

Searching for potential candidates in the Resume Book

“Resume Books” enable employers to review student resumes that have been included in the resume book. Resumes can be filtered by the resume book’s available filtering criteria.

How to View Resume Books

1. Log into your MavJobs account at <https://mnsu-csm.symlicity.com/employers/>
2. View Resume Books by clicking on the Search mavjobs.com resumes in the top navigation bar on your home page.



The screenshot shows the MavJobs website interface. At the top, there are logos for 'mavjobs.com MAVERICKS' and 'CDC Career Development Center MINNESOTA STATE UNIVERSITY, MANKATO'. Below these are three images of people at a career fair. A red arrow labeled '2' points to the 'Search mavjobs.com resumes' link in the navigation bar. The navigation bar also includes 'home', 'account', 'calendar', 'profile', 'Jobs/internships', 'on-campus recruiting (OCR)', 'Surveys', and 'events'. Below the navigation bar, there is a welcome message for 'Deenna Latus', a password strength warning, and a calendar for September 2012.

3. View the resume book by clicking on the Resume Books tab, and then clicking on a resume book link in the Name column.



The screenshot shows the MavJobs website interface. At the top, there are logos for 'mavjobs.com MAVERICKS' and 'CDC Career Development Center MINNESOTA STATE UNIVERSITY, MANKATO'. Below these are three images of people at a career fair. A red arrow labeled '3' points to the 'Resume Books' tab in the navigation bar. Below the navigation bar, there is a welcome message for 'Deenna Latus', a password strength warning, and a calendar for September 2012. Below the calendar, there is a table with columns for Name, Description, Creation Date, Expiration Date, and Opt-In. The table lists two resume books: 'Graduate Students' and 'Master Resume Book'. A red arrow labeled '3' points to the 'Master Resume Book' link in the Name column.

Name	Description	Creation Date	Expiration Date	Opt-In
Graduate Students	Resumes of all Graduate Students	July 01, 2012	August 31, 2013	x
Master Resume Book	Contains all student resumes	July 01, 2012	August 31, 2013	x

- Refine the resume list by using the Keywords, Resume Text Search, Major, Class Level, and/or Applicant Type search filters.

The screenshot shows the 'resume books' search interface on mavjobs.com. At the top, there are logos for 'mavjobs.com MAVERICKS' and 'CDC Career Development Center MINNESOTA STATE UNIVERSITY, MANKATO'. A navigation bar includes links for home, account, calendar, profile, jobs/internships, Search mavjobs.com resumes, on-campus recruiting (OCR), Surveys, and events. The main content area has a 'Master Resume Book' tab selected. Below this, there are search filters: 'Keywords (name and email)', 'Resume Text Search', 'Major' (dropdown), 'Class Level' (dropdown), and 'Applicant Type' (dropdown). A 'Search' button is present. Below the filters, there are options for 'Mail to Checked', 'Save As Excel', and 'Generate Book'. A table shows search results with columns: Last, First, Applicant Type, Major, Grad Date, resume Modified, and Resume. A red arrow labeled '5' points to a document icon in the 'Resume' column of the first row.

- View a resume by clicking on the document icon in the Resume column.
- You can choose to view resumes individually, and contact students directly (their resumes have their phone numbers and/or email addresses on them), and/or you can select students from the list and send them all an email by choosing "Mail to Checked"

This screenshot shows the same search interface as above, but with the search filters refined. The 'Major' dropdown is set to 'Accounting' and the 'Class Level' dropdown is set to 'Senior'. A red arrow labeled '6' points to the 'Mail to Checked' button. The table below shows three results for 'Undergraduate Student' in 'Accounting, Finance', 'Accounting', and 'Accounting' majors, all with a 'Grad Date' of 'May, 2013'.

7. If you choose to do a “group” mailing, you will be sent to the Mail Wizard to compose the email. You have the option of making the emails personalized by adding “available fields” such as first name, full name, etc., throughout the message. Be sure to use the [] format as shown in the “available fields” section. You can also attach a file if, for example, you wanted to include a copy of your position description or information about your organization!

resume books

Resume Books Advanced Resume Search **Mail Wizard**

STEP 1: Review/Edit Message
Please review/set the parameters of the message you wish to send. Make any changes in the form below, select whether and how you wish to save these changes, and then select the 'next' button.

Subject*
Enter the subject of the email message.

From* deenna.latus@mnsu.edu

Cc
Address(es) who should be carbon copied. Any email address entered will receive EVERY copy of the sent message

Bcc
Address(es) who should be blind copied. Any email address entered will receive EVERY copy of the sent message

Send Copy To
Address(es) to receive a copy of the first message sent

Message Tracking yes no
Do you want to track this message? Selecting Yes will require HTML Body.

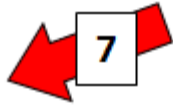
HTML Format yes no
Do you wish to format this message using HTML?

Message Body*
Please enter the message body, including any substitution fields

AVAILABLE FIELDS

- [fullname]
- [fname]
- [m]
- [lname]
- [street]
- [city]
- [state]
- [zip]
- [phone]
- [email]
- [class_year]
- [graduation_date]
- [majors]
- [date]
- [tab]

8. We have developed a “template” email that you can use, or change as needed, to send to students you are interested in meeting at the Expo. We find that when students are invited or encouraged by an employer, they are more motivated to attend an event such as Expo! This is also a GREAT way to get students to view, and apply for, positions you have posted on MavJobs! You can certainly also mention if you have an Info Session scheduled or if you will be interviewing on campus



Dear [fname]:

While reviewing resumes on MavJobs, your resume caught our organization's attention! (Your organization name) will be attending the Minnesota State Mankato Career & Internship Expo on October 30, 2012, and we would like it if you were to stop by our table and meet with our representative(s).

At this time we are recruiting for (job/internship title(s)) and our position(s) are posted on MavJobs now! We encourage you to apply, and would be happy to answer questions you may have about the position(s) at the Expo! We hope to see you on October 30th!

Sincerely,

We hope that these instructions will simplify the resume search process for your organization!