

MustangTRAK FAQs

1. **How do I register to use MustangTRAK?** *As a current student, you already have a minimal profile created for you in the database. However, you must complete our online orientation in order to gain full access to search jobs and events. The online orientation can be viewed by going to www.smusaddleup.com. Please allow 24-48 hours for approval by our office.*
2. **How many cover letters and resumes can I upload?** *You may upload up to 20 cover letters and up to 20 resumes. One resume must be designated as the Default resume. You may also upload references, letters of recommendation, and a DPR (degree progress report).*
3. **Can employers view my profile or personal information?** *Employers cannot view or search your profile or resume. However, you do have the option to include your Default resume in resume books. Resume books are provided to employers upon request only.*
4. **I can't search for jobs or view events? What's wrong?** *If you cannot view jobs, on-campus schedules or events, be sure to complete the online orientation at www.smusaddleup.com. If you have completed the orientation and have not received an email confirming your account has been approved, forward a copy of the completion certificate to whitel@smu.edu or fax to 214-768-4292. Be sure to write your name and SMU ID on the certificate.*
5. **What's the difference between Job Search and On-Campus Interview Schedules?** *Job Search includes internships, full time entry level, full time experienced, work study and volunteer opportunities. These positions are listed by a variety of organizations. On-Campus Interview Schedules are full time entry level and internship opportunities listed by companies who will conduct interviews on campus in the Hegi Family Career Development Center. Schedules run for approximately 2 months out of each semester. These listings include a job description, the timeline for the schedule, and the date for the on campus interview.*
6. **How do I know which companies are conducting on campus interviews?** *Companies conducting on-campus interviews can be found in the On-Campus Interview Schedules section of MustangTRAK. Hover over the On-Campus Interview Schedules then click on View All Schedules. Click the Search button and the full listing will appear for your review.*
7. **I keep trying to submit my resume for a schedule under On-Campus Interview Schedules but there is no Submit Resume button. I know I qualify so why can't I submit?** *In order to submit a resume to any schedule, it must be done through View Preselect Schedules. The View All Schedules selection is just that – you can only view, not submit.*