



MILWAUKEE  
PUBLIC SCHOOLS

## ATTENTION STUDENTS

# STUDENT JOB BOARD

Students, find and apply for jobs! Add your resume and research career readiness topics and job titles.

Visit <https://milwaukee12.careerwebsite.com/>



First, create an account.

- 1 Click **Students** in the upper right-hand corner.
- 2 Click **My Account**, which will take you to a new page.
- 3 Add your information under **Create a new account**. Make sure all information is correct. Use a non-school email address. Keep your non-school email address professional—employers will see it!
- 4 When all information is added, click **Create my account**. Please allow 48 hours for your account to be approved. Once approved, you will have access.

Once logged in, you will see the **Students** tab. Different pages are available.

**My Account:** See your account settings, messages from employers, job applications that you have submitted, and any saved jobs.

**Job Search:** You can search for open positions! Scroll to see open jobs or enter filters to search for types of positions. In the **Job Function** filter, you can search by pathway.

**Career Planning:** This has two tabs—**Advice** and **Insights**. The **Advice** tab contains articles on career readiness. The **Insights** tab has job information so you can research a career and see wages, education, and requirements.

**Manage Resumes:** Add your resume for future applications. You can also publish it and let employers find you. Your resume will get posted without your personal information—if an employer is interested in an interview, they can reach you through the site. Your contact information will be given to the employer **only** if you give permission.

**Job Alerts:** Create a job alert for yourself with specific features. When a job is posted that matches your settings, you will receive a notification.

**Company Directory:** Search companies that have posted positions.

**Help:** Having technical issues? Reach out to the website platform.

### KEY TIPS

- 1 Check your email every day.
- 2 Check the job board often for new positions.
- 3 Be professional with your resume and applications. Edit before applying!

