



# HireMizzouTigers.com

## Student Quick Guide

*A guide of helpful hints to help you navigate the HireMizzouTigers.com site.*

### Log In & Registration

Open a web browser and type in [www.HireMizzouTigers.com](http://www.HireMizzouTigers.com). Click on **Enter** under the Student/Alumni heading.

#### New Users- Registration

1. Click on the **Click here to Register!** link.
2. You'll be prompted to review resume samples and advice because all users should upload a resume to the site. When finished, continue to Step 2, click **Enter**.
3. Fill out your profile and complete all sections and click on the **Register** button. Required (\*) fields are marked with an asterisk.
4. Upload your resume. If you do not have a resume, please go back and review online resources or stop by the MU Career Center.
5. Click on the **Submit Profile** button. You're done!

#### Existing Users- Login

1. Enter your **username and password** and click on enter.
2. Wrong username? Please **call 573-884-6317** to have your username given to you.
3. Wrong password? Click on the **Forgot Your Password** link to have a temporary password emailed to you. You may change your username or password once logged into HireMizzouTigers.com in My Account.

**Note:** Your profile will be in a pending status until an administrator reviews your profile. Once your registration is approved, you will receive an email notification (typically two business days). Still waiting? Please call 573-884-6317.

### My Account

#### Update Your Profile

1. To update your profile click **My Account** and select **My Profile**.
2. You will see tabs containing Personal Information, Demographic Information, and so on. Click on the tab or **Edit** link which will allow you to modify your profile. Carefully go through each section and complete all of the fields making sure to click on the "Save" button. Required fields are marked with an asterisk (\*).
3. After modifying your profile click **Save**.

**Note:** The more fields you fill out your profile, the better we can assist you and the better chances for employment. Your Job Seeker Type affects which jobs you can apply for and which schedules you can see. Please pick all that apply (Part-time, Full-time, etc.).

#### Upload Your Documents

1. Put your cursor over **My Account** and select **My Documents**.
2. Click on the **Upload File** link for a new document or **Update** link to write over the current document.
3. Click **Browse...** your document.
4. Select the correct document and name it. The site will date stamp (day/time) you uploaded the document.
5. Click **Upload**. If you have more than one document decide which should be the default resume.

**Note:** When uploading more than one document, please make sure your standard or general resume is your default. Your default resume is the document that employers will view when searching through candidate profiles and resumes books.

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## Jobs

### Search for Jobs, Internships and Co-ops

1. Make sure that you have uploaded a resume. **Only students with reviewed and approved resumes may search all jobs.** Students without a resume may browse a list of part-time/seasonal jobs and a list of internships/co-ops (they cannot search jobs or apply for them HireMizzouTigers.com).
2. Put your cursor over **Jobs** and select **Search All Jobs (including MonsterTrak jobs)**.
3. Fill in the search criteria to narrow down your job search OR just click **Search** (without entering any search criteria) to view all current jobs.
4. Click on the **Job ID** link to see the specifics of the position and how to apply.

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## Employer Directory

### Browse the Employer Directory

**Note:** You cannot see the Employer Directory unless your profile is Active. Your resume must first be uploaded to the site.

1. Click **Employer Directory**.
2. Fill in the **search criteria** to narrow down your search OR just click **Search** (without entering any search criteria) to view all current employers.
3. Click on column headings to sort by **Organization Name, Location, City, State, or Employer Category**.
4. Click on **Organization Name** link to view details about the employer or contact information. Click the number listed under the **Jobs** heading to view active jobs posted for that organization.

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## Career Events

### RSVP to Career Events

1. Put your cursor on **Career Fairs/Workshops**.
2. All active events will appear. To read more information about the event click on the event.
3. To **RSVP** for the event click **RSVP to Event**. The event's information will appear again and the following message will be displayed, "You have successfully RSVPed for this event." You will also find this history in **My Activity**.

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## On-Campus Interviews

**Note:** You cannot see interview schedules unless your profile is Active.

### Sign-Up for Interviews

1. Put your cursor on **On-Campus Interviews** click on **Sign Up for Interviews**.
2. Schedules that appear are interviews that you qualify for. Click on the **Schedule ID** to review more information about the position and interviews.
3. Click on the **Sign Up** button and submit your resume for consideration.
4. You will receive email notification if an employer would like you to interview. Login to HireMizzouTigers, click on the **Schedule ID**, and select an interview timeslot.

### View All Interviews

1. Put your cursor on **On-Campus Interviews** and click on View All Interviews.
2. On the Search screen, **select criteria** to screen interviews or click on the **Search** button to see all interviews occurring on campus.
3. Click on the **Schedule ID** to view more about the schedule and whether you qualify.

**Note:** Your Job Seeker Type (found in My Profile) affects your ability to view and apply for interview schedules.