

COLONIALTRAK- Tip Sheet

Get Your Career on Track!

ColonialTRAK is the online registration and job posting database used by the Career and Professional Development Center.

Steps for New Users:

1. Go to www.rmu.edu/careercenter and click on the ColonialTRAK link on the left hand side of the screen.
2. Depending on your current status, select “Students” or “Alumni” and follow the instructions on the page.

** Remember to complete all required fields in your profile and update your profile regularly.

Features of ColonialTRAK: The Main Menu Bar

⇒ MY ACCOUNT

My Profile- stores your user registration profile information.

Click here to update your information such as email address, phone number, major, etc.

In this section under “Additional Information,” you may also make decisions regarding who will have access to your information:

- “Allow Employers to View Your Information” – Select “Yes” to allow employers who have an account with RMU’s ColonialTRAK system to access your profile information and resume. Select “NO” if you do not want employers who have a ColonialTRAK account to be able to access and view your information.
- “GradLeaders Recruiting Database Inclusion Opt Out” – Select “Yes” if you do NOT want employers utilizing the GradLeaders Recruiting platform to have access to your information. (With the default setting of “No,” your information will be viewable by employers utilizing GradLeaders Recruiting.)

My Documents- allows you to upload resumes, cover letters and other documents including unofficial transcripts, references and personal data sheets (forms specific employers may refer to in their posting and ask candidates to submit). For current students, your Student Employment Program application may be uploaded into the Resumes & Student Employment Program Application section.

My Connections- provides the option to register with several national job posting sites.

My Activity- shows activity related to your profile:

- Referrals- history of each time you submit your resume for a position or when an employer views your resume in the system
- Placements- your employment information including job title, salary, etc. (entered by you or an employer)
- Schedules- all activity related to schedules (on-campus interviews & practice interviews)
- Event RSVPs- an event RSVP is recorded for an event only if you specifically submitted an RSVP

⇒ EMPLOYER DIRECTORY

This feature allows you to search a database of employers the Career and Professional Development Center has worked with in the past. Contact information is provided for employers who opted to show their information in the directory. The search results screen also shows if any of the employers have current job postings, active on-campus interview schedules or are registered for an event.

⇒ JOB SEARCH

Locate Job Postings (Part-time, Work-study, Internship, Full-time and Graduate Assistantship):

1. To search positions in ColonialTRAK, click “Job Search” on the menu bar.
2. Select your criteria. One suggested search includes the following: click “Advanced Search” and search on “Position Type” (Full-Time, Internship, etc.) and “Job Category.” After making your selections, click “Search.”

Note: Only current students may apply for work-study (Student Employment Program) positions and graduate assistantships.

★ **Save Search-** allows you to save the criteria of a specific search.

- On the results page, click “Save Search,” enter a name in the “Search Name” box (example: “accounting internships in PA”), and click “Save.” Saved searches will appear on the left side of your ColonialTRAK home page.

★ **Job Agent-** will send you an email when any new/updated jobs matching your search criteria are added.

- On the results page, click “Email Me New Jobs,” enter a name in the “Job Agent Name” box, and click “Save.” Job Agents can be accessed on your ColonialTRAK home page under “My Account > My Activity.”
- In your profile, you may also opt to receive Job Agent updates via text message.

⇒ ON-CAMPUS INTERVIEWS

Locate On-Campus Interview Schedules and Practice Interview Opportunities:

1. Click “On-Campus Interviews” on the menu bar.
2. Be sure to carefully note resume submission deadlines. Deadlines for on-campus interviews are generally about two weeks before the campus interview date.

★ Sign Up for Interviews or Resume Drops

Use this link to apply for schedules for which you meet the minimum employer requirements.

Please note: Most schedules for full-time positions are preselect, meaning interested students/alumni submit a resume online by the deadline date, and then the employer picks or preselects which candidates they would like to interview when on campus. Since the employer ultimately chooses which candidates to interview on campus after reviewing submitted resumes, the Career and Professional Development Center does not typically permit employers to set resume submission requirements such as the student’s major, GPA, etc. Employers may list the skills and requirements they are seeking in the job description text, but these requirements will typically not restrict students from submitting a resume for consideration.

Practice interviews, as well as some full-time opportunities, are posted as open schedules through ColonialTRAK. For open schedules, interested students may sign up online on a first-come, first-served basis.

★ View ALL On-Campus Interview Schedules & Resume Drops

This feature allows you to select criteria to view all schedules that match your goals/interests (whether you meet any requirements set by the employer or not).

⇒ EVENTS

This section features information on upcoming career/job fairs, networking events, information sessions, graduate school events, and Career Center workshops.

★ Event Agent- will send you an email when a new event matching your search criteria is added to ColonialTRAK.

- Go to “Events” on the menu bar, enter your criteria, and click “Search.”
- On the results page, click “Email me New Events for this Search,” enter a name in the “Career Fair Agent Name” box, and click “Save.” Event Agents can be accessed on your ColonialTRAK home page under “My Account > My Activity.”

⇒ LINKS

- ★ A link to the Career and Professional Development Center home page is provided.
- ★ The Scholarship Information link connects to Fastweb, a leading scholarship database.
- ★ A link is provided for the Robert Morris University Career Network, the Career and Professional Development Center’s LinkedIn group.
- ★ The RMU Human Resources link provides access to part-time and full-time employment opportunities at the University. (Please note that work-study jobs, which are part of the Student Employment Program, are posted directly in ColonialTRAK, not through Human Resources.)

Uploading Your Resume or SEP Application into ColonialTRAK

After you have completed your registration profile, follow the steps below to upload your resume or Student Employment Program (SEP) application.

1. Go to www.rmu.edu/careercenter, click on the ColonialTRAK link and then “Students” or “Alumni.”
2. Enter your username and password, and then click “Login.”
3. On the menu bar, click on “My Account” and then “My Documents.”
4. Under “Employment Related Categories,” find the “Resumes & Student Employment Program Application” section and click “Add.”
5. Create a meaningful name for your document and enter it in the “Document Name” box (example: “Smith, Mary- Teaching Resume 4-16”). You may store up to 10 different versions in ColonialTRAK.
6. Click the “Choose File” button and select your document file from your hard drive, flash drive, etc.
7. Click “Save.”
8. On the “My Documents” page, click “View” in the “Resumes & Student Employment Program Application” section to preview your resume or application.