Getting to the MBAFocus website
• From the OlinCareers website, click MBAFocus. MBAFocus (part of Global Talent Search (GTS)) is a stand-alone system for MBA-specific information.

Password
• Your password is your

Job postings
You can apply for opportunities by submitting your résumé and other requested documents through MBAFocus. The process is simple but is driven by timelines determined by the company's scheduled interview date or the requested application deadline. When applying, read the application instructions completely and include all necessary documents. Notifications of selection for job postings are managed by the company directly, not via MBAFocus.

On-campus interviews
• The scheduling of interviews takes place through MBAFocus. If you are selected to interview on campus, you will receive notification through the MBAFocus system to go online and schedule an interview time. This can be done from a link on your home page or from the MBAFocus interview tab. You can go to the “Interviews” section from your login page, view your interview requests, and sign up for a time. Interviews take place in the WCC interview suite in Bauer Hall throughout the academic year, with the exception of scheduled school breaks and during the summer.

Updating your Profile
• Click on the “My Profile” and select the “Profile Summary” link in the header.
• Complete the information under “Your Summary”. At a minimum, you should update your profile at the beginning of each academic year and more often if your information changes.

Uploading you documents
• Under “My Profile” Click on the “Cover Letters” or “Résumé” that you would like to add/edit. and then click on the “Upload New” button.
• Enter a label to title the document. Select different titles for the same type of document (do not list all your résumés under the same title).
• Click the “Browse” button to find the file you wish to upload, and double-click on the selected document. (Word Document recommended)
• Click the “Upload” button to begin conversion.

Once the document is converted to PDF format and looks ready, click the “Continue” button. It's a good idea to review your documents to ensure that the PDF conversion was successful. Be sure to upload an updated résumé at the beginning of each academic year and make your updated résumé your “default” résumé.

Publishing a résumé to a résumé book
• Go to “My Profile,” and then click on the “Profile Summary.” In that tab, under “Authorization Questions” you have the option to choose whether your profile & résumé are viewable to employers. Selecting “Active” will add your résumé to employer résumé books that are created for employers and various events. Please note that if you select “Inactive,” you cannot be added to any résumé book being created for employers or events.

Searching for jobs and internships
• Select “Job Search” and then select “Job Search” to show all jobs, on-campus interviews, and Employers posted by Olin.
• Type in your search criteria, and then click “Search.”

Searching employers
• Select “Organizational Research” and then select “Organizational Research” to show all employers posted by Olin.
• Type in your search criteria, and then click “Search.”

Creating and using search agents
• Search agents are customized job searches you create to identify jobs meeting your interests (finance jobs, a specific geographic region, etc.). Once a search engine is created and saved, you can be alerted by email when there are new jobs
posted to the system that meet the specific criteria you have set.
• Select “Job Search” and then select “Job Search”
• Click on the “Advanced Search” link on the top right.
• Set filters for search (you can click on “More filters” for additional criteria) and then click “Search” to see results.
• Save a search by clicking on the “Saved Searches” link on the top right and entering a title, how often to schedule search agents, and if the list should contain only new results.
• Once these steps are complete, the search will be added to the “Saved Searches” link.
• On the “Saved Searches” link, click on the “Send via email” drop-down list to trigger an email with search results to be sent as scheduled.

Adding jobs to your favorites list
• Search for jobs.
• In the “Search Results,” you can make any position a favorite simply by clicking on the star next to the job title. You can then access your “favorite” jobs by clicking on the “Favorites” tab.

Searching for Career Center or employer events/information sessions
• Click on the “Workshops” tab. From this tab, you can view “Information Sessions,” or “Events & Workshops.”

Applying for a job
• Select a job title from the “Search Results” page to open the job details. The job requirements are listed in the lower right side of the screen, so you can determine your eligibility to apply.
• On the right side of the job details page, you will see a section marked “Application Status”; in this section you will select your documents to submit. You can also add documents to your document library for submission at this time.
• Click “Submit” to apply.

Signing up for an interview
Log in to your MBAFocus account when you receive an “invitation to interview” via email.
• On the home page under “News Feed,” click on the “notification” that states you may sign up for an interview, or click on the “Interviews” tab.
• You will then see the “Requested Interviews” section that shows you were invited to interview.
• You can select “Schedule Interview.” (You can also cancel/decline your interview on this tab. Please do so if you are unable to schedule an interview.)
• Once you have clicked “Schedule Interview,” you will be shown the dates and times still available to interview. From the list, select the open time when you would like to interview and click “Submit.”
• Once you sign up for an interview time, your interview will show up in the “Scheduled Interviews” section under the “Interviews” tab.
• From the “Scheduled Interviews” section, while the interview sign-up period is still active, you will be able to reschedule or cancel/decline your interview as well as switch.

Please note that canceling/declining your interview must be done during the active interview sign-up period or at least two full business days prior to the interview date (e.g., if your interview is on Friday, you must notify the WCC by 5 p.m. on Tuesday).

Contact:
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