



**WILLAMETTE
UNIVERSITY**

MBA

GradLeaders Profile

GradLeaders is a powerful career and professional development resource for you as a Willamette MBA Candidate. A few key features about how we use GradLeaders are outlined below:

Personalized Job/Internship Information: We use the information you provide in your profile about your interests and job/volunteer history to match you to opportunities that would be a good fit for your skill-set. It is important to update your profile if anything changes so that you continue to get relevant leads for jobs and/or internships.

Resume Book: Recruiters think highly of Willamette MBA candidates and will frequently ask us to provide them with resumes of individuals who would be a good fit for their jobs/internships/projects. We will work closely with you to get your resume MBA recruiter-ready!

Event Information and Sign-up: All Career Management and Student Association event information is posted and updated on GradLeaders regularly. Use the events tab to RSVP for events of interest.

Document Library: All of the latest Career Management resources (including resume/cover letter templates, interview guides, and more!) can be found on Gradleaders under the document library section on your main Dashboard.

The first step to being able to utilize GradLeaders is to set up your profile.

NOTE: Access to GradLeaders requires you to have a Willamette email address. Contact mbacareer@willamette.edu if you do not have one.

- Log into [GradLeaders](#) using the “Current Students” link: Your GradLeaders login information is your Willamette username and password (your user name is the part of your Willamette email address before the @willamette.edu segment; your password is the password you used to set up your Willamette email account).
- After you log into GradLeaders you will land at the Candidate Registration Screen. Here, you will see several "To Do" items. For now, complete the following:
 - 1) **Enter Contact Information:** From the "Candidate Registration Screen," see "#1 Enter Contact Information" and click the "Go" button on the right side. This takes you to the contact profile information section. Complete all of the red starred fields. Red starred fields are required. Some information has been pre-populated for you. You may fill out

the non-starred fields at your convenience. When you are finished with the Contact Profile, go to the bottom of the page and click "save." Clicking "save" saves your information and takes you back to the "Candidate Registration Screen."

2) **Enter Detailed Profile Information:** From the "Candidate Registration Screen," see "#2 Detailed Profile Information" and click the "Go" button on the right side. This takes you to the detailed profile information section. Complete all of the red starred fields. Red starred fields are required. Some information has been pre-populated for you. You may fill out the non-starred fields at your convenience. When you are finished with the Detailed Profile, go to the bottom of the page and click "save." Clicking "save" saves your information and takes you back to the "Candidate Registration Screen"