RACER TRACKS: QUICK START GUIDE

If you do not find the answer to your question(s) through this guide, please contact Regina Hudspeth at 270.809.2907 or vhudspeth@murraystate.edu or download the more detailed documentation in the Help Section of the Racer Tracks site.

ACTIVATE YOUR ACCOUNT *

- Log into your myGate account.
- Select Racer Tracks icon located in the Jobs-Career Services box.

* The first login requires you to complete the profile before gaining access to the system.

UPDATE YOUR PROFILE

- Log into Racer Tracks account.
- Under *Profile* tab on nav bar, select *View/Edit Profile Data*.
- Edit all applicable content areas.
- Save all changes.

UPLOAD DOCUMENTS

- Under *Documents* tab on nav bar, select *Upload a Document*.
- Select a document type; click *Next*.
- Click *Choose File* to upload your .docx/.doc or .pdf document.
- Choose correct document and *Open*
- Click *Upload* and wait for it to convert to the system.
- First résumé requires approval - see p. 10 for information.

PUBLISHING RÉSUMÉ TO RÉSUMÉ BOOK

- Under *Documents* tab on nav bar, select *Publish a Résumé*.
- View résumé *Books* in *Additional Résumé Books* section.
- Choose your résumé from the *Publish Résumé* drop-down on the coordinating *Résumé Book* entry.
- Click *Save*.

SEARCHING FOR JOBS & INTERNSHIPS

- Under *Jobs & Internships* tab on nav bar, select *Job/Internship Search*.
- Selecting *1-Click Searches* options is a good starting point.
- Use *Basic Search* to search by Keywords, Job Function and/or Location, or select one of the other searches in *More Search* option.
- Click on job titles to view job details.
- Creating & Using Search Agents

SEARCH FOR JOBS.

- Select *Save Your Search* in top left corner.
- Name your search.
- Choose to receive email notifications of new job matches.
- Select the job source from the *Show Me Jobs* section and *Save*.
- You will receive a list of matches when new matches are posted and you can create up to 10 searches.

SEARCHING FOR EMPLOYERS

- Under *Employers* tab on nav bar, select *Employers Search*.
- Search alphabetically by selecting first letter of employer name.
- Search by *Employer Name* field.
- Search by *Industry* field.
- Click on employer name to view employer profile.
- Applying for a Job
- Search for Jobs.
- Locate *How to Apply* section at bottom of *Job Details* page.
- Click *Apply*.
- Select Résumé, Cover Letter or Other Document to meet requirements and click *Submit*.

CREATING A FAVORITE JOBS FOLDER

- Search for Jobs (see instructions above).
- Select check-box to left of jobs you would like to save to a folder.
- Locate *Save Jobs As Favorites* drop down box in top right corner of results page and click *Go*.
- Name your Folder; click *Save*.

SIGNING UP FOR AN INTERVIEW

- Under Applications tab on nav bar, select *Your Active Applications*.
- Your status is displayed in *Employer Decision* column.
- If *Accepted* note the interview sign-up date and sign up for an interview slot on that date.
- Some employers may require you to apply through their website. Please review application instructions.
- Save your interview slot if signing up for one and make a note on your personal calendar.
- If you must cancel, do so on the website in a timely fashion AND contact Career Services.
- See detailed application instructions in the Racer Tracks Help Center.

DEFINITIONS OF EMPLOYER DECISIONS

- *Accepted*: Employer has accepted your application for interview.
- *Alternate*: Employer has accepted you as an alternate candidate for an interview.
- *Undecided*: Employer has not made a decision on your application.
- *Declined*: Employer has declined your application for interview.

LOCATING CENTER OR EMPLOYER EVENTS

- Under *Calendar* tab on nav bar, select *Career Center Calendar* to browse all events.
- To find events on a specific day, use the *Monthly Overview*.
- Under *Calendar* tab on nav bar, select *Event Search* to search by *Event Type* or *Employer Name*.

MORE HELP

- Detailed instructions are available in Racer Tracks. Look for *Help* and a question mark icon on the top right of the page.

MURRAY STATE UNIVERSITY
Career Services

IMAGINE YOUR FUTURE. EXPLORE YOUR CAREER.

100 Oakley Applied Science Building | 270.809.3735
msu.careerservices@murraystate.edu | murraystate.edu/careerservices