

User Guide for Students & Alumni

Getting Started

1. Go to **hireamuskie.com**, click on **HIRE-A-MUSKIE** button, click on **Student/Alumni** button
2. Sign in using your **Xavier username & password**
3. Click **My Account** left hand button (last left hand link)
 - a. Click **Academic** button
 - i. Enter *expected* **Graduation Date** (Month & Year)
 - ii. Select your **Job/Internship Search Preferences** (*Student Status, Industry Interest(s), Geographic Preferences, Ideal Internship/Job Narrative*)
 - b. Click **Save Changes and Continue**
 - c. Select your **Privacy** Settings
 - d. Click **Save**

Schedule Appointments

1. Under *Shortcuts (on the right side)* click **Request a Career Coaching Appointment**
2. Use Filters
 - a) Select **Primary Reason**
 - b) **Date, Time, Location, & Days of the Week are all optional.** *It's recommended not to use them to provide more options from which to choose.*
 - c) *Each major has a career coach assigned to it. If you hover your mouse over a coach's name, it will tell you which majors they meet with for appointments. You can meet with any coach, but it's recommended you meet with your liaison if they are available.*
3. Click **Check Availability** (*If you do not see options which work, adjust your filters and click **Refine Results***)
4. Select from the list of available times on the right (*click on the coach's name*)
5. Verify that a 60-minute appointment best fits your needs and if so, select "yes" and fill in the desired fields highlighted by the * in red.
 - a) Select **Type of Appointment**
 - b) Enter **Additional Notes**
 - c) Add **Attachments** (e.g., resumes, cover letters, copy of job description) by clicking "Add Item".
6. Click **Submit Request**





Cancel/Reschedule Appointments

1. Click on **Career Coaching Appointments & Calendar** left hand button – (9th link down)
2. Click **Career Coaching Appointments** button
3. Under *Approved Appointments*, click the three buttons () and select **Cancel** or **Reschedule**.

Upload Your Resume

1. Click on **Documents** button (4th left hand link)
2. Click **Add New** button
3. Enter Label (*e.g. nonprofit resume*)
4. Select **Document Type**
5. **Choose file**
6. Click **Submit**

To Allow Employers to View Your Resume 24/7

1. Click on **Documents** button (4th left hand link)
2. Click **Opt-in Resume Book**
3. Select which resume for each book
4. Click **Add Resume**

Update Your Graduation Date, Preferences & Privacy Settings

1. Click **My Account** left hand link
2. Click **Academic** tab
 - a. Edit *expected Graduation Date* (Month & Year)
 - b. Edit your **Job/Internship Search Preferences**
3. Click **Save**
4. Click **Privacy** tab
 - a. Edit and click **Save**

If information on your Personal or Academic tab is incorrect, complete a [Change of Biodemographics](#) form, available at the Registrar's office or online at xavier.edu/registrar/forms.



Search for Jobs/Internships

1. Click on **Jobs** left hand button
2. Click on **Hire A Muskie Jobs**. *If looking for non-local jobs click on **NACELink Network** and/or **GoinGlobal** links. **GoinGlobal** also includes international opportunities*
3. *To save a job as a favorite, click on the star on the right. Click on **My Favorites** to view later*
4. *To Filter Job Listings - Use **Search** or **Advanced Search***

*Tip: Use the **Advance Search** to search by job type, e.g., full-time, internship, on-campus, federal work study, volunteer, part-time/seasonal.*

To Set Up a Job Alert

1. Use **Search** or **Advanced Search** - If you only want to see jobs which want specific majors (instead of "all majors), use **Advanced Search** and select "yes" under **Include only selected major"**
2. Once results appear, click **Saved Searches**
3. Enter Title (e.g. PR internships, on-campus jobs, federal work study jobs)
4. Select Email Frequency
5. Select "yes" or "no" for new results only

Schedule/Deny an Interview

1. Click on **Interviews** left hand link
2. Under *Requested Interviews* click on the three buttons () and select **accept/schedule** or **deny**
3. If you are accepting an interview, select Date & Time
4. Click Submit

View/Edit Upcoming On-Campus Interviews

1. Click on **Interviews** left hand link
2. Under *Scheduled Interviews* - click on the three buttons () and select **cancel** or **reschedule**





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Search for Employers

1. Click on **Employers** left hand link
2. Click on **Employer Directory** button, use keyword or click on “**More Filters**” to filter by industry, location and more.
3. Click the star next to an employer to save them to your **Favorite Employers** button

Search for Employer Contacts

1. Click on **Employers** left hand link
2. Click on **Contacts Directory** tab, use keyword or click on “**More Filters**” to filter by employer name, location and more.
3. Click the star next to a contact to save them to your **Favorite Contacts** button

Search for Events (e.g., workshops, information sessions and/or career fairs)

1. Click on **Events** left hand link
2. Select type of event (i.e. **Career Fairs, Information Sessions, Workshops**)
3. Search by keyword or by date
4. RSVP if available



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