Foster MBA Jobs Quick Start Guide

MBA Career Services

Website:	**https://business-washington-csm.symplicity.com/students/**
Username:	your UW email address
Password:	After you receive your initial password, you may update it from within the system. Click on Forgot Password to generate a new one at any time.
Note:	Apply for jobs as soon as possible. Closing dates are subject to change.

Update Your Profile

- Log in to your Foster MBA Jobs Account
- Select the **Profile** tab on the navigation bar
- Select the desired view: **Personal Info, Academic Info, Privacy, Networking, Password/Preferences or Activity Summary**
- Update your profile information
- Click **Save/Submit**

Manage Documents

- Log in to your Foster MBA Jobs Account
- Select **Add New** under the **Documents** tab on the navigation bar
- Title the document and choose the document type
- Click **Browse** to select your document, choose the correct document and click **Open**
- Click **Submit** (system will convert file to pdf)
- Once two of more of the same document type have been uploaded, you may designate a default

Publish Your Resume to a Resume Book

- Log in to your Foster MBA Jobs Account
- Select the **Opt-In Resume Book** tab under the **Documents** tab on the navigation bar
- Click on **Select Resume Books**
- Give the document a label and choose which resume books you want to opt-into
- Click **Submit**

Research Employers

- Log in to your Foster MBA Jobs Account
- Select **Employers** from the top navigation bar
- Find a specific employer or use the keyword search box on the top right
- If the employer name is underlined, clicking it will bring you to their profile and/or current positions available
- **Add/Remove** Employers to your Favorites and view by clicking on the **Favorites** tab

Search for Jobs & Internships

- Log in to your Foster MBA Jobs Account
- Select **Jobs** under the **Jobs** tab on the navigation bar
- Use the drop down menu to select search option
- Narrow your search by inputting search criteria or click the **Advanced Search** tab to broaden your criteria
- Click **Search**
- Click on the **Job Title** to view the details of the job

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Apply for Jobs & Internships

- Log in to your Foster MBA Jobs Account
- Search for Jobs (See **Search for Jobs & Internships** on previous page)
- Review position details by clicking on a link in the **Title** column (note the post & deadline to apply dates to the right)
- If the job is OCR, submit a resume by highlighting the proper resume/required documents from the drop down menu(s)
- Click **Submit** from the **Application Status** on the right

Sign Up for an Interview

- Log in to your Foster MBA Jobs Account
- Select **Interview Requests** from within the **Interviews** tab on the top nav bar
- The status of your active applications is displayed in the **Options** column
- Once an employer has accepted your application, click on **Schedule Interview** under the **Options** tab
- On the **Schedule Interview** page, find the date you would like to sign up for and select the time slot you desire
- Click **Submit** and your slot will be reserved
- Click on **Scheduled Interviews** to **Review** and/or **Reschedule**

Set Up a Search Agent

- Log in to your Foster MBA Jobs Account
- Select **Jobs** from top nav bar and then click on the **Advanced Search** tab
- Check the **Save As** box under the **Search Agents** field and give your search a name
- Narrow your search by selecting the search criteria below
- Click **Submit**
- Click on **Search Agents** in the top nav bar
- Choose whether to receive email notifications of job matches by clicking **Schedule**
- Click **Submit** and then click **Run**
- Your Search Agent will begin the next day

Professional Network

- Log in to your Foster MBA Jobs Account
- View the participants in the Professional Network by clicking on **Networking** in the top nav bar
- View professional profile by clicking on a participant's last name
- Search the professional network by clicking on the **Detailed Search** tab
- Mark participants as favorites by clicking on the **Add Favorite** icon in the options column

View Calendar

- Log in to your Foster MBA Jobs Account
- Select **Calendar** from top nav bar and then click on the desired view: **Day, Week, Month, Year or Personal**
- Check the boxes next to **View OCR** to see OCI and Resume Submission deadlines
- Review important dates by clicking on the highlighted dates in the inset calendar on the right, or click on any date to view that day's events
- Click on a link in the Event to view event details
- Create, review and/or update personal events that do not automatically appear on the calendar by clicking on the **Personal Events** tab

Questions?

- Click on the **Help** icon and/or the **Video Tutorial** icon located at the top right of every page
- If you need more assistance, contact MBA Career Services at **bcc@u.washington.edu** or **206-685-2410**

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