

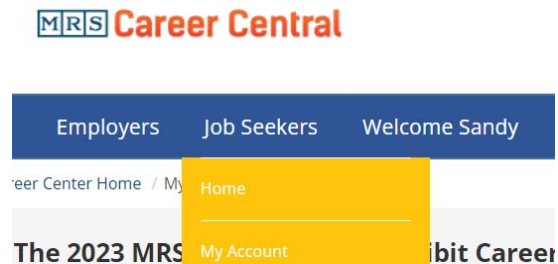


## Meet the New Research Hires Poster Session Resume Upload Instructions

You don't have to be an MRS member to use MRS Career Central or the Job Board! If you don't have a Job Seeker account already, you need to create one before posting your resume. If you have questions about how the Job Board works, visit the [Help Section/FAQ's](#). For technical assistance using the Job Board, contact [clientserv@communitybrands.com](mailto:clientserv@communitybrands.com). For questions regarding the poster session, contact [volunteer@mrs.org](mailto:volunteer@mrs.org).

### CREATING YOUR JOB SEEKER ACCOUNT

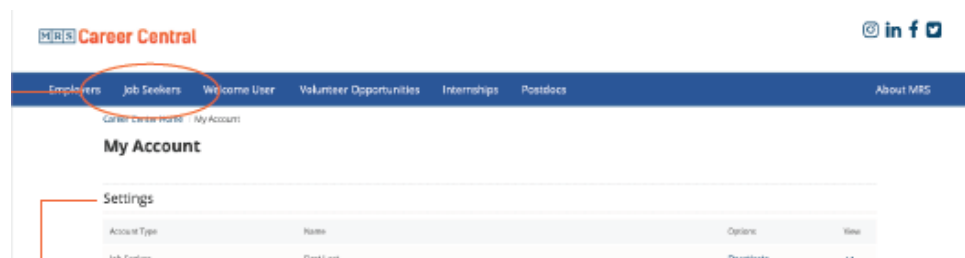
Go to [jobs.mrs.org](http://jobs.mrs.org) and under the **Job Seeker** section, click on the **My Account** link.



Log into your existing account or create a new one. Note that this is not the same log in as My MRS. Be sure to note the email and password that you used so that you can log back in later.

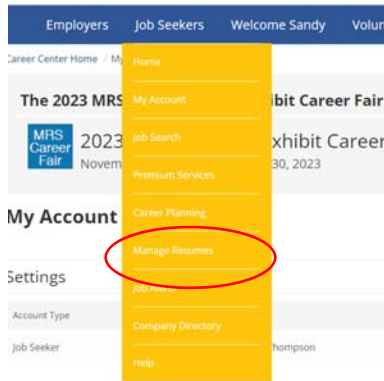
Enter all of the required information.

After successfully entering your information, you will arrive at your account homepage.



## RESUME AND CAREER PROFILE

When logged into your account, from the homepage select **Job Seekers** from the top ribbon and then **Manage Resumes** from the drop down.

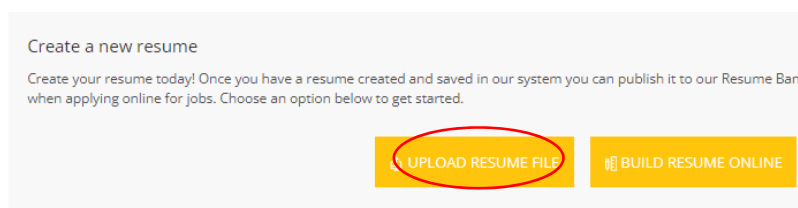


### Previously Loaded Resume

If you already have a resume/CV on the job board, you will need to select 'edit' next to your resume and add the **important information** outlined in the section below. You can also create a different version of your resume to use for the poster session if you prefer.

### New Resume Upload

If you have not previously uploaded a resume/CV to the job board, scroll down on the Manage Resumes page to **Create a New Resume**.



Carefully follow the onscreen instructions to upload your resume/CV using a PDF or DOC file. You may have to use the editing tools to correct formatting issues.

The preview button is on the far right of the top ribbon.



Once you are satisfied with your resume, select **Save My Resume**.

Allow a few moments for your information to load and you will now see the [Create a New Resume Screen](#).

Career Center Home / Manage Resumes / Create

### Create a New Resume

Complete your resume by filling in each section. Employers will find your resume using the information you enter below. The more information you fill in, the more searchable your resume becomes.

To assist you with filling in the information, you may view your uploaded resume document in a new window.

The system auto fills many of the fields from your resume/CV into these sections. Again, you may need to adjust the formatting and add additional information. You must complete the fields that contain an asterisk. These fields assist with the search functionality on the site.

### **IMPORTANT – you must complete the information below for the poster session recruiters/search committee members to find your resume/CV.**

In the **DETAIL SECTION**, Check the box that says ‘Accepted as a participant of the Meet the New Research Hires Poster Session’. This will enable a badge under your information in the resume bank showing that you are a participant in the poster session.

Details

Work Authorization\*

I am authorized to work in this country for any employer

I am authorized to work in this country for my current employer only

I require sponsorship to work in this country

I am not authorized to work in this country

Most Recent Pay

US\$

Per Year

Highest Education Level Completed\*

Most Recent Career Level\*

Most Recent Industry

Most Recent Job Function

Accepted as a participant of the Meet the New Research Hires Poster Session\*

In the **SAVE YOUR RESUME SECTION**, Select the box ‘Make my resume public and searchable by employers’

Save Your Resume

Make my resume public and searchable by employers.

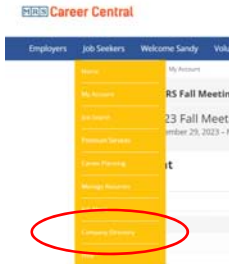
Cancel

SAVE MY RESUME

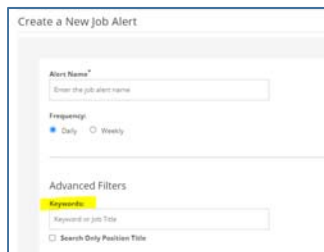
Once you review all of your information, select ‘save my resume’ at the bottom of the screen.

## JOB ALERTS

Sign up for Job Alerts and have any jobs matching your criteria sent straight to your Inbox. You can create multiple Job Alerts that contain different criteria. Go to the **Job Seekers** drop down and select **Job Alerts**.



To create a job alert, set the desired criteria by completing the fields under **Create a New Alert**. Note that you will only get a job alert when jobs with those exact job functions, industry and locations are selected. **If you want to know which recruiters associated with the poster session are contacting you, be sure to insert 'Meet the New Research Hires Poster Session' in the keyword box and leave the rest of the boxes set to all for that alert.**

A screenshot of the 'Create a New Job Alert' form. The form has a title 'Create a New Job Alert' and a sub-header 'Alert Name\*'. Below this is a text input field with the placeholder 'Enter the job alert name'. Underneath is a 'Frequency' section with two radio buttons: 'Daily' (selected) and 'Weekly'. Below that is an 'Advanced Filters' section with a 'Keywords' label and a text input field with the placeholder 'Keyword or Job Title'. At the bottom of the form, there is a checkbox labeled 'Search Only Position Title'.

Again, our unique Anonymous Resume System protects your personal information. Employers can review your anonymous resume and then submit a contact request to you with details of their job opening. You then decide whether or not to release your contact information to that employer. This protects you from spam, third parties selling your information, and identity theft!

The Meet the New Hires Research Poster Session buttons will be taken down on May 15, 2024. If you want to still be searchable as a Research Hire participant after that date, add a line in your posted resume that mentions your participation. If you so choose, you can also remove your resume from the Job Board after May 15th. However, we highly recommend that you explore MRS Career Central and take advantage of all the site has to offer.

For assistance using the Job Board, contact [clientserv@communitybrands.com](mailto:clientserv@communitybrands.com). For questions regarding the poster session, contact [volunteer@mrs.org](mailto:volunteer@mrs.org).