

How to Guide:

Hire a Mustang: Students and Alumni



What is Hire a Mustang?

Local employers are eager to hire Montco students and alumni. "Hire A Mustang", powered by Symplicity, makes that happen. Here you can build a resume as well as apply for jobs and internships.

3 Steps to Set Up Your Profile



1. Log In

- Log into Monto Connect on mc3.edu.
- In the search box, type in "Hire a Mustang". Hit "enter".

*Alumni Hire A Mustang access: https://mc3-csm.symplicity.com/students/?signin_tab=0



2. Creating a Resume

TIP: Use the "Resume Builder" found under "My Documents" on the left-hand side of the screen if you have never written a resume or haven't written one recently.

Don't skip this step. Your resume needs to be approved so that you can apply for jobs in Hire A Mustang:

- On left hand side of screen click on "My Documents"
- Scroll down past "Submit" and in the "Label" box, give your resume a name which should include your full name and the word "resume".
- For type of document, click on "resume". Note that you can also submit other types of writing for review.
- Choose your resume file from your computer.
- Click on "Submit".
- Typically, you will receive edits and recommendations from Career Services within 24-48 hours.
- After your resume is reviewed, you will receive an email with recommended edits. Once your resume is "approved", you can use it to apply directly to jobs through Hire a Mustang.
- Begin searching and applying for jobs.

If you need assistance writing your resume, check out the Career Services Resume Guide: <https://www.mc3.edu/choosing-montco/assets/career-services/docs/how-to-guide-resume-tips.pdf>. Appointments for resume assistance are also available at careerservices@mc3.edu.

Once your resume is approved, it will be included in a resume book for employers to search. To not be included, go to My Account > Privacy tab > select "no" for "Include in Resume Books"

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3. Create a Profile

On the left-hand side of the screen, click on “Public Profile”. Completing this section is not required but it’s good preparation for talking about your qualifications during interviews and can also be used to create a LinkedIn profile. Make your profile “public” if you want your profile to be viewed by employers.



How to Search for a Job

- To start a search, click on “Jobs and Internships” on the left side of screen.
- Click on “search”.
- Type in key words for the job such as: engineering, accounting, graphic design, nursing, dental hygienist, marketing, etc. If you are not sure what words to use, try different search terms in different searches to see what works.
- Enter a city and state in the location box. Pick a mile range from the drop-down box. Hit “enter” to see what positions match the search.
- Filter the list using the drop-down lists to the right of “Show Me”. For example, if you are looking for part time work, under “Position Type”, click on “Part Time”. To find an internship, under “Position Type” click on “Internship”.
- If your search turns up positions that are of interest to you, click on “Create Job Alerts”. This will save your search, and send you email notifications if additional positions are posted that match your search. This way you won’t miss new job posts that might be of interest.
- If you don’t find any relevant positions, try different searches terms. Or try searching in a few days when more positions might be posted.
- To apply to the job, click on the link that opens the position posting, then click on “Apply” at the top of the screen.

Pro Tip: If there is a job that interests you, click on ☆ to save it to “Favorites”.

Click on “Favorites” next to the word “Search” to view the jobs you’ve saved.

For Technical Help, call the Symplicity Help Desk at 703-373-7040. (Hours: Mon.-Fri. 9am-8pm EST). Need career advice? Contact Career Services at careerservices@mc3.edu.



Want to track your searches and apply on the go?

Download the Symplicity app and select Montgomery County Community College.

Career Services
Blue Bell Phone: (215) 641-6577
Pottstown Phone: (610) 718-1906
Email: CareerServices@mc3.edu



Appointments can be made through My Success Network or by contacting the Student Success Center