

Mandel School Career Fair
Monday, March 5, 2007
4:30-6:30 pm

Placing Your Resume in the Career Fair Resume Book

Once your resume is ready, you may upload it to the electronic resume book created just for the MSASS Career Fair. Deadline is Tuesday, February 20. We are using the same program for the job listings and the resume book.

- If you have never logged in to the job listings, go to <http://msass.case.edu/careerserv/server.html> and read the instructions I have posted for obtaining a log-on and password. Log on, using your user name and password, exactly as directed.

OR

If you know what you are doing, go directly to <http://cwru.erecruiting.com/er/security/login.jsp> and log in.

Ignore the info about trekking over to Sears. You will need to complete your profile to gain permission to upload your resume. After log-on, you can find your profile by using a drop down menu from the grey bar that crosses near the top of the screen.

- Our employers won't see your profile, so don't worry too much about what you put in there. The most important thing about this profile is that you select:
 - for your major: SOCIAL WORK (GRAD ONLY)
 - for your degree: MASTER OF SOCIAL WORK
 - for your student status: MASTER'S CANDIDATE (Yes, I KNOW that you have graduated!)
This should allow you to upload your resume, as you will fit the criteria.
- Next, from the grey bar again, under Documents, upload your resume. Please have it in Word, if possible. There are pretty straightforward directions to follow.
- Then you'll need to find the place to put your resume. Grey bar again, under Documents: Publish a Resume. Look for "MSASS 2007 – Career Fair Only" and follow the instructions. (Please ignore the other MSASS Resume Book.)
 - If you have done your profile correctly, it should be straightforward.
 - If you see "Restricted Access," then press on that to see why you did not fit the criteria and change your profile accordingly.
 - If you completed your profile according to my instructions and still cannot access the resume book, please e-mail me, Debra Fink, at dsf2@case.edu and we'll work on this together.

Long instructions, but almost done! Soon after the deadline, Feb. 20, I am going to send the resumes I have to the participating agencies. This is a real improvement over previous years, as I am able now to encourage them to review your resume in advance and contact you if they really wish to see you at the fair. So, be prepared for this! I think that it will add an exciting dimension.

One last thing: I will not have time to monitor your resume, so please make sure that you have the info below listed correctly. A lot of the people reading your resume will be MSASS grads themselves.

- Mandel School of Applied Social Sciences
- Case Western Reserve University
- Master of Science in Social Administration (the winner in flubs!)