

Managing Your Career Center

Candidates have the access and capability to check the status of their applications using the Career Center.

To begin: Once logged into your account, select **Career Center**. At this point you will be provided with a drop down list that allows you to access different aspects of your profile and application history.

🔒 🚔 Recruiting	A Career Center		
Main Dasl	My Résumés Résumé Cover Letters Résumé Attachments Résumé Submission Hist Interview Invitations Skills Profile Competencies	Job Search Search Jobs Job Search Agents Jobs that match your rés	Offers Extended Offers New Hire Checklist My New Hire Checklist Career Development Development Plans

The **Resume** tab allows you to access and manage the resume that appears in your profile. This resume is available via all applications submitted through our applicant tracking system.

The Cover Letter tab is currently disabled and will say, "There is no data to display".

The **Resume Attachments** allows you to access and manage all attached documents. Here you are able to view your attachments through the download feature, delete previously submitted attachments, and add new attachments.

Recruiting A Career Center		9-
Career Center / My Résumés / Résumé Attachments		
Résumé Attachments		
This step is optional. You can add up to 5 attachments of, a cover letter, references, certifications, licenses, etc. Please hit "Skip Step" at the bottom of the page if you do not wish to. Find File *	Ø Browse	
	Add Attachment	
THIS STEE	IS OPTIONAL.	
YOU CAN RÉSUMÉ ATTACHMENT NAME PLEASE H	VID UP TO S AT TACHMENTS E.G. A COVER LETTER, REFERENCES, CERTIFICATIONS, LICENSES, ETC. (1*SKIP STEP* AT THE BOTTOM OF THE PAGE IF YOU DO NOT WISH TO	ACTIONS
Cover Letter docx		• • ×
Resume docx		• ×



The **Resume Submission History** allows you to view your resume submission history. Here you are able to confirm that your application has been submitted or view any incomplete applications that you are in the process of completing.

🖻 Recruiti	ing 🗥 Career Center 🛛 🕍 Reports					
arour Centor	My Résumés Résumé Submission History					
ésumé	Submission History					
Completed A	Applications					
* × 1	2 8			Displaying 1 - 1 of 1	10 25 50 100	per page
REQ # #	POSITION #	LOCATION *	APPUED #	CURRENT STATUS	NEXT INTERVIEW #	ACTIONS
997591	Recruitment & Onboarding Coordinator	MRU Main Campus Calgary, AB, CA T3E 6K6	11/6/2017	Résumé Submitted	None scheduled	۰.
ncomplete /	Applications					
e (1	2 2			Displaying 1 - 1 of 1	10 25 50 100	per page
REQ. #	POSITION	LOCATION *	cu	RRENT STEP IN PROCESS	APPLIED	ACTIONS
997563	Marketing & Communications Coordinator	MRU Main Campus Calgary, AB, CA T3E 6K6	At	tachments (Step 2 of 4)	11/6/2017	0 0

The **Interview Invitations** tab is currently disabled and will say, "There are currently no interview invitations".