

Navigating the Maxwell Career Management System

Registering/ Logging in

Current Students: When logging in for the first time, your username is your complete syr.edu email address and password is the first 9 digits of your student id number.

Alumni: If you have not yet registered, click on **Alumni Only Click Here** to create a new account.

Key Menu



My Account

Step 1: Click on My Account, select **My Profile** and complete all required fields.

- 1) Personal information
- 2) Demographic Information
- 3) Job skills and qualifications
- 4) Additional information such as job preference sector, option to allow employers to view your Resume and Interests/ focus details

Step 2: Click on My Account , select **My Documents** and upload documents that you want to share with potential employers such as: Cover Letters, Resumes, References, Unofficial transcripts, Writing Samples and Other Documents.

- ◆ You can upload as many as 20 resumes and cover letters, three unofficial transcripts and six lists of references in MS word, PDF or RTF format.
- ◆ Employers are able to view your documents only with your approval.

Step 3: Click on [My Account](#), and select **My Activity**.

On far right, select the **Job Agent** tab and create Job Agents that describe the job sectors you prefer i.e. "Federal government." Each job agent will send you an e-mail when any new/updated jobs matching your interests are available.

Step 4: To view each type of activity, click the number next to it.

- ◆ **Referrals** - a referral is recorded each time your resume is sent to an employer or an employer views your resume directly.
- ◆ **Placements** - when you find a job/Internship you can record it here.
- ◆ **Schedules** - all scheduled activities are listed including sign-ups for interviews.
- ◆ **Event RSVPs** - an event RSVP is recorded for an event only if you specifically submit an RSVP.

Employer Directory

Click on **Employer Directory** to view a list of all employers in the system.

Jobs/ Internships/ Fellowships

Step 1: Click on the **Job Search** menu. Search for relevant positions using one or several of the criteria items: keywords, post date, organization name, employer sector, position type, and job location or job sector.

Step 2: Click on the **Job ID** to see the specifics of the position and how to apply. Follow the application instructions listed. Most of the jobs require direct contact with employer or employer website.

Step 3: **Submit your resume and other required documents.**

Step 4: To meet with an on campus recruiter, follow application instructions within the individual job description.

- ◆ The **On Campus Recruiting** menu helps you to schedule or manage interviews.

Career Events

Select the **Career Events** menu and click search to view all upcoming career fairs and workshops. RSVP for events you plan to attend.

You can chose to enter the event name, category or dates if you have a specific interest.

Resource Library

Very Important : Select the **Resource Library** menu on the left side of the screen to access more information/ documents.



Calendar

Select the **Calendar** menu to view current updates on all career events and job fairs.

To Open\View an Event - Double click the event. Hover over event for details.

To Create New Event - Double click in the empty space on desired date/time.

To Export to Outlook - Click the small Outlook icon in the desired event.

Report Hire

You should **always report when you get hired**. Each reported hire helps the Career Office easily maintain accurate employment statistics.

Step 1: Look for **I want to** on the left side of your homepage.

Step 2: Select **Report a Hire**.

Step 3: Search for the relevant position. Then click **Select Job** next to it or use the provided link to manually enter position information.

Important Links and Contact Information



http://twitter.com/#!/maxwell_careers



<http://www.maxwell.syr.edu/LinkedIN.aspx>



<http://www.facebook.com/Maxwell.School>



<http://www.alumniconnections.com/olc/pub/SYR/>



<http://maxwellalumni.wordpress.com/>

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NOTE ! Tutorial video on how to populate your profile & other useful tips are
available under resources web page :

<http://www.maxwell.syr.edu/career.aspx?id=77309414145>

- ◆ Click on [How to Navigate Career Management Systems.](#)