

# Find Your Fit

## Application Process

### Step 1

Go to <http://www.career.mtu.edu/NACELink/>.

### Step 2

Click on the blue "Students" tab and login using your campus username and ISO password.

### Step 3

Click on "Documents" and then click on "Add New" and upload your resume, application, and answers to the application questions.

NOTE: Please select "other documents" as the document type for the application and application questions.

### Step 4

Click on the "Jobs" tab at the top of the window, then select "Michigan Tech/NACELink Jobs."

## **Step 5**

Search for the position you are interested in by typing the job title into the keywords section.

## **Step 6**

Click on the job title.

## **Step 7**

On the righthand side scroll down to "Application Status" and, from the drop-down menus, select the resume you would like to submit. Then check the box next to the "Other Documents" that designate your saved application and application questions.

## **Step 8**

Click "Submit".

If your application was submitted successfully, your "Application Status" section will indicate "Your application has been submitted."