

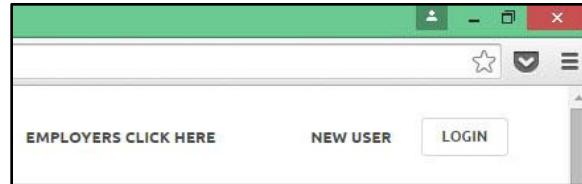
# Optimal Resume – A Tool for College Employment

*Optimal resume is a web tool for connecting MCC employers to MCC students. Use it to create a “job campaign” that students can easily apply to using their Optimal Resume Profile. Optimal Resume facilitates easy access for student’s to create, and improve their resume and cover letter, for an easy application process that is universal for all internal positions at MCC.*

## Where to Go

To get to our Optimal Resume Website type the following into your web-browser:

<https://middlesex.mass.edu/optimalresume>



## How to Login

1. At the top-right of your browser window, click the link that reads “Employers Click Here”
2. Into the Username/E-Mail Field, Enter:  
[studentemployment@middlesex.mass.edu](mailto:studentemployment@middlesex.mass.edu)
3. Into the Password Field, Enter:  
[mccstudent](#)
4. Click Login

## Creating your Job Campaign

Upon logging-in you are faced with a list of existing job postings within MCC. Optimal Resume refers to job postings as “Campaigns”. Each Campaign has a limited lifespan and will eventually expire.

1. Either:

Select an existing campaign to use as a template, then click “Continue”

Or:

Click “Continue” without selecting a campaign to start with a blank canvas.

#	Job Title	Posted Date
1	ACE Peer Tutor - CRLA Level I (Ref. Id: NULL)	March 9, 2015
2	ACE Peer Tutor - CRLA Level I (Ref. Id: NULL)	March 9, 2015
3	ACE Supplemental Instruction (SI) Leader	June 25, 2015
4	TEST JOB	March 24, 2015
5	TEST JOB	June 18, 2015
6	TEST JOB (Ref. Id: NULL)	June 18, 2015

Please advance to the next page!

## Creating your Job Campaign (Continued)

- Take note of the progress bar above the "Job Information" heading.

This **PROGRESS:** [Copy Existing](#) Job Information Job Locations How to Apply Target Criteria Duration gives you an overview of the steps you'll need to complete before your campaign is ready to receive applicants.

- Complete all of the fields indicated by an asterisk

**For the "Job Category" type, if you wish to select multiple categories, hold down the "Ctrl" (control) Key at the bottom left of your keyboard, while you click up to five items from the category list.**

- The "Job Qualifications", "Job Description", and "Contact" fields provide a limited set of text editing controls you can use to format your responses.
- Click the blue "Continue" Button beneath the "Contact" field to advance to the Job Locations page

**Note: You are done with the most time-consuming phase of the Job Campaign Creation Process. The pages that follow are much quicker to fill-out.**

- Continue to complete all fields as much as possible on the "Job Locations", "How to Apply", "Target Criteria", and "Duration" pages. Click the blue "Continue" Button

at the bottom of each page to advance to the next.

- On the "Target Criteria" page, leave the checkboxes blank to ensure your campaign is visible to the broadest audience of student-job-seekers possible.**
- Upon completing all required fields and pages for your job campaign, you are returned to the list of posted positions. Verify your campaign is at or near the top of the list.**

\* Position Title:

Reference Id:  
(for tracking purposes)  
\* Employment Type:

Career/Degreed  
Co-op  
Contractor  
Externship  
Fellowship

\* Job Category:(max. 5)  
(hold CTRL for multiple selections)  
Accounting/Finance  
Administrative/Clerical  
Advertising  
Advertising/Marketing/Public Relations  
Aerospace/Aviation/Defense  
Agriculture, Forestry, & Fishing  
Airlines  
Animation & Visual Effects: 2D & 3D  
Architectural Services  
Arts, Entertainment, and Media

Desired Start Date:

Number of Openings:

Duration: --Select Job Duration --

Approximate hours per week:

If position requires overtime, enter it here:

\* Paid:  Yes  No

Salary Range: \$  - \$  / Hour

Travel Percentage: None

\* Job Qualifications:  
(Enter any required skills needed to perform this job)  


\* Job Description:  

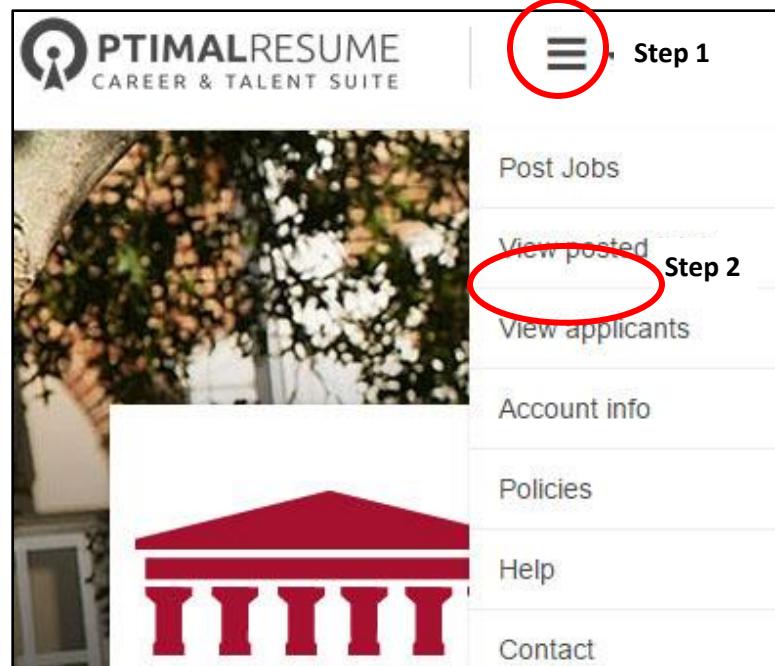

Contact:  
(please include contact information (optional))  


[Back](#) [Continue](#)

## Viewing Your Applicants

Follow the instruction below to view the candidates for your open position and their qualifications.

1. Click Optimal Resume's Main Menu Button
2. Click "View Applicants" from the expanded list
3. Scroll down, past the "Filter Applicant Reports" Section
4. You are now presented with a list of Applicants



## Viewing Candidates Application Documents

5. Under the right-most, "Actions" column, click the "View" button for the applicant that interests you

(4) Applicant(s)							
Applicant Name	Job Title	Documents	Online Interview	Videoconference	New Messages	Actions	
Kyle Tucker ktucker@mail.middlesex.edu Appl. Date: 07/22/2015, 04:42 PM (GMT -05:00) EST Appl Rate: none	ACE Supplemental Instruction (SI) Leader	Resume Cover Letter	N/A	N/A	0	<a href="#">View</a>	Step 5
karen james Appl. Date: 06/25/2015, 02:51 PM (GMT -05:00) EST Appl Rate: none	ACE Supplemental Instruction (SI) Leader	Resume Cover Letter	N/A	N/A	0	<a href="#">View</a>	
Joe Accountant jamesk@middlesex.mass.edu Appl. Date: 06/25/2015, 10:10 AM (GMT -05:00) EST Appl Rate: none	ACE Supplemental Instruction (SI) Leader	Resume Cover Letter	N/A	N/A	0	<a href="#">View</a>	

6. Scroll down to "Application Date" Section
7. Under the right-most, "View" column, click the "Preview"

Application Date: 07/22/2015, 04:42 PM (GMT -05:00) EST		
Document Type	Document Name	View
R Resume	Resume Summer 2015	<a href="#">Preview</a>
L Cover Letter	SI Leader Sample Cover Letter	<a href="#">Preview</a>

8. You are now presented with a PDF Preview of a Resume or Cover Letter

Step 7