



ISU CMS STUDENT TIPS

www.business.iastate.edu/careers

Employers post job listings and interviews in ISU CMS. ISU CMS depends upon **your action to submit your resume** for listings and interviews. All students with resumes may apply for job listings. There are required qualifications for interview schedules that must be met. For your benefit, follow the instructions below to learn how to use ISU CMS more effectively.

Profile: Personal and Academic Information

Why is my Profile important? How do you change the information?

This information **qualifies you for access to jobs and interviews**. Information is updated once a week from the Registrar's Office. **Personal information** is your contact information, which if incorrect, must be changed through AccessPlus. **Academic Information**, if incorrect, must be changed by contacting the Registrar's Office. You **must complete/update** your Applicant Type, Work Authorization, and Degree Level on your ISU CMS account. Hint: Experiential Education includes these types of work experience: Summer; Internships; and Co-op.

Uploading Resume & Other Documents

How do you upload your resume into ISU CMS?

Click **Documents** on your ISU CMS header. Click **Add New**. We suggest you label your resume with your last name, first name. Under some circumstances, the employer will see the label. If you have multiple resumes, use label names that are distinct. Click **Browse** and find where your resume(s)/document(s) are stored. You may upload up to 30 different resumes/documents. See student section on our website for tips on creating your professional resume.

How do you edit your resume/documents once they have been uploaded?

You edit the resume/document outside of ISU CMS and upload the edited version. You need to withdraw and re-submit any resumes/documents in order for the employer to have current information. In **Documents** under **Options** you can delete old resumes/documents.

Forgot if you submitted your resume or changed your profile?

Check under **Profile** for the **Activity Summary** Tab; check the filter for the appropriate number of days.

Forgot your password or need to change it?

Go to ISU CMS online; click on the **Forgot My Password** tab. Enter your complete Iowa State e-mail address and click **Go**. You will be e-mailed a new password. Once you are signed onto ISU CMS, under **Profile** click the **Change Password** Tab; enter your old password and your new password, and confirm your new password. Click **Reset Form**.

Jobs & Employer Search

What opportunities are in the Jobs section?

Interview schedule: company has elected to conduct on-campus interviews.

Job listings: company has elected to post their opening on ISU CMS to collect resumes from interested students. The company will follow up with students directly. You are encouraged to apply for any listings in which you are interested.

How do you view/search all Interview Schedules & Job Listings by employment type?

Click on **Jobs** on your ISU CMS header. Choose either full-time or experiential education.

How do you submit your resume for a Job Listing?

On the **Jobs** header under **Job Postings**, search for **All Job Listings** under **Show Me**. Apply search. Click on Title of position. On the right hand side of the next page you will see the **Application Status** box. Submit your resume. A cover letter is recommended if the employer requests it. If applying for positions outside ISU CMS a cover letter is generally recommended.

Where can you access a list of employers?

Click on **Employers** on your ISU CMS header. All companies registered in our database will be listed in alphabetical order.

What does favorite employer mean?

If you have selected an employer as a favorite, the employer is listed under the **Favorite Employer** tab. The system will indicate if the company is conducting on-campus inter-

views, attending the career fair or holding an information meeting, etc.

What is listed under the **events** tab?

Career Fair company attendees, **Information Sessions**, and **Workshops**. An information session is an opportunity for a company to talk about their organization and positions available to interested students in a casual atmosphere. These events are typically held prior to a scheduled interview date. It is very important for students to attend these events to prepare for the interview. If the company is not interviewing, this is an excellent opportunity to network with the employer representative(s).

Interviews

Where do you view interview schedules?

On your ISU CMS **Home** under **shortcuts**, click **Campus Interviews I Qualify For** or the **Interview** tab on the header OR on your ISU CMS header click **Jobs**. You can search several options using the down arrows. Employers are linked to a company profile.

Hint: On the same screen, to view the status of the jobs/interviews and whether or not you qualify, click **Show List with Status** on the right side of the page. Check the legend listed in the right hand corner.

How to submit your resume for an interview schedule?

On your ISU CMS header click **Jobs** on the job posting page; under **Show Me**, select **Interviews I Qualify For** and **Search**. Click on **Title** of the position.

How do you sign up for an interview time slot?

On your ISU CMS **Home** if you receive an **Alert**, click on the link which takes you to the **Position Information** page. In the upper right hand corner, you will have the option of selecting an interview time.

If the schedule is in an **Open mode**, click **Interviews I Qualify For** under **shortcuts**. Choose **Position Title** and if there are available time slots, you will have the option to select an interview time.

Where can you see a list of companies where you have submitted your resume?

Click **Interviews** on your ISU CMS header; click **Interview Requests**.

Where can you see a list of scheduled interview dates/times? How do I cancel/change an interview time?

On your ISU CMS **Home** under **shortcuts** click **Scheduled Campus Interviews**. To cancel or change the inter-

view, choose the appropriate interview schedule. Click **Cancel Interview** or the **Reschedule** button under the **Interview Details** section. If you are rescheduling, you will have choices of other times. If you are no longer interested in the company, you should cancel your interview no later than 48 hours **before** the date of the interview.

What happens if you miss an interview?

After you miss an interview your interviewing privileges will be suspended and ISU CMS account disabled until you bring a letter of apology with a stamped, addressed envelope to Business Career Services in 1320 Gerdin Business Building for mailing. You may also send your letter of apology via e-mail to the company you missed the interview with and buscs@iastate.edu. Should you commit a second infraction, your use of ISU CMS system will be suspended until you meet with the Director of Business Career Services.

What do Pre-select, Alternate, and Open mean related to interview schedules?

Pre-Select: Qualified candidates submit their resume prior to interview date for company review and selection. Pre-selected candidates should sign up for an interview time quickly if still interested.

Alternate: Company has the option of choosing alternate candidates who may sign up for any time slots still available after pre-selected candidates have signed up.

Open: There are two types of Open Schedules: 1-The company may not require resume submission but allow qualified candidates to sign up for interview time immediately. 2- The company has the option of opening up their pre-select interview schedule to all qualified candidates without prior resume submission. **Check for these interviews frequently as new interviews may be added daily.**

How are you notified if you have been pre-selected or chosen as an alternate?

You receive an **Alert** on your ISU CMS **Home** or you can click on **Interviews** on your ISU CMS header.

How are you notified when a Pre-select schedule goes to Open sign-up?

You receive a system generated e-mail if you previously submitted your resume for pre-selection.

It is the policy of Business Career Services that classes and academic success come first in the lives of students. To that end, when scheduling interviews with companies please make every attempt to schedule them at times that do not conflict with classes. Companies are generally flexible about interview scheduling.

Please make an appointment to see your Career Services Career Coordinator if you would like to have them walk through the system with you.