



## How-To Guide

# #HireTruman

#HireTruman is our version of Monster, but for Truman students and alumni only! The Career Center uses it to keep you up-to-date on available jobs and internships, Career Expo attendees, and on-campus interviews. #HireTruman has many different functions and uses, some of which are detailed below:

### Search for Jobs and Internships

You can search jobs and internships specifically posted for Truman students, and filter criteria by location, industry, and job function. Jobs are posted continuously by employers who send notices of their openings to the Career Center. You can then apply for these jobs completely online by uploading your resume and cover letter (make sure to bring it in for a critique!). You can also choose to search Indeed.com and Internships.com listing millions of open positions each year within the #HireTruman site.

### Apply for On-Campus Interviews

Often, employers visit campus to conduct on-campus interviews. These are always scheduled through #HireTruman. All you have to do is upload your documents to an open position to be considered for an interview. At this point, the company can decide whether to accept or reject applicants for interviewing. Make sure to check #HireTruman and [career.truman.edu](http://career.truman.edu) for upcoming interview dates!

### Upload and Publish Resumes and Other Documents

#HireTruman makes it easy to keep track of different versions of resumes and cover letters tailored to specific companies. Employers may contact a student who has uploaded his or her information to #HireTruman and request an interview.

### Research Employers

You have access to Hoovers, a great database containing a wealth of information about employers. Hoovers lists important people in the company, financial summaries, rankings, and an overview of the services provided. *#HireTruman also shows what companies are attending Career Expo.* This is a great opportunity for you to impress recruiters at Expo with your knowledge of their company!

### Use Salary Wizard to compare Wages and Cost of Living

Not sure where you want to get a job? Use the Salary Wizard tool to find out what kind of salary you can expect in different areas of the country. You can also compare two areas to find out how they differ in cost-of-living expenses and salary ranges.

### Getting started with #HireTruman for the first time:

1. Visit [career.truman.edu](http://career.truman.edu) and click the yellow #HireTruman located on the right side of the front page
2. Use your Truman email and Truview password to log in
3. Submit your profile and start searching!

For help with #HireTruman or any other career-related issue, come see us in the Career Center!

SUB 3100  
Monday-Friday 8am-5pm  
660.785.4353  
[careers@truman.edu](mailto:careers@truman.edu)