MICANETWORK JOB SEARCH FUNCTION

TIPS FOR SUCCESS

1. GETTING STARTED:

1. Log onto www.MICAnetwork.com

2. Click on Job Search Tab.

3. Click on Advanced Search to show more search criteria fields.

2. LIMIT SEARCH CRITERIA:

OPTIMIZE YOUR SEARCH

Limit the amount of criteria you enter into the search fields. If you are too specific in your search you will be limiting yourself from receiving optimum results. Because both employers and MICA Career Development staff are able to post positions you will find inconsistencies in how much information is included in any given job post.

BEST FIELDS TO COMPLETE:

1. POSITION TYPE: Click all that apply – Internship, Part Time, Full Time, Call for Entry, Freelance, etc
2. STATE: Click all that apply – for example if you pick MD, you may also want to add DC
3. KEYWORD: This is a great way to find opportunities that fit your interests. Just be aware if you are using a key word such as “Photo”, you may also want to try “Photography” and “Photographer”
4. SALARY TYPE: Paid, Unpaid, Stipend, Prize, Other

BEST FIELDS TO LEAVE BLANK:

1. Degrees & Majors/Programs: Employers may not be familiar with our programs and either leave this area blank, or fail to select the most relevant area of study. Either way this will limit your search results.
2. Job Functions: This is also an area that is often left blank or selected incorrectly by employers
3. Job Location, City: It is best to leave this blank, as you may input Baltimore and miss an opportunity in Hampden, or Towson.
4. Job ID / Post Date / Expiration Date: These are used more internally.
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3. SET UP A JOB AGENT:

After completing a search, with one click you may set up a job agent that will email you any new opportunities that are posted that fit the same criteria.

1. Click on “Email me new Jobs”

2. Give your search a name, and save

PRO TIPS

2. Sometimes you may want to know if there is an opportunity from a specific company, try entering that name in the search, and set up a search agent. Even if there are no results today, if MICA should receive a posting by that company, you will receive an email. (You can also do this with key words.)

3. If you want to stay on top of every opportunity that is being posted into MICAnetwork, you can even leave all search fields blank and set up a job agent, so you are emailed every few days with all of MICA’s new opportunities.