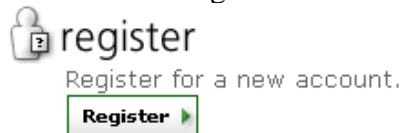


# Instructions for Student Registration on the NEW MySpartanCareer Network

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- 1) Go to <https://msu-csm.symlicity.com/students>.
- 2) Click on the “Register” tab at the right of the screen.

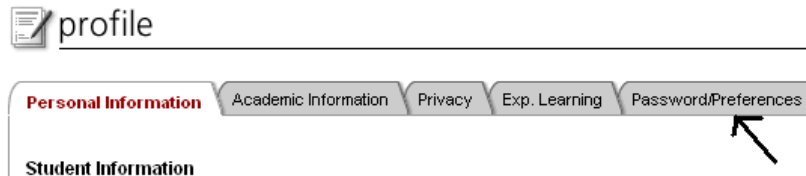


- 3) Fill out, at a minimum, the required information and click “Submit” at the bottom of the page. (Please note: if you do not wish to receive automatic reminder or alert emails from the system, make sure the privacy field under “Academic Information” is set to “no.”)
- 4) Once you hit “Submit,” an email will be sent to the email account you provided.
  - a. Follow the link given in the email to confirm your email address is correct.
- 5) An email will then be sent to your email account with your username (your email address) and a system-generated password.
  - a. To change your password, login at <https://msu-csm.symlicity.com/students> using the login information provided in the email.

- i. Click the “Profile” tab at the top of the screen.



- ii. Select “Password/Preferences” from the available tabs.



- iii. Type in your old password and the password you wish to change it to and click “Save” at the bottom of the page.



## Uploading Your Resume and Other Documents

- Resumes, cover letters, or transcripts can be uploaded by going to the **documents** tab and clicking “Add New”.
  - Type a title for your document, choose the document type, and then browse for the file on your computer. Click **[Submit]**.

## Searching For Job Postings and Interviews you Qualify for

- Under the **jobs** heading, filter the positions by “Interviews I Qualify for” and click on the **job title** you are interested in.
- On the job details page, make special note of the Position Information, Application Status, and Schedule Details. These tables will tell you:
  - If you meet the requirements and/or reasons why you do not
  - When you can begin submitting your resume
  - What materials you need to submit to the employer

## Submitting Your Resume and other Documents

- During the resume submission date range for the particular posting you are interested in, the Application Status field will have a place to submit your resume and other materials
  - On the right hand side of the screen, under **Application Status**, select the resume and other documents you would like to submit
  - Click **[Submit]**.
  - Your Application Status should now read: “Your application has been submitted.” See the **Interview Requests** section under the **interviews** heading to remove your resume submission.

## Signing Up for Interviews

- If you are preselected or chosen as an alternate for an interview, you may receive an email from the employer. **Do not rely on being contacted by the employer.** Instead check on your preselect or alternate status by going to the MySpartanCareer home page.
  - Use the **alerts** menu that reads, “You may now sign up for **# interviews**.”
  - Make NOTE of the **Signup Dates and Deadlines** associated with the interview.
  - On the **Interview Requests** page, click on **[Schedule Interview]**.
  - Click on the radio-button next to the desired time slot.
  - Click **[Submit]**. The **Interview Requests** page will no longer show the position. Click the **Scheduled Interviews** tab to review, reschedule, or cancel your interview.

## Career Services Network Michigan State University

Late or missed interviews are a hindrance to your success and leave a negative impact on Michigan State University and our relations with employers. The following policy addresses this concern.

A *late cancellation* is defined as a cancellation on the interview date or four days prior to the interview date. A *no-show* is defined as not showing up for the interview appointment. There are serious implications resulting from a *late cancellation* and a *no-show*.

**LATE CANCELLATION:** MySpartanCareer will only accept cancellations up to four days prior to a scheduled interview (including Saturday and Sunday). For example: if your interview is on Monday, you must cancel your interview by midnight on the Thursday prior to the interview date. MySpartanCareer will not accept cancellations after the interview cancellation deadline day and time.

If it is after the interview cancellation deadline day and time, you need to contact the appropriate Career Center (at which the interview was to occur) to cancel the interview appointment. At that time, a staff member will explain the *late cancellation* policy to you. *Late cancellations* follow the same policy as *no-shows*. The Career Center will immediately inactivate your access to MySpartanCareer and your On-Campus Recruiting status (see below for more details and appeal process).

- *Lear Corporation Career Services Center, The Eli Broad College of Business:* (517) 432-0830 (21 Epley Center)
- *Career Services and Placement:* (517) 884-1300 (Stadium 290 Spartan Way)

**NO-SHOW:** The Career Center will notify you via e-mail of your missed interview appointment and remind you about the no-show policy. The Career Center will immediately inactivate your access to MySpartanCareer and your On-Campus Recruiting status.

### **LATE CANCELLATION AND NO-SHOW APPEAL PROCESS:**

*Late cancellations* and *no-shows* must adhere to the following process:

- Write a letter to the appropriate Career Center staff member (the Career Center at which the interview was to occur) explaining why it was necessary to cancel the scheduled interview or why you did not show up for your interview. You must include the (1) name of the organization with which you were to interview and (2) the date and time of the cancelled or missed interview.
- Attach a copy of any documentation (i.e., medical excuse, car towing receipt, etc.) if available.
- Prepare a letter of apology to the employer along with an employer addressed, unsealed stamped envelope to be mailed from the Career Center.

*NOTE: You must provide this material to the Career Center within three business days of the cancelled or missed interview date or risk being removed from upcoming interview schedules for which you are signed up. If the material is not received within this time period, the Career Center will **permanently deactivate** your access to MySpartanCareer and **permanently deactivate** your On-Campus Recruiting status. Record of your situation will remain on file.*

Upon receipt of this material, it will be reviewed by the Career Center. Please allow three business days for review of your materials. The Career Center will notify you of reactivation--depending on if it is a first or second violation.

- **FIRST VIOLATION:**  
If it is your first *late cancellation* or *no-show*, after review, the Career Center will reactivate your access to MySpartanCareer and reactivate your On-Campus Recruiting status. This will count as a first violation. Record of your situation will remain on file.
- **SECOND VIOLATION:**  
If it is your second *late cancellation* or *no-show*, the Career Center will **permanently inactivate** your access to MySpartanCareer and permanently inactivate your On-Campus Recruiting status. There is no appeal process for a second violation.