

LEADING LADIES OF... Career Dashboard Guide

How to Set-up Career Seeker Account

1. Go to careers.mckayunlimited.com.
2. Choose **'Career Seeker Dashboard'** in the navigation menu. The career seeker dashboard will open.
3. Choose **'Register'**. Fill in the Registration form with your details and click **'Register New Account'**.
4. Once registered, the Career Seeker Dashboard will open.
5. You can now add and upload your resume by clicking **'Add Resume'** below *'Short links'*.
6. You can also edit your profile and change your profile picture by clicking **'Edit Profile'**.

1. careers.mckayunlimited.com

2. Career Seeker Dashboard

3. Register

5. Add Resume

6. Edit Profile

Register Your Account

First Name*

Last Name*

User Name*

Photo*

EMAIL REQUIRED
(Max file size allowed 500 KB)

Email*

Password *

Password Again *

User Role: job seeker

I don't have a photo

Register New Account

Dashboard

Erika Castillo

Job Types

Jobs Applied Recently

Example Company - Sonata Venture
EXAMPLE Senior Marketing Specialist 80,000 \$

Newest Jobs

Example Company - Sonata Venture
EXAMPLE Senior Marketing Specialist 80,000 \$

LEADING LADIES OF... Career Dashboard Guide

How to Apply for a Job

There are two ways to apply for a job:

1. Search using the '**Job Search**' button or;
2. Search using the '**Company**' button. By choosing this, you can easily check to see if there is a job opening in a specific company.

Job Search

1. Log into your account using '**Career Seeker Dashboard**'.
2. Click '**Job Search**' in the navigation menu. Fill in the specific details you would like to search under and then click '**Search Job**' at the bottom of the form.
3. Choose from the listed jobs. You can see more details about the job posted by clicking the '**Job Title**'.
4. Click '**Apply to this Job**' and a dialog box will open.
5. Click '**Apply with Resume**' to use the resume you uploaded.
6. Click '**Apply Now**' to continue with the application. A pop-up message will appear to confirm your application.

Company Search

1. Log in your account using '**Career Seeker Dashboard**'.
2. Click '**Companies**' in the navigation menu.
3. Click '**View Company**' and click '**View All Jobs**' to check for job openings.
4. Choose one from the listed jobs. You can see more details of the job posted by clicking the '**Job Title**'.
5. Click '**Apply to this Job**' and a dialog box will open.
6. Click '**Apply with Resume**' to use the resume you uploaded.
7. Click '**Apply Now**' to continue with the application. A pop-up message will appear to confirm your application.

LEADING LADIES OF... Employer Dashboard

How to Add / Edit Company Profile

1. Go to careers.mckayunlimited.com.
2. Choose **'Employer Dashboard'** in the navigation menu. The Employer Dashboard will open.
3. Choose **'Log In'** and log in to your account. The Employer Dashboard will open.
4. Click **'Edit Profile'** to edit the First Name and Last Name of the company representative and to change and update the profile picture.
5. Click **'My Companies'** to view your company.
6. Click **'Edit Company'** to edit the company details and change the company logo.
7. Click **'Save Company'** to save the changes.

How to Add / Edit Job

1. Go to careers.mckayunlimited.com.
2. Choose **'Employer Dashboard'** in the navigation menu. The Employer Dashboard will open.
3. Choose **'Log In'** and log in to your account. The Employer Dashboard will open.
4. Click **'Add Job'** to add a new job. Fill in the **'Add New Job Form'**.
5. Click **'Save Job'** to publish your Job Posting.
6. You can still edit the job posting by clicking **'My Jobs'** and then **'Edit Job'**.
7. Click **'Save Job'** to save changes.