APPLYING FOR POSITIONS USING THE *MU JOB LINK*

GETTING TO THE MU JOB LINK:

Students are able to apply for open positions utilizing the MU Job Link. To access this site:

Log into MY Portal → Click "Students" tab → Select "Career Development" tab → Click MU Job Link → Student/Alumni

***Prior to being able to apply for positions, you will need to create an MU Job Link account. Once you register, you will receive two emails. The first will verify your email address. The second email will allow you to log in and create your password. **(Please allow our office three business days (excluding holidays and when the University is closed) to approve your account/email address and send out the second message.)**

UPLOADING DOCUMENTS FOR ON-CAMPUS JOBS:

To apply for an on-campus job, you <u>must</u> have a student employment application uploaded to your account. (A resume is not required for on-campus student employment positions).

1. Click the student employment application PDF located on the right side of the on-campus student employment job posting.
2. Download and save the application to your computer.
3. Open the document and complete the required information.
4. Re-save the document to your computer.
5. Open your MU Job Link account to the home page.
6. Click the "My Documents" tab.
7. Select "Approved" from the drop-down menu.
8. Click "Add New" on the screen.
9. Upload your completed student application from your computer. **(Please note that your student employment application needs to be approved by our office before it can be used to apply for positions. We ask for three business days to complete this request.)**

Again, this is only required if you are applying for an on-campus position.

UPLOADING DOCUMENTS FOR ALL OTHER POSITIONS:

To apply for a position outside of the university, the majority of listed companies require a resume. To upload your resume to the MU Job Link, follow these steps:

1. Open your MU Job Link account to the home page.
2. Click the "My Documents" tab.
3. Select "Approved" from the drop-down menu.
4. Click "Add New" on the screen.
5. Upload your resume from your computer. **(Please note that your resume needs to be approved by our office before it can be used to apply for positions. We ask for three business days to complete this request.)**

TO SEARCH FOR JOBS:
Your profile must be completed prior to searching for open positions. To do this, click the "My Profile" tab on your homepage.

To begin searching for jobs:
- Click the "Jobs" tab.
- In the drop-down menu that appears, click "Jobs."
- You can utilize the search bar to look for a specific job. If you are looking for an on-campus position, type "Madonna" in the search bar. This will narrow your search list so that only jobs associated with Madonna University will appear. You can also search using key words such as "hospitality, education, or chemistry" to view positions that would fit that description.
- To learn more details about a position, click on the title of the job (this will take you to a separate page).

FINISHING THE APPLICATION PROCESS:

Once you find a job that you are interested in applying for, click the "Apply" button in the top left-hand corner of the screen. This will automatically send your materials to the hiring department of that position. Some employers may want you to apply directly on their website. Follow the application instructions included in the job postings.