FAQ

Frequently asked questions
JOB SEEKERS

Creating Your Job Seeker Account:

1. Visit jobs.ketchum.edu.
2. On the career center homepage, under the Job Seeker section, select "My Account."
3. Log in or create an account by clicking "Create an Account."
4. Enter all required information to complete your profile.
5. Return to MKBU Career Resource Center by clicking the link "MKBU Career Center Home" on the left navigation.

Can I upload my resume to my account?
Yes! Click on the Resumes/Letters tab and you should see a button towards the bottom of the page that says Upload a Document. Click on this button to upload your resume to your account.

What types of files does the website accept if I want to upload my resume?
Currently the job board accepts either Word documents (.doc) or PDF documents (.pdf) or build your resume online. Click on the Resumes/Letters tab and you will see a button towards the bottom of the page that says "Build Online."

How can I search for job postings?
You can search through the currently posted jobs by clicking on the Job Search tab at the top of the page. Here you will be able to search by keyword, location, industry, job function, workplace type, and/or work setting.

What is a Job Alert?
A Job Alert is an automated search that will search the most recently posted job postings on the job board. When it finds job postings that match the criteria you set, it will send you an email alerting you of these job postings. This is a great tool to use as it does not require you to visit the job board every day to check on the new jobs that have been posted, instead the postings will be sent straight to you!

How do I create a Job Alert?

Once logged into your account on the job board, click on the Job Alerts tab. Here you will be able to select the criteria you wish your Job Agent to search for. The broader your criteria, the more job postings you are going to receive each day or week depending on your delivery preference. When creating a job alert, you will have the ability to select the Job Function, Location and Industry you wish for your Job Agent to search for.

Can I edit my account settings such as my email address or name?

Yes! Login to your Job Seeker account and click on the My Account tab, you will see a section labeled Quick Links. Under this section will be a link that says Edit Account Settings. Clicking on this link will allow you to change information such as your email address, name or password.

Frequently asked questions
EMPLOYERS

Job Posting Made Easy:

1. Create a new employer account or access your current account.
2. On the main employer account page, under "Quick Links," click "Post a Job."
3. Select "Type of Job Posting" and enter Job Details, press "Continue."
4. Select any additional add-ons or upgrades.
5. Submit payment information and your posting will be live the same day.

Registration and validation

In order to utilize the career site, you must first register and create an employer account.

You may be prompted to validate your account. The validation process is simple. It takes up to 24 hours during regular business hours and protects our users from spam. To have your account validated please provide a scanned image of your Business card, Company Letterhead, Business License, Trade Name Certificate, or other documentation that verifies your relationship to your organization. If you have any questions or concerns, please contact the Support Team at 860-437-5700 (Monday through Friday 7:30am – 7pm EST) or via email at clientserv@yourmembership.com.

How can I make my job posting stand out?

Based on the success of other employers on our site, here are some recommendations on what to include in your job posting to attract candidates:

- Add your company logo
- Add company/practice information
- Include the salary and/or sign-on bonus in the salary title
- Include benefit information in the job description including if there are relocation benefits
- Include information about your location, especially if it is not in Southern California
- Include a list of regular job duties

How do I renew a posting?

You can begin renewing your posting up to 4 days before it is about to expire and up to 4 days after it expires. To renew a job posting, login to your employer account and click on the "My Jobs" tab. Here you will see the name of your position and to the right an icon with the heading of Actions. Mouse over this icon and click on the Renew link.

How do I edit my currently posted job?

To edit a currently posted job, log in to your employer account and click on the "My Jobs" tab. Here you will see the name of your position listed and to the right an icon with the heading of Actions. Mouse over this icon and click on the Edit link.

How long does it take for my job posting to be searchable by job seekers?

The job postings may take up to an hour to become viewable on the career site by job seekers. Please note that you may not be able to search for your position by all possible search terms immediately after the posting goes live, as it can take up to 24 hours for all the possible keyword combinations to be entered into our search system.

CONTACT US

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