



Accounting 216

Registration Checklist

1681 5th Avenue | (304) 696-2370 | www.marshall.edu/career-services

Appointment Date: _____ **Appointment Time:** _____

_____ **Register with**  **from the Career Center website.**

1. Go to www.marshall.edu/career-services, then click on the MARSHALL JOBTRAX button.
2. Next click on the link for Students/Alumni/Faculty.
3. Click Register for a New Account (on the right hand side of the page).
4. Fill out all required fields and submit.
5. Immediately check your email for "JobTrax Email Verification" message and click the link to confirm.

You will receive an email message with your JobTrax user name and password. Log into JobTrax, complete your profile, search for jobs or upload documents such as your resume and reference sheet. Change your password in your profile to something you will remember.

If you experience difficulty with MARSHALL JOBTRAX please call Linda at (304) 696-2370.

_____ **Schedule and attend a resume review appointment @ Career Center**

- Develop resume and reference sheet using template on the Career Center's website under College Class Requirements.
- Three references should be on a separate sheet with heading same as resume.
- You may use Resume Builder located on the JobTrax website.
- Do not use a resume template or wizard because the layout cannot be altered easily.
- Save your resume to a jump drive or to your V-drive and bring it with you.

_____ **Receive your Completion Card for registering with the Career Center.**

Registration Note:

- If you aren't prepared, you may have to visit us multiple times.
- In order for everyone to be seen in a timely fashion see the policy below.

Extra Credit Timeline

Please refer to your class's syllabus for dates and extra points allocated.

Rescheduling Appointments

- We will only reschedule when time allows during the preset schedule.
- After rescheduling twice you will not be rescheduled until after the extra credit deadline.

No Show

If you do not show up for your scheduled appointment and fail to call to cancel you will not be eligible for extra credit. **696-2370**