

# MavCareers GUIDE

<http://www.myinterfase.com/uta/student> OR <http://careers.uta.edu> - **Student Services link & MavCareers Login.**

- **Note:** For your browser, you will need Internet Explorer 5.5 or higher (preferred) or Netscape Communicator 6.0 or higher.

## REGISTRATION

- Go to: [www.myinterfase.com/uta/student](http://www.myinterfase.com/uta/student) OR <http://careers.uta.edu> - **Student Services link & MavCareers Login.**
- Click on "Click here to register."
- Fill in Registration Information, Demographics, Job Criteria and Additional Information. The Registration Expiration Date for your account will appear after you have completed registration.
- To load resume, choose "Upload Files."
- Click "Browse" to find your document.
- Select the correct document and name it.
- Click "Upload."
- When uploading more than one document, make sure your most generic resume is your default. The default resume will be used for resume referrals. Please make sure that your resume contains no tables as this may prevent it from uploading. Your resume will need to be a Microsoft Word document version or higher.
- To view the resume you have uploaded you will need Adobe Acrobat Reader. This freeware software may be downloaded at <http://www.adobe.com>.
- **In order view jobs, you must have a resume uploaded.**
- Click on "Submit Profile" to send your information to the Career Services Office for approval.

### NOTE:

- In the "Allow employer to view my resume" field, if you select "no", UTA Career Services will not be able to refer your resumes to employers when conducting a search nor will your resume be viewable to employers when they search for resumes.
- Once you complete registration, this information will go into a "pending" status until a Career Services employee reviews it. **Please allow 24 hours to be approved.** You must upload a resume before your account will be activated.

## MY ACCOUNT

- **MY PROFILE**
  - Click here to review or update personal information
- **MY DOCUMENTS**
  - Click here to update or upload documents.
  - To update your default resume, click on UPDATE, browse for new document and select UPLOAD.
  - You can have a maximum of 4 documents (including cover letter) in the system.

- **MY ACTIVITY**

- Click here to review referrals, schedule and Event RSVP activity.
- The referrals tab will show you the date and names of companies your resume has been referred to.

Note: A referral does not guarantee an interview.

- The Schedule tab will show your current on-campus interview status.

## SEARCH JOBS

### JOB SEARCH

This search allows you to specify information on which to search the jobs. More jobs will match your search when you specify less information (creates a broader search). Clicking on “search” without entering criteria will find all jobs in the system.

To search the job listings, follow these steps:

1. Log in to MavCareers.
2. Select Jobs from the main menu.
3. Select Job Search.
4. Enter the search criteria.  
**Note:** The search is done as an AND search between fields. This means the more text fields completed, the fewer matches will be found. However, within the multi-select fields (for example, Position Type), the options selected are searched as an OR search.
5. Click Search. The results are posted on a new page. Each job is listed with a brief description.
6. Select the job to view by clicking the link (the job ID). The detailed job information is displayed.
7. View the **Application** section of the job description for instructions on how to apply.
8. If available, click the **Submit Resume** link to send your resume to the employer. This will generate a message to the employer. Select the resume you wish to send to the employer and enter your message in the comment box. Click Submit. To cancel the inquiry and return to the job search results page, click Cancel.

When you submit your resume, a referral (activity) record is made which records the job viewed and the employer. The employer can then come in and see which students have sent their resume to which job. Also Career Services will have a record of all your referral activity. You may see all of your existing activity in **My Activity**.

## SCHEDULES (ON-CAMPUS INTERVIEWS)

Schedules can typically be designated into two types:

- 1) **Preselect Schedule** – Only candidates who meet qualifications (major, gpa, citizenship status and classification) will be able to view preselect schedules. Preselect schedules allow candidates to submit a request (resume) to interview. Next, employers review the resumes and select the students to accept for the schedule.
- 2) **Open (or Manual) Schedule** – Allows candidates to signup directly on timeslots; employer will not preview resumes.

**Note:** Nearly all employers select preselect schedules. **If you do not meet one or more of the qualifications, you will be unable to submit your resume through the MavCareers system.** You may bring a hard copy of your resume to Career Services to be placed in the packet the employer will receive the morning of their interview.

### VIEWING FUTURE SCHEDULES (ON-CAMPUS INTERVIEWS)

To view ALL future interview schedule(s) entered on-line:

- 1) Select Schedules from the main menu, then select **Future Schedules**.
- 2) You can then enter specific criteria within the Schedule Advanced Search box(es) or you can click on the Search button to see ALL schedules.
- 3) You may select a schedule to view by clicking the ID link. (see diagram below)
- 4) Click BACK or click the words Schedule Search on the cookie crumb menu to view another schedule.

**NOTE:** If your qualifications do not match those listed by the employer, and you are still interested in applying for the position, you can bring a copy of your resume to a Career Services' office prior to the interview date, to be given to the recruiter on the interview date.

### VIEWING QUALIFIED SCHEDULES (ON-CAMPUS INTERVIEWS) & REQUESTING INTERVIEWS

For the schedule(s) in which you meet the requirements (major, gpa, citizenship status, classification, etc.), you can request interviews, sign up for an open interview, view and change existing sign-ups, or get on a waiting list if all slots are full. If the schedule has an associated Information Session, there will be a link with a date and time on the schedule, click the link and you can RSVP for this information session, which will indicate that you plan to attend.

To view an interview schedule(s) that meets your qualifications:

1. Select Schedules from the main menu, which will default to your **Qualified Schedules**, which will allow you to submit your resume on-line.
2. You may select a schedule by clicking the ID link. (see diagram below)
3. Review the complete description in the schedule and click on the **Request Interview** button if you wish to be considered for an interview.
4. A pop-up box will open for you to select the resume you would like to submit for this schedule.
5. Click BACK or click the word Schedules on the cookie crumb menu to view another schedule.
6. You may cancel your request while the schedule is in PRS Open. Once the schedule has closed, you may contact Career Services to cancel your request.
7. See chart on next page for explanation of sign up methods.

**Note:** A black arrow next to the Schedule ID indicates that you've pre-selected or signed up for this schedule already. It does not indicate an RSVP for an Information Session or that you are on the waiting list.

### Current Sign Up Method Definitions:

|                                   |  |
|-----------------------------------|--|
| PRS-Open qualifications           | Schedule is open to request interview if candidate meet's              |
| PRS-Closed <b>Midnight, CST).</b> | Schedule is closed for employer to view resumes submitted (as of       |
| PRS-FCFS timeslots                | Schedule is open for candidates selected to interview to select        |
| PRS-FCFS-ALT timeslots            | Schedule is open for candidates chosen as alternates to select         |
| Closed                            | Schedule is closed for timeslot sign-ups (as of <b>Midnight, CST).</b> |
| Open                              | Schedule is open for any candidate to sign-up for a timeslot.          |

### HOW TO FIND OUT IF YOU ARE SELECTED FOR THE INTERVIEW

- Select MY ACTIVITY from the main menu.
- Select **Schedules** by clicking on the tab or the number beside the category (even if it reflects "0").
- Under **Preselection Activity**, you will see all on-campus interview jobs that you have requested.
- View the **Status** field to see if you are Accepted, Declined or selected as an Alternate. **Requested** will appear as the status until the employer has made a decision.

### SIGN UP FOR AN INTERVIEW TIMESLOT

- If you are selected as **Accepted** or an **Alternate**, click on the **Job Title**
- Scroll to the last section titled "Sessions."
- Click the interview session date.
- Select the time slot by clicking the **Sign-up** link under the column labeled Action. Only available timeslots will be visible.

**Note:** You can modify a time slot (if one is available) by viewing your activity (My Activity from the Main Menu). Go to **Schedule Activity** and click on the link for that interview. Go back into the session you are signed up on you will be able to select Cancel or Switch Time until **midnight CST of the CLOSED** date.

- Go to another schedule in the list by clicking Schedules on the cookie crumb menu (or through the Schedules Main Menu) and selecting another schedule.

### CURRENT EVENTS

Click on this tab to view information on Career Day(s), Information Sessions and other career events.

Information Sessions are events hosted by employers to present information on their company, jobs and their on-campus interview schedule (if applicable).

You can RSVP for these events. Please RSVP only if you intend to attend the event!

# STATEMENT OF POLICIES

UTA Career Services assists students in planning for, choosing and obtaining professional employment upon graduation from the University of Texas at Arlington. We are committed to helping UTA students and alumni achieve their career goals. In order to better achieve this purpose, we have established the following policies.

We take no part in the determination of employment qualifications or the selection process of employers.

## EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

UTA Career Services observes all equal employment Opportunity/Affirmative Action regulations and expects that employers with whom it has any communication also promote Equal Opportunity and Affirmative Action to people regardless of race, sex, national origin, creed, age, or handicap. However, no formal investigation has been made of any employer, nor does this office assume responsibility for their reputability.

It is the policy of the University of Texas at Arlington that to the extent provided by applicable law no person shall, on the basis of race, color, national origin, religion, age, sex, handicap, disabilities, or veteran status be denied employment or admission, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity which it sponsors or conducts.

## TERMS OF SERVICES

UTA Career Services offers the following: on-campus interviewing, current job listings and resume referral services. **In order to utilize these services students and alumni must be registered with UTA Career Services.** Currently enrolled students and graduates of UTA are eligible to register. Graduates of other universities must be currently enrolled at UTA in order to register with UTA Career Services.

Career Services registration for continuing students expires one year after graduation. To continue services after graduation, individuals must register with Career Services as an alumnus. Career Services fees are assessed annually to alumni.

**You are responsible for the accuracy of the information provided to Career Services and for updating this information when necessary.** By signing the Information Release Authorization provided to Career Services and for updating the release of your credentials (i.e. the resume, applicant profile generated by the Career Services database and transcript) to prospective employers. Requests for exceptions must be made in writing and submitted to Career Services.

## INTERVIEW CANCELLATION(S)

Interview cancellation by phone or in person will be accepted until 9:00 a.m. one working day prior to your interview. Any interview canceled after this deadline will be considered a missed interview (a "no-show"). Missed interviews may result in loss of interview privileges.

## USE OF PROFANITY

**UTA Handbook of Operating Procedures; Chapter 2. Student Conduct and Discipline; Sec. 2-202**

*R. engaging in or attempting to engage in conduct, either alone or in concert with others, that is intended to obstruct, disrupt, or interfere with, or that in fact obstructs, disrupts, or interferes with any instructional, educational, research, administrative, or public service activity or program... Obstruction or disruption includes, but is not limited to, any act that interrupts, modifies, or damages, utility service or equipment, communication service or equipment, or computer equipment, software, or networks;*

***You may be entitled to know what information UT Arlington (UTA) collects concerning you. You may review and have UTA correct this information according to procedures set forth in UT System BPM #32. The law is found in sections 552.021, 552.023, and 559.004 of the Texas Government Code.***