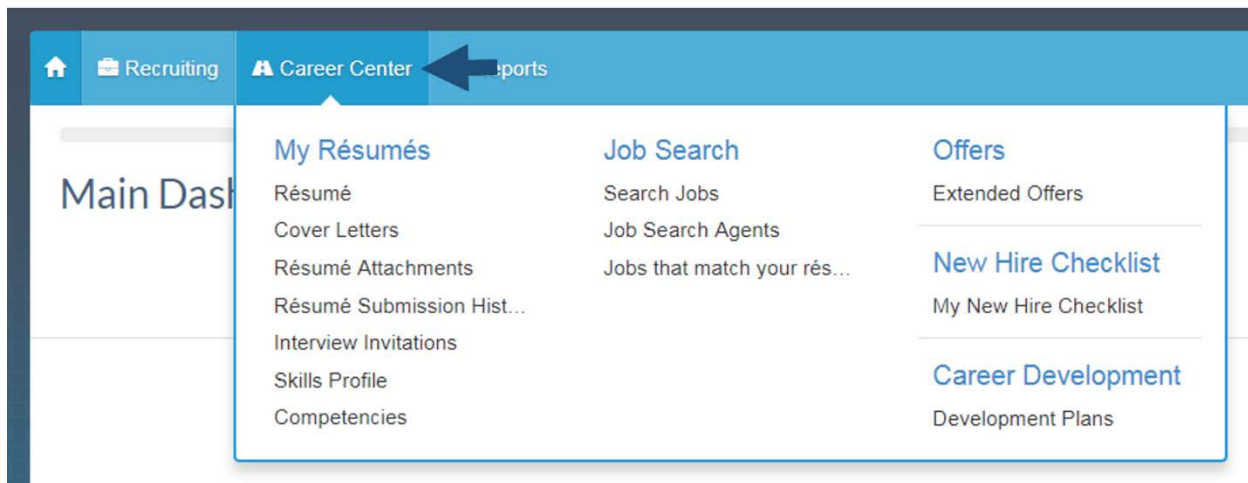


Managing Your Career Center

Candidates have the access and capability to check the status of their applications using the Career Center.

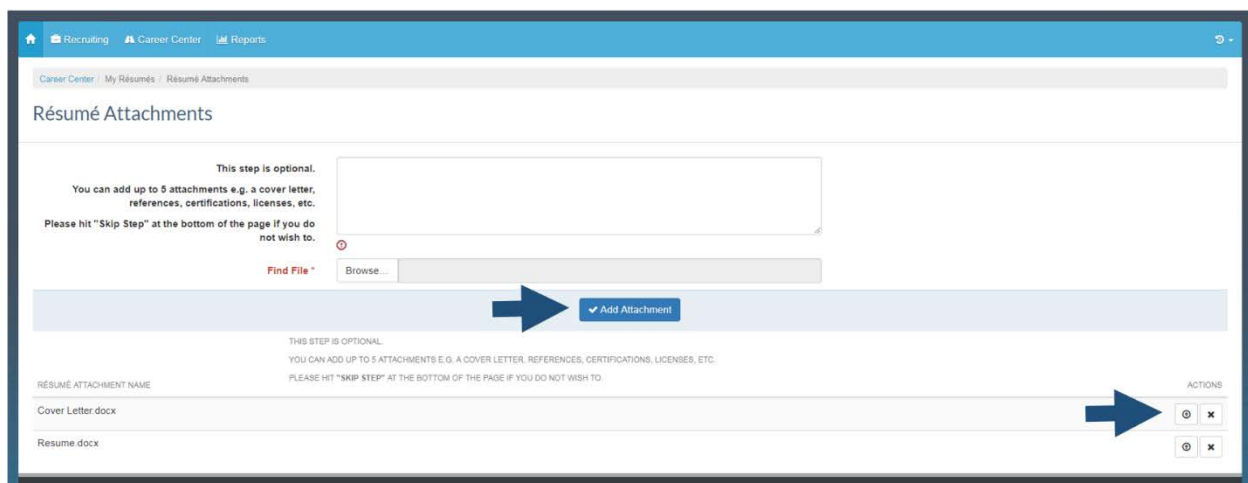
To begin: Once logged into your account, select **Career Center**. At this point you will be provided with a drop down list that allows you to access different aspects of your profile and application history.



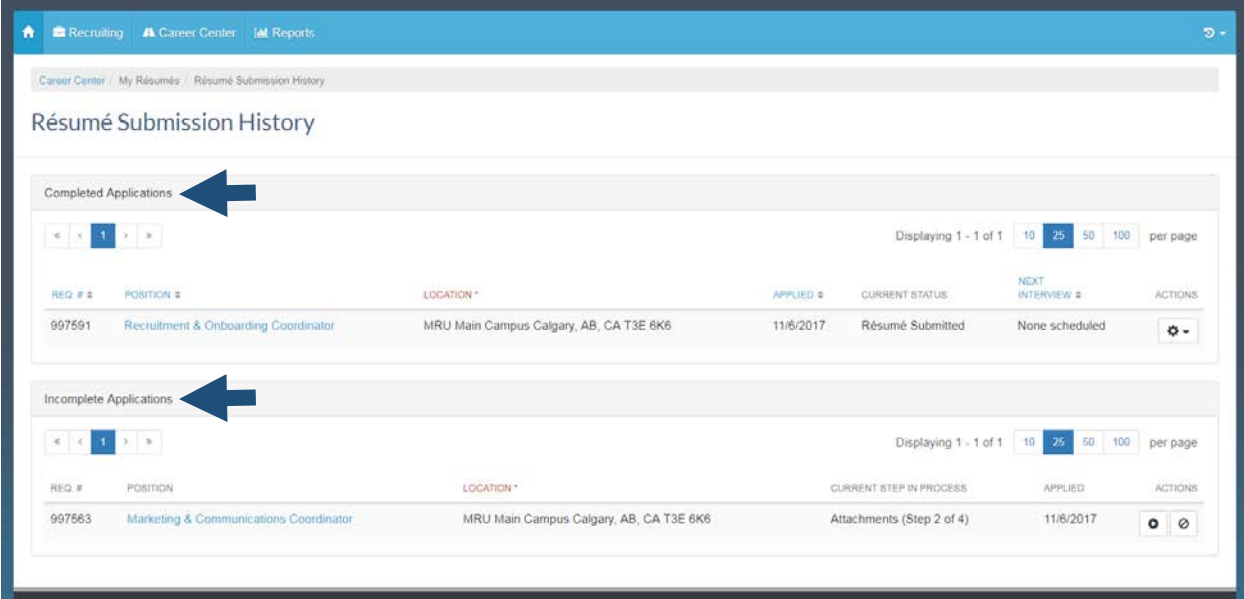
The **Resume** tab allows you to access and manage the resume that appears in your profile. This resume is available via all applications submitted through our applicant tracking system.

The **Cover Letter** tab is currently disabled and will say, "There is no data to display".

The **Resume Attachments** allows you to access and manage all attached documents. Here you are able to view your attachments through the download feature, delete previously submitted attachments, and add new attachments.



The **Resume Submission History** allows you to view your resume submission history. Here you are able to confirm that your application has been submitted or view any incomplete applications that you are in the process of completing.



Recruiting Career Center Reports

Career Center / My Résumés / Résumé Submission History

Résumé Submission History

Completed Applications

Displaying 1 - 1 of 1 10 25 50 100 per page

REQ #	POSITION	LOCATION *	APPLIED #	CURRENT STATUS	NEXT INTERVIEW #	ACTIONS
997591	Recruitment & Onboarding Coordinator	MRU Main Campus Calgary, AB, CA T3E 6K6	11/6/2017	Résumé Submitted	None scheduled	⚙️

Incomplete Applications

Displaying 1 - 1 of 1 10 25 50 100 per page

REQ #	POSITION	LOCATION *	CURRENT STEP IN PROCESS	APPLIED	ACTIONS
997563	Marketing & Communications Coordinator	MRU Main Campus Calgary, AB, CA T3E 6K6	Attachments (Step 2 of 4)	11/6/2017	⚙️ 🚫

The **Interview Invitations** tab is currently disabled and will say, “There are currently no interview invitations”.