University of California, Irvine
The Paul Merage School of Business

MBA Career Center

Career Catalyst System

CCS Alumni Guide
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The Career Catalyst System (CCS) is a powerful job search tool that allows you to view job opportunities that local companies post for alumni of the Merage School of Business. In addition, you may also include your resume and career profile in a global database of top business school alumni called Global Focus. Provided through our partner MBA Focus, top employers around the world use this system to search for candidates for positions as well as broadcast their job openings. As a result, CCS contains both local, national, global job postings.

**Note:** Creating a searchable profile and posting a resume on Global Focus is optional. You can still view local job postings without creating a searchable profile and resume.

**General / Technical Notes**

- CCS is best if experienced with Microsoft Internet Explorer version 5.1 and higher, or Netscape 6.0 and higher.
- This application relies heavily on cookies to improve site performance. Optimal cookie settings will vary dependent on your browser, but you must have your browser set up to accept cookies to utilize this application.
- This application is usable at a minimum video resolution of 800 X 600, but is best if used at 1024 X 768 resolution (or higher). This application allows you to simply upload your resume/CV document. You should have this document prepared and saved on your computer prior to beginning this process.

**Logging in / Creating an Account**

- The log-in process from CCS is in addition to that of the Merage Alumni Network and has its own authentication process. You will need to log-in to CCS once you are inside the Alumni Network firewall.
- If you have created an account previously on CCS, simply login with the username & password that you entered when you created your account initially.
- **If you have forgotten your password, use the "I forgot my password" link on the CCS log-in screen to have it sent to you.**

**To establish a new account:**

- You need to create a unique username to differentiate your account and restrict access to your information.
- You need a create unique password at least 6 characters in length.
- Your email address is needed when setting up your account, as it can be used by employers to contact you through the system. Please note that you are NOT granting permission to release your contract information in any other fashion.
- If the "Create an Account" process is reporting that your email address is already in use, you probably created an account previously. Use the "I forgot my password" link on the CCS log-in screen to have your username and password sent to your email address.
The Dashboard

Once logged into the system, you will be brought to your Dashboard. This is your home page for CCS. The blue main tool bar is located at the top of the page with links to your profile information and job postings. The informational widgets located beneath the tool bar provide messages and additional links. Each specified information resource is accessed by clicking the appropriate link.

Create Profile

• Click My Profile from the top menu level. Complete your Contact Information and optional Detailed Profile by clicking the Edit Link at each of the sections of your profile summary.

The Detailed Profile section contains specific questions about your background. The system does not force you to fill out any of this information, unless the question is tagged with a red asterisks, indicating that it is a required question. However, employers will have the ability to search for candidates using these same categories if you choose to use this option. It is in your best interest to answer these questions as completely as possible.

To Change Your Account Information within your profile

• Go to Summary - Click on the Edit icon to edit your account information.
• You can change your username, password, and email address as needed. All of the same rules apply from the "Create an Account" process.
• You need a unique username to differentiate your account and restrict access to your information.
Your email address should be the address that you want employers to use for their contact with you.
Managing Resumes and Cover Letters

CCS allows you to store multiple versions of your resume and cover letters for future use.

- From the Resumes sub-menu of the My Profile selection, click Upload New.
- Click Browse.
- Select the file location for your resume or cover letter.
- Enter the Document Title.
- Click Upload.
- Click Continue.
- Repeat the process to upload additional documents.
- This application allows you to simply upload your resume/CV document. You should have this document prepared and saved on your computer prior to beginning this process. When you upload your document, CCS converts it to a .pdf file so that all employers see your resume formatted exactly as you intended it to look.
- Most document file formats for Windows, Mac and Unix are acceptable, including word processing documents (.doc), rich-text format (.rtf) and plain text files (.txt).
- You must name your resume/CV for the resume database to distinguish resumes you store. The document name on the database resume will not be seen by employers but all others will, so name appropriately.
- If applicable, you may upload multiple versions of your resume, you must designate 1 active resume. The active resume will be viewed by employers as they perform candidate searches using the resume database.
- In the event that you have somehow lost the original document that was uploaded, you can copy it back onto your computer by clicking on the Download icon.
- If you discover an error in your resume, or if you wish to enhance your document, make the changes to your original document on your computer. You can then use the Replace Icon to upload your new document and overwrite the older version.
Job Postings

CCS provides a robust search engine that you can use to conduct basic and advanced search functions for job postings and to apply to jobs through the system.

Search for Job Postings (Basic)

• From the candidate Dashboard, click Job Postings. A list of all current jobs will appear.

Search for Job Postings (Advanced)

• Click the Advanced Search icon.
• From the Advanced Search page, select any qualifiers within each search criteria.
Note: As the user selects the desired qualifiers from each search criterion, the number of matching jobs will show in the upper right-hand corner of the page.

• Once all of the criteria and qualifiers have been selected, click View Results.

Note: As with the basic search, the matched search results are listed alphabetically. Matching job details also include the company name, job title, and posted date. The search criteria will limit the jobs you can see. To see all jobs again, simply clear your search criteria. Search criteria can be saved by creating a search agent.

Saved Searches/Creating a Search Agent

The search agent function in CCS will send you an email alerting you each time new jobs matching your search criteria are posted. To use this function:

• Select all of the criteria and qualifiers and click Save Search.
• Enter New Search name or select one from the dropdown items in My Searches.

• Click Save.

Note: All saved searches are located under the Saved Searches & Agents sub-menu. A saved search remains active until you clear it and will prevent you from seeing all other jobs outside of the parameters of that saved search. To see all jobs posted, you must first clear your search.

• To be notified of jobs matching the selected search criteria by system email, click on and checkmark the Use as Email Agent box at the lower left corner of the Save Search screen.
Add a Job to the Hot List

CCS provides a hot list function to flag jobs in which you are interested.

- To save job postings to the Hot List for later viewing, click the Hot List (fire) icon next to the position of interest.

- Click the Hot List tab to view saved postings.

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<th>Title</th>
<th>Company</th>
<th>Posted</th>
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<th>Applied</th>
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<th>Hotlist</th>
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<td>7/29/2009</td>
<td>10/17/2009</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Applying for a Job

Employers have the option of setting-up the job postings so candidates can apply directly via CCS. When that option is made available by the employer, follow these steps:

- From the Job Postings page, click the desired job. Click Apply Now.
- Enter the subject heading.
- Enter the text of the application in the body section.
- Select resume to be attached from the dropdown menu.
- Attach cover letter, if applicable.
- Click Upload Cover Letter.
- To preview the application submission, click Preview.
• Click Apply Now.

Reviewing Applications

CCS allows you to track any applications you have made to job postings through the system. To review your applications:

- From the Job Postings page, click the Applications sub-menu, then My Applications tab
- Click the notepad icon next to each position to review the submitted resume.