** Tab
4. Narrow search by criteria (graduation date, major, etc.)
5. Click **Apply Search** Functions available with search results
6. Click **Resume icon** to view resumes
7. Checkmark selected student's name(s) to a) Send email b) Save results as Excel file c) Generate a resume book as a PDF file.

