



Marquette University's MU Career Manager (MUCM) allows you to post internships and full-time positions, access student and alumni resumes, schedule on-campus interviews, register for career events and in general gain access to our talented students and alumni. Please visit the MUCM Employer login at www.myinterfase.com/marquette/employer or use the "Employer Login" box on our homepage: www.marquette.edu/csc

SET UP an Account

New Users:

- Your company may already have an account. Please click on "Click here to Register" to do a search to find your organization to see if your company has an existing account. If you cannot find your company, click on "Can't find your organization?" and enter the required information. *Please do not create duplicate accounts.*
- Please complete all the fields. Required fields are marked by a red asterisk.
- Your account will be "pending" until it is approved by an administrator within 48 hours.

Registered Users:

- Please enter the Username and Password that you established when you first set up your MUCM account.
- If you are unsure of your Username or need assistance with this process, please call the Career Services Center at 414.288.5735. If you have forgotten your password, please call our office for your username. You will then go to www.myinterfase.com/marquette/employer, click "Forgot Password" and a temporary password will be assigned.

POST Internships and Full-Time Positions

Post a new job:

- Select "My Jobs" from the menu bar
- Click "New Job" on the submenu bar below
- Under "Position Information," enter all fields that are applicable. Required fields are marked with a red asterisk. Please include as much detail as possible as this information is helpful to students and alumni searching for jobs
- Scroll Down to "Contact Information"
- Verify that this is the correct contact for this job. (If not, make necessary changes.)
- Scroll down to "Posting Information"
- Enter all fields that are applicable. Required fields are marked with a red asterisk.
- Click "Save"
- This job posting will be "pending" until it is approved by an administrator, which usually takes less than 24 hours.

Repost a Job:

If you would like to re-post a position that has already been created, select "My Jobs"

- Click on "Job List" and then click on the "Job ID" number
- Under "Page Functions" on the left hand side of the screen, choose "Copy Job"
- Click "Edit" and make necessary changes
- This job posting will be "pending" until it is approved by an administrator, which usually takes less than 24 hours.

Close a Job

- To close an active job posting, click on "Close Job" on the left hand side under "Page Functions."

REGISTER for Career Fairs and Events

- We host Career Fairs early fall, early spring, and late spring. To register for an upcoming Career Fair, select "Register for Career Fairs and Events" from the menu bar. Under the "Category" box, click on "Career Fair" and then click "Search."
- Click on the name of the event you would like to attend and then click "Register Now."
- General information, instructions on how to register for the fair and the fee structure will be listed.
- Please fill out all registration information as thoroughly as possible, including linking your job postings on the system. This information will be printed in our Career Fair Guide distributed to students before and during the fair.
- Employers are able to pay for the Career Fair by credit card on our site or mail in a check.

SEARCH Student and Alumni Resumes

In MUCM, go to Student Search → Search

- Select the criteria you desire such as major(s), minimum GPA, citizenship requirements, etc. The fewer criteria you select the greater the number of resumes you will find.
 - **Majors:** Be open to any major that might meet the basic criteria
 - **Graduation Dates:** Include both December and May graduates. For 2011-2012, use these dates:
 - **Recent Graduates:** Consider recent graduates just as you would seniors. May 2010-May 2011
 - **Seniors:** December 2011 to May 2012
 - **Juniors:** December 2012-May 2013
 - **Sophomores:** December 2013-May 2014
 - **GPA:** This is not always a predictor of success. Students' co-curricular or career-related experience involvement may reflect a lower GPA, but those students bring additional skills to an organization.
 - **Citizenship Requirements:** We encourage you to explore the possibility of hiring an international student who brings global perspective and diversity to a position. Often the costs are lower and requirements are fewer than expected.
- Click on the Search button
- To see all resumes in one packet
 - Click on the Select all button at the bottom of the screen
 - Check to email packet to self
 - Select to have the packet sent to your e-mail (this will make it easier to refer to them later)
 - If you do not select this option a new browser window will open with your results
 - Click on Create Packets. This may take several moments depending on the number of resumes you are downloading. You will receive an e-mail when the packet is ready (within minutes). You can print the resumes all at once or read each one individually

SCHEDULE On-Campus Interviews and Information Sessions

Employers may reserve one of our seven interview rooms in our office to interview students during our recruiting seasons. **Fall recruiting** starts in September and runs through November. **Spring recruiting** starts in February and runs through April. You may call or email Kristin Adler, Assistant Director of Employer and Campus Relations, to reserve an interview date and room(s), or go directly to MUCM to set up an interview schedule. There are three types of interview schedules:

- An **OPEN** schedule means that the schedule is posted on MUCM and a student who meets the position's qualifications and is interested in interviewing for the position can sign-up for a timeslot to interview on that day
- A **PRE-SELECT** schedule means that the schedule is posted on MUCM and students are able to submit their resume through the system within the designated time frame. Employers are then given a timeframe (typically 2-4 days) to review resumes and make their selections. With a pre-select schedule, you will have the option to choose students as Accept, Not Accept or Alternate. Students receive an automatic e-mail from the system with the employer has made their selection. When the First Come First Serve time period opens, students log back onto their account to select a timeslot for the interview date.
- A **ROOM ONLY** schedule means the employer is responsible for creating their own interview schedule and contacts students directly. The office only provides the number of rooms needed. Do not post a Room Only schedule on MUCM, but please email your interview schedule to career.services@mu.edu once complete.
- **To CREATE a schedule**, select "On-Campus Interview Schedules" from the menu bar and then click on "Schedule List" to find an existing schedule or "New Schedule Request" to create a new interview schedule.
- Either Click on "Add Existing Job" if you have posted this position in the past or "Add New Job" if you have not posted this position in the past.
- Fill in "Interview Request" section with type of schedule, preferred interview date, length of interviews, number of rooms and if you would like to hold an Information Session prior to your interview date. Please fill out the "Additional Request Information" box with any other important information (i.e. flip schedule needed, catering request, etc.)

To being your recruiting relationship with Marquette, please contact Kristin Adler, Assistant Director of Employer and Campus Relations at 414.288.5303 or kristin.adler@marquette.edu.