

## Student Guide: How to navigate the MSU-Northern CareerExpress System

# WELCOME!

This guide will help you navigate through CareerExpress. Through this site you will be able to keep your profile updated, view and apply for jobs & participate in the On-Campus Recruiting Program.

### Registering/ Logging in

Step 1: Go to our home page: [www.msun.edu/stuaffairs/career/](http://www.msun.edu/stuaffairs/career/)

Step 2: Click on the CareerExpress Student link.

Step 3: If you are a registered user, simply type your username and password, then click Login.

If you have never registered, click the "Click here to register" link. Fill out your profile and click the Register button.



You will receive an email immediately after you register. Once you have registered, you will be able to view and apply for jobs in the Job Search section, and submit your resume for positions through the On-Campus Recruiting Program (OCR).

NOTE: If you forgot your password, you can click the "Forgot your password?" link to have it reset and emailed to you. This link is on the Login Page.

### Home

After you have logged in, you will be on the CareerExpress Home page. Here you will find 4 useful tools:

1. **Announcements** — Here you'll find important announcements, including those about Jobs, Job/ Internship Fairs, and Workshops.
2. **Resource Library** — You will find this Student Guide and other valuable resources.
3. **Quick Links** —
  - [Report a Hire](#) — Click this link to let us know you were hired.
  - [My Task List](#)— This folder will show all new responses to your resume referrals (you will also be notified via email when an employer responds to your resume).
  - [Saved Searches](#)—You will find any job searches that you have saved, including Job Agents (which will email you new job postings every night!).
4. **Calendar** — You will see all upcoming General Info Sessions and On-Campus Interviews.

### My Account

Under the My Account menu, there are 3 choices:

1. **My Profile** — Here you can update your personal information (password, phone #, email, majors, GPA, etc).
2. **My Documents** — Here you can upload **Microsoft Word**, **PDF**, or **RTF** documents into the following categories: Resumes, Cover Letters, Unofficial Transcripts, and List of References. You can upload 20 resumes, 20 cover letters, 3 unofficial transcripts, and 6 lists of references. When you apply to jobs, you will be able to select one document from each of these 4 categories.

NOTES: Microsoft Word 2007 documents (.docx) cannot currently be used to upload.  
When uploading more than one resume, be sure to mark the most general resume as the default.

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**My Account**

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3. **My Activity** — There are 4 types of activity that you can view:

*Referrals* – These are resumes that you've submitted to an employer's job.

*Placements* – These are your current job placements and details of those.

*RSVPs* - These are the General Information Sessions for which you are currently RSVPed.

*Schedules* - These are on-campus recruiting interviews for which you are currently signed up.

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**Employer Directory**

Be more proactive in your job search!

Choose the Employer Directory menu to search through our list of employers. You will only see the employers who have selected to be listed to students.

You will see employers even if they do not have jobs or interview schedules posted currently.

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**Job Search**

Choose the Job Search menu to begin your search.

STEP ONE: Choose the Job Search menu to view our open job postings.

STEP TWO: Search with any criteria (OR enter no criteria to view all jobs)



On the Search Results page, if you click the [Save Search] link, you can create a Job Agent which will email you new jobs every night!

STEP THREE: Click on the Job ID to read details about each job posting and how to apply.

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**There are 2 types of jobs in our system — ones that you are qualified for and ones that you aren't:**

**Not Qualified?** You will see a message and the reasons why you are not qualified to apply for that job posting. This may be because you have not updated your profile lately (i.e. your major).

**Qualified?** Then if the employer is allowing you to submit your resume through CareerExpress, there will be a SUBMIT RESUME button at the top of the job posting. If they aren't, then read the APPLICATION INSTRUCTIONS field to see how to apply directly to this employer.

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**OCR Schedules**

Under the OCR Schedules menu you have two options:

1. **Qualified Schedules (this is where you can sign-up on Interview Schedules):**

STEP ONE: Put your cursor over OCR Schedules and select Qualified Schedules

STEP TWO: Click on the Schedule ID to see the specifics of the position.

STEP THREE: Click on the Interview Date to choose an open interview timeslot.

2. **All Upcoming Schedules (this is where you VIEW all upcoming Interview Schedules):**

*In our system you will be able to look at all current schedules in the system under this menu, but you cannot sign-up from here. Go to Qualified Schedules to apply or sign-up on a schedule.*

STEP ONE: Put your cursor over OCR Schedules and select All Upcoming Schedules

STEP TWO: Fill in the search criteria to narrow down your interview schedule search

*....OR just click the Search button (without entering any search criteria) to view all current Interview Schedules)*

STEP THREE: Click on the Schedule ID to see the specifics of the position

The OCR Schedule is an **Open Schedule**, so you will immediately be able to sign-up for an interview, as long as, you meet all requirements on that schedule.

**Got a Job?  
Let us know!**

**Should I report a hire?**

Yes! You should always report when you get hired. Each reported hire helps the Career Center's endeavor to maintain accurate placement statistics. These statistics allow us to better serve you!

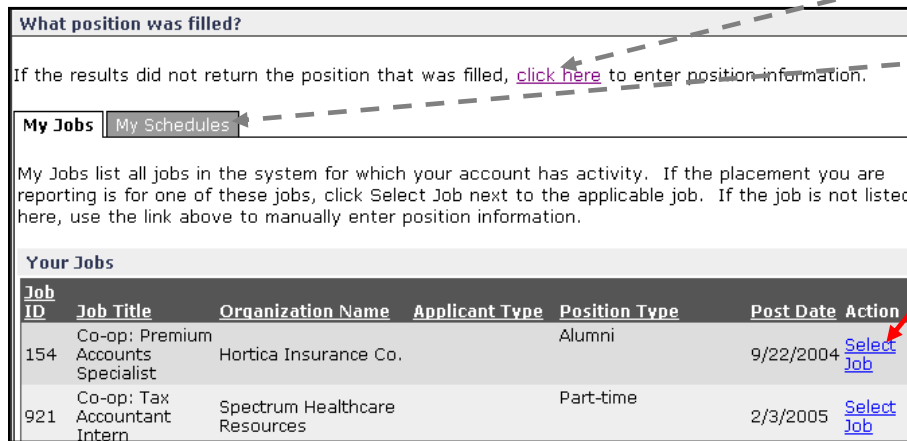
**How do I report a hire (Placement)?**

**STEP ONE:** To report a hire, click on the "Report a Hire" link located next to the calendar on your Home page. This will step you through the process.



Click "Report a Hire" to begin

**STEP TWO:** Search for your position. Then, click "Select Job" next to it.



If you cannot find your position, click the "click here" link.

Is it under "My Schedules?"

Click "Select Job"

**Contact Us!**

The Career Center is available Monday through Friday from 8am-5pm.

**Career Center**  
Montana State University-Northern  
Cowan Hall 213  
Havre, MT 59501

Phone: 406-265-3708  
Email: [careers@msun.edu](mailto:careers@msun.edu)  
Main website: <http://www.msun.edu/stuaffairs/career/>