

University of Missouri-Kansas City
Career Services
Roo Career Network
Faculty/Staff User Guide



- Call Career Services at (816) 235-1636. The office is open Monday-Friday from 8am –5pm.
- Once your account is created go to **Career Services** website (<https://www.career.umkc.edu>), click on **Faculty/Staff**.
- Use the username and password given to you by the office representative to login. **Please note:** You may change your password in the system after your first log-in in the profile section.
- In the profile section, you may complete the information required.
- Once you have finished you will be able to go in **Roo Career Network (RCN)** and:

Schedule appointments with our career counselors for career development needs including career counseling and career testing, choosing a major, resume writing, cover letters, interviewing skills, networking and job search strategies.

Upload your resume in the documents tab in PDF or Word form.

Search for jobs you qualify for.