

# Career Services Manager

## Student User Guide 3.2

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**CONFIDENTIAL**

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## Getting Started

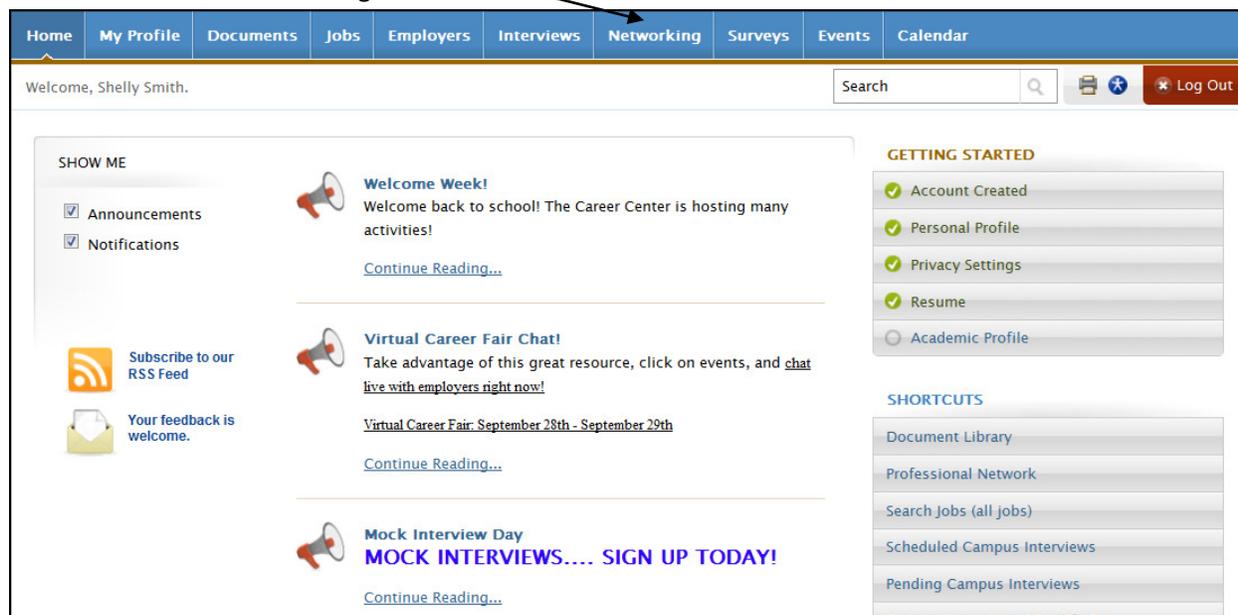
This system allows you to create a profile, store documents, apply and search for jobs, participate in OCR, research employers, schedule counseling appointments, RSVP to workshops, career fairs, and info sessions, and manage your calendar.

Please keep in mind that your school may not have enabled all features that are available on the system. The main navigation bar will present which features your school has established for their students to utilize. Other features (e.g., online chat), may also be absent on your site if your school is not using the feature.

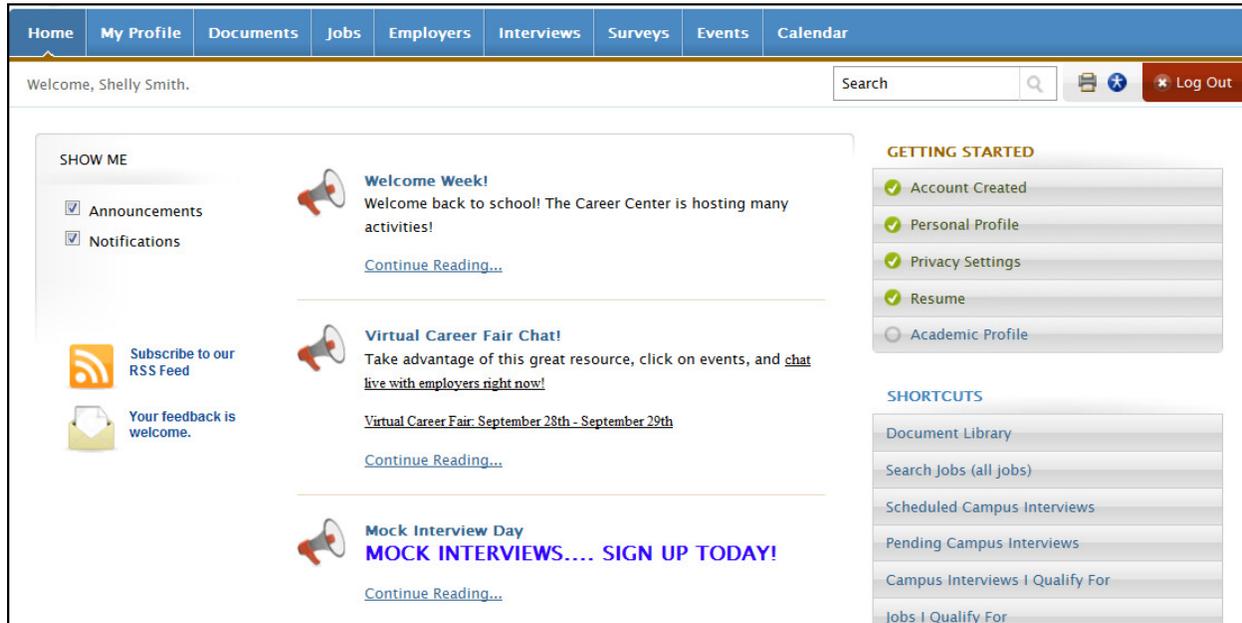
Schools may customize the name of a feature described in this guide. As such you may see different terms used on your site, versus the terminology used in this guide.

### Navigation Bar

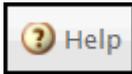
Ex.1- This site has “Networking”.



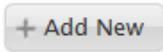
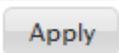
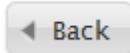
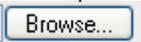
Ex. 2 This site does **not** have “Networking”.

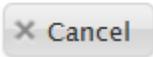
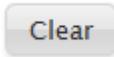
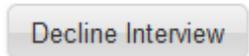
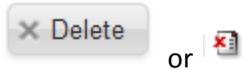
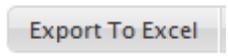
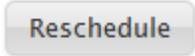
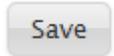
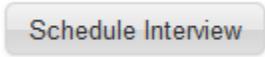
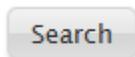
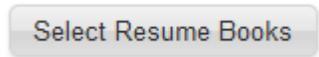
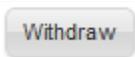


### Helpful hints while navigating the site

- Click on the help button at any time for help. 
- Click on the printer icon, located on the top right to create a printer friendly image of any screen. 
- Breadcrumbs show the students their current location with the ability to click to the parent page or section in one click. 

### System Key Terms

Term	What to Look For	Description
Accessible Mode		Disables select interface enhancements to ensure users of assistive technologies have full and equal access to all aspects of this web site.
Add New		Allows the applicant to add a new item.
Apply		Click to bid to OCR.
Back		Returns the user to the previous screen.
Browse		Used to search for a file on your computer system to upload into the Symplicity database.

Cancel		Return to the previous page without saving changes.
Clear		Clears selected search criteria.
Decline Interview		Declines interview invitation.
Delete	 or 	This button deletes an item.
Export to Excel		Exports the selected items to Excel.
Help		Opens the help topics window. (Note: The Help button is located at the top right-hand corner of the screen.)
Jump	Page <input type="text" value="1"/>	Moves directly to and displays the selected page (in a multi-page list)
Next		Shows the next page (in a multi-page list).
Previous		Shows the previous page (in a multi-page list).
Required Field		Indicates data entry into this field is required before the Save or Submit button can be used.
Reschedule		Allows you to reschedule your interview time.
Save		Saves your work and leaves you on the current page.
Schedule Interview		Allows you to accept your interview and pick your time slot (if applicable).
Search		Button where the user clicks to apply the desired search.
Select Resume Books		Click to select opt-in resume book(s) you are interested in participating.
Submit		Saves your work and brings you back to the previous screen.
Withdraw		Click to withdraw OCR bid.

## Log-in

### Logging into the system

#### Sign In Page

The screenshot shows the 'Log In' section of the system. It includes a 'Log In' heading, a prompt to enter username and password, and two input fields: 'Username (your email address)' and 'Password'. Below the fields are 'Go', 'Reset', and 'Forgot Password' buttons. To the right is a 'Register' section with a 'Register' button and an image of a computer monitor with a hand cursor. A blue callout box points to the input fields with the text: 'Type your username and password in the "Username" and "Password" fields and click "Go"'. A 'Help' icon is visible in the top right corner.

### Forgot my password

The screenshot shows the 'Forgot my password' page. At the top, there are three tabs: 'Sign in', 'Forgot my password' (which is highlighted), and 'Register'. Below the tabs is a heading 'forgot my password' with a lock icon. A text prompt reads: 'Enter your username below, click go, and your password will be reset and emailed to you'. Below this is a 'Username:' label followed by an input field and the text '(your email address)'. At the bottom are 'Go' and 'Clear' buttons. Two blue callout boxes provide instructions: the first points to the 'Forgot my password' tab and says 'If you forget your password click on the "Forgot my password" tab and you will be prompted to submit your username and click "Go".'; the second points to the input field and says 'If your username matches a username in the system, you will be sent an email with a new password (password is actually reset to the version sent to you in the email).'

## Change Password

The screenshot shows the 'Change Password' page in the CSM system. At the top, there is a navigation bar with tabs: Home, My Profile, Documents, Jobs, Employers, Interviews, Surveys, Events, and Calendar. Below this is a breadcrumb trail: Home > Profile > Password/Pr. A search box and 'Log Out' button are also visible. The main content area has a sub-navigation bar with tabs: Personal, Academic, Privacy, Placements, Co-op, NACE Salary Surveys, Password/Preferences (highlighted), and Activity Summary. The 'Password/Preferences' tab is highlighted in brown. Below the sub-navigation bar, there are 'Save' and 'Reset Form' buttons. The form contains three password fields: 'Old Password' (with a masked input), 'New Password' (with an empty input), and a second 'New Password' field (with an empty input). At the bottom, there is an 'Accessible Mode' section with radio buttons for 'Yes' and 'No' (selected). The page is annotated with three blue callout boxes: one pointing to the 'My Profile' tab, one pointing to the 'Password/Preferences' tab, and one pointing to the 'New Password' fields.

Home > Profile > Password/Pr

Search [ ] [ ] [ ? Help ] [ \* Log Out ]

profile

Personal Academic Privacy Placements Co-op NACE Salary Surveys **Password/Preferences** Activity Summary

Save [ ] [ Reset Form ]

**Old Password**  
Please enter your current password.  
[ ]

**New Password**  
Please enter your new password.  
[ ]

**New Password**  
Please re-enter your new password to confirm.  
[ ]

**Accessible Mode (for visually impaired users)**  
Improve compatibility with screen reader software  
 Yes  No

Save [ ] [ Reset Form ]

Once you have logged in, go to the "Profile" tab to change your password

Click on the "Password/Preferences" tab

Type your new password in the "New Password" field and then re-enter it in the second "New Password" field and click "Save"

# Home

## The Homepage

### Homepage Screen

The screenshot shows the CSM homepage for user Shelly Smith. At the top is a navigation bar with links: Home, My Profile, Documents, Jobs, Employers, Interviews, Surveys, Events, and Calendar. Below the navigation bar is a search bar and a 'Log Out' button. The main content area is divided into several sections:

- SHOW ME:** Includes checkboxes for 'Announcements' and 'Notifications', an RSS feed subscription link, and a feedback message.
- Announcements:** A list of messages with megaphone icons, including 'Welcome Week!', 'Virtual Career Fair Chat!', 'Mock Interview Day', and 'Resume Reviews'. Each message has a 'Continue Reading...' link.
- GETTING STARTED:** A list of progress items with checkmarks: Account Created, Personal Profile, Privacy Settings, Resume, and Academic Profile.
- SHORTCUTS:** A list of quick links: Document Library, Search Jobs (all jobs), Scheduled Campus Interviews, Pending Campus Interviews, Campus Interviews I Qualify For, Jobs I Qualify For, All OCR JOBS/Interviews, My Activity Summary, and Request a Counseling Appointment.
- ATTEND EVENTS:** A section header at the bottom right.

Callouts provide additional information:

- Top Callout:** 'View at-a-glance features of Insight (Announcements, Shortcuts, Calendar, Alerts, etc.) by clicking on the Home link in the top toolbar' - points to the 'Home' link in the navigation bar.
- Right Callout:** 'Access system sections with one click by clicking on the various Shortcuts' - points to the 'SHORTCUTS' section.
- Bottom Callout:** 'Students can review CSM messages from administrators from the "Announcements" section' - points to the 'Announcements' section.

## Profile

You may be redirected to the Profile section when logging in if your school requires you to fill out required profile fields before utilizing any other system features.

### Build a personal profile

#### Profile Screen

The screenshot shows the 'Profile' section of the CSM interface. At the top, a navigation bar includes 'Home', 'My Profile', 'Documents', 'Jobs', 'Employers', 'Interviews', and 'Network'. Below this, a breadcrumb trail reads 'Home > Profile > Personal'. The main heading is 'profile'. A secondary navigation bar contains tabs for 'Personal', 'Academic', 'Privacy', 'Placements', 'Co-op', 'NACE Salary Surveys', 'Password/Preferences', and 'Activity Summary'. The 'Personal' tab is active, showing a form with fields for 'Last Name' (Smith), 'Email\*' (smith@demo.edu), and 'Phone Number' ((###) ###-####). A 'COMPLETION STATUS' section on the right lists 'Full name' and 'First Name' as completed. Callout boxes provide instructions: 'Build a personal profile (contact information, change password, etc.) by clicking on the "Profile" main navigation', 'Click on the "Privacy" tab to update your privacy settings including: being included in receiving emails from your advising office, synchronizing calendar events, and receiving text message reminders', 'Click on the Personal Information tab to update email address and other contact information', 'Click on Academic Information to update graduation date and other school information', 'Report employment information by clicking on the Placements or Co-op tab', and 'Update system access by clicking on the Password/Preferences tab to update your password'. A note states: 'NOTE: It is important to keep this information current as this will be used for communication.' Buttons for 'Save Changes And Continue', 'Reset Form', and 'Cancel' are visible above the form fields.

## Review CSM Activity

### Activity Summary Screen

The screenshot shows the 'Activity Summary' tab selected in the user profile navigation menu. A search bar is located at the top right. Below the navigation menu, there are date range filters for '2010-09-01' to '2010-09-02' with 'Select' and 'Clear' buttons. An 'Apply Search' button is also present. A table displays activity logs with columns for Date/Time, Activity, and Employer. Callouts provide instructions on how to view details and filter the activity list.

Home > Profile > Activity Summary

Search

Log Out

profile

Personal Academic Privacy Placements Co-op NACE Salary Surveys Password/Preferences **Activity Summary**

Date Range 2010-09-01 Select Clear to 2010-09-02 Select Clear

Apply Search

Queries may be run on all saved event log data, but are restricted to a time span of . Results limited to 1000 to optimize performance. Please use filters to find desired entries.

Items 1-3 of 3

Date/Time▲	Activity▼	Employer
<a href="#">Sep 02, 2010, 3:30 pm</a>	Resume Submitted	Symlicity
<a href="#">Sep 02, 2010, 1:35 pm</a>	Favorite Employer Add	Acme Motors

View a log of all the logged CSM actions clicking on the "Activity Summary" tab

Click 'Select' to filter the activity list by selecting the date in the calendar

View specific details about an action such as IP Address, Action Type and User ID by clicking on a link in the Date/Time column

## Documents

### Manage Documents

#### Documents Screen

Home > Documents > Approved Documents

resumes

Approved Documents | Pending Documents | Resume Builder | Opt-In Resume Book | Document Library

Document Title ^ | Document Type ^ | View | Last Modified v | File Status | Review Status | Options

Document Title ^	Document Type ^	View	Last Modified v	File Status	Review Status	Options
<a href="#">Cover Letter</a>	Cover Letter		09/02/2010 03:51:00 pm	ready		<input type="button" value="X Delete"/>
<a href="#">Resume</a>	Resume		09/02/2010 03:53:00 pm	ready		<input type="button" value="X Delete"/>
<a href="#">smith@demo.edu</a>	Resume		12/11/2007 04:24:00 pm	ready		<input type="button" value="Make Default"/> <input type="button" value="X Delete"/>
<a href="#">Transcript</a>	Unofficial Transcript		09/02/2010 03:52:00 pm	ready		<input type="button" value="X Delete"/>

+ Add New 4 Items

View existing and upload new documents (documents, writing samples, transcripts, or other documents) by clicking on the "Documents" main Navigation

NOTE: If you are uploading a document file (e.g., "\*.doc"), the system will convert the document to pdf. Alternatively, you can upload a "\*.pdf" directly to the system.

If your career services office approves resumes, the document will be located in the Pending Documents tab until it is approved

Submit your resume in an Opt-in Resume Book

View helpful documents uploaded by your administrator in the "Document Library" tab

Click on the "Add New" button to upload a new document

The "Make Default" button designates a main resume that will default when submitting a resume, and with permission, will appear in employer resume books

## Add, Edit, or Delete Documents

### New Document Screen

Home > Documents > Approved Documents >

Search

resumes

Your resume must be approved

To view PDF files, you may need [Adobe Acrobat Reader](#).

**Student Document** \* indicates a required field

Label\*:

Document Type: **NOTE: If you want to upload an Unofficial Transcript, [click here](#).**

Resume  Cover Letter  Writing Sample  Other Documents

Maximum file size: 500kb

File\*  
Please select your document to upload.

Click the "Submit" button

Select a Document Type

After clicking the "Add New" button, enter a document title in the Label field

Click on "Browse" button, select a file to upload

## Opt-In Resume Book

resumes

Opt-in resume books are those where the student pro-actively puts their resume into the book

Click on the "Opt-In Resume Book" tab to submit and view available Opt-in resume books

2 Items

Document Title ^	View	Last Modified v	Status	Target Opt-In Resume Book	Options
<a href="#">Resume</a>		09/02/2010 03:53:00 pm	ready		Select Resume Books
<a href="#">smith@demo.edu</a>		12/11/2007 04:24:00 pm	ready		Select Resume Books

Click on the "Select Resume Books" button for the resume you would like to submit to an opt-in resume book

resumes

To view PDF files, you may need [Adobe Acrobat Reader](#).

Submit ▶ Cancel ✕

\* indicates a required field

**Student Document**

Label\*:

Resume: preview: resume: [smith@demo.edu.doc](#).

Target Opt-In Resume Book:

- All Student Resume Book
- Seeking Internships

Check off the book(s) you would like to participate in under the "Target Opt-In Resume Book" field and click "Submit"

Submit ▶ Cancel ✕

## Jobs

The Job Postings section displays employer job postings. Students may submit resumes to both on-campus recruiting (OCR) job postings and non-OCR job postings. Additionally, students may set Search Agents to schedule automated job searches with email alerts.

### Search & View Jobs

#### Job Postings Screen

View job postings by clicking on "Jobs" from the top navigation bar

From the "Advanced Search" tab, refine the job list by utilizing Keywords, Majors, Work Authorization, Locations, Position Types, etc and clicking the "Submit" button

Use the search filters to search by desired criteria and click "Search"

View all submitted job applications by clicking on the "Applications" tab

View information such as the description, important dates, and location by hovering over the Quick View (binocular) icon

Apply, check application status, and review application documents by clicking the "Apply" or "Applied" button

Add a job to the Favorite list by clicking the star icon

The screenshot shows the 'Job Postings' section of the CSM interface. At the top, there is a navigation bar with tabs for 'Documents', 'Job Postings', 'Employers', and 'Interviews'. Below this is a search area with a dropdown menu set to 'All Jobs & Interviews', a 'Keywords' input field, and a 'Position Type' dropdown. There are also fields for 'Jobs located within' and 'miles of zip code'. A 'Search' button is visible. Below the search area, there are tabs for 'job postings', 'Favorites', 'Advanced Search', 'Search Agents', 'Applications', and 'Job Archives'. The 'job postings' tab is active, showing a list of results. The first result is for an 'Accountant' position, with a 'Quick View' (binocular) icon and an 'Apply' button. The second result is for an 'Analyst' position, with a 'You do not qualify for this job' message and an 'Apply' button. The third result is for a 'Cooking Internship' position, with a 'Recruiting On Campus' status and an 'Applied' button. The fourth result is for an 'Engineer' position, with a 'Recruiting On Campus' status and an 'Apply' button. A 'View Printable Job List' button is also present. The page shows 15 results, with items 1-15 of 15 displayed. The page is sorted by 'Job Title' and shows 20 items per page.

## Position Details

**Apply to the job or review application materials by clicking the Apply or Applied icon**

**Once a student has applied:**

**Add Job to Favorites by clicking on the star icon next to the job title**

**Review related resources made available by the career services staff**

**Review information about the employer by clicking the Employer Profile icon**

**Accountant**  
Simpson Farm

Posted: Feb 28, 2010

<b>DIVISION</b>	N/A	<b>POSITION TYPE</b>	Full Time, Summer
<b>WORK AUTHORIZATION</b>	US Citizen	<b>SALARY LEVEL</b>	50,000
<b>APPROXIMATE HOURS PER WEEK</b>	40	<b>TRAVEL PERCENTAGE</b>	No Travel

**DESCRIPTION**  
Under direction of a Division Manager, performs professional accounting work, including auditing, analyzing and verifying fiscal records and reports, preparing financial and statistical reports, providing information to Farm staff regarding accounting practices and procedures, and reconciling general ledger accounts, assists in preparing the Farm's annual and mid-year budgets; prepares year-end audit reports and schedules; trains and provides technical advice to lower-level accounting personnel, and performs related work as required.

**LOCATION**  
City: Buffalo  
State/Province: New York  
Country: United States

**QUALIFICATIONS**  
Degree and 1 year experience

**WANT THIS JOB?**  
1 Apply

**IMPORTANT DATES**  
Posted On: Feb 28, 2010  
Applications Accepted Until: Mar 29, 2012

**SCREENING CRITERIA**  
Majors/Concentrations: All Majors  
Applicant Type: Seeking Part-time Employment, Seeking Full-time Employment, Seeking Co-op, Seeking Internship

**RELATED RESOURCES**  
Resume Tips  
How to Write a Cover Letter  
On-campus Recruiting Handbook

**HELP & SUPPORT**  
Chat with an Advisor  
Send a Question or Comment

← Back   Print Preview   Print

## Apply for Jobs

**Apply to the job or review application materials by clicking the Apply or Applied icon**

**Submit your documents by choosing the appropriate document name from the various document dropdown menus, and clicking the "Submit" button**

**Accountant**  
Simpson Farm

Posted: Feb 28, 2010

<b>DIVISION</b>	N/A	<b>POSITION TYPE</b>	Full Time, Summer
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**WANT THIS JOB?**  
1 Apply

**SEND DOCUMENTS**  
If you wish to apply, please select the document(s) to include and click Submit.

Choose a Resume to submit for this position.  
**RESUME:** [Resume\*] Add New

Choose a Cover Letter to submit for this position.  
**COVER LETTER:** [ ] Add New

If you would like to add an optional personal note to the employer, please enter it here. This field is NOT required.  
**NOTES:** [Text Area]  
Check Spelling

Submit

**On-campus Recruiting Handbook**

**HELP & SUPPORT**  
Chat with an Advisor



Review and/or edit a Search Agent by clicking on a link in the "Label" column

job postings

[\[your school\] jobs](#)
[Favorites](#)
[Advanced Search](#)
[Search Agents](#)
[Applications](#)
[Job Le...](#)

⚠ Because job options such as Major Recruited, Geographic Region etc. change from time to time, please review/update your job search agents periodically.

Items 1-1 of 1 SHOW 20 per page

Label ^	Agent Type ^	Last Run On ^	Next Scheduled Run ^	Schedule	Options
<a href="#">My Jobs</a>	Student Job Search	-	Sep 23, 2010	1 day	<a href="#">Schedule</a> <a href="#">Edit</a> <a href="#">Run</a> <a href="#">X Delete</a>

View a list of search agents by clicking on the "Search Agents" tab

### Search Agent

job postings

[Submit ▶](#)
[◀ Back](#)

**Label\*:**

**Enabled\*:** Checking 'yes' will enable your agent to be run on a  
 yes  no

**Period\*:** Select a frequency for this agent to run.

**Multiple\*:** The value entered here will be used to determine how frequently your agent is run. (Example: Period=month, Multiple=2, Agent will be run every 2 months.)

**Include only new results\*:** Checking 'yes' will only include new results posted since the last run date  
 yes  no

CSM will run enabled Search Agents automatically, and then email the results

Enable a Search Agent by clicking Yes, and then setting a "Period", a "Multiple", and then clicking the "Submit" button

## Employers

The Employers section enables students to browse employer profiles and designate Favorites

### Research Employers

#### Employer Listing Screen

The screenshot shows the 'Employers' section of the CSM interface. At the top, a navigation bar includes links for Home, My Profile, Documents, Jobs, Employers, Interviews, and Network. A callout box points to the 'Employers' link, stating: 'View information about employers by clicking on “employers” from the top navigation bar'. Below the navigation bar, the breadcrumb 'Home > Employers' is visible, along with utility links for Help, Log Out, and a star icon. The main heading is 'employer profiles'. Below this, there are tabs for 'Employers', 'Favorite Employers', 'Contacts', and 'Favorite Contacts'. The 'Employers' tab is active. The search area includes fields for Industry, City, State, and Country, along with a 'Keywords' field. Radio buttons for 'On Campus Events?' are set to 'Ignore'. A 'Search' button and a 'Clear' button are present. A callout box points to the search fields, stating: 'Find a specific employer by filtering the various search fields, and then clicking the “Search” button'. Below the search area is a legend: 'Legend: I=Interviews IS=Information Session'. A list of employers is displayed, with a callout box pointing to the 'Organization' column, stating: 'View an employer overview, corporate culture information, key statistics and/or positions available by clicking on an underlined employer name in the “Organization” column'. The table shows the following data:

Organization	Website	On Campus	Pro-net	Favorites
<a href="#">ASIA TECHNOLOGY GROUP INTERNATIONAL (ATGI)</a>	<a href="http://atgintl.biz/">http://atgintl.biz/</a>			★
<a href="#">Acme Motors</a>				★
<a href="#">Air Kelly</a>				☆
<a href="#">Air Supply</a>	<a href="http://www.sirkelley.com">http://www.sirkelley.com</a>		2	☆

## Favorite Employers

employer profiles

Employers Favorite Employers Contacts Favorite Contacts

Industry

City

State

Country

On Campus Events?  Yes  No  Ignore  
(for which you are eligible)

**Legend:** I=Interviews IS=Information Session

0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z | a

Items 1-20 of 78 SHOW 20 per page Page 1

Organization	Website	On Campus	Pro-net	Favorites
<a href="#">ASIA TECHNOLOGY GROUP INTERNATIONAL (ATGI)</a>	<a href="http://atqintl.biz/">http://atqintl.biz/</a>			☆
<a href="#">Acme Motors</a>				★
<a href="#">Air Kelly</a>				☆
<a href="#">Air Supply</a>	<a href="http://www.airkelley.com">http://www.airkelley.com</a>		2	★

View the Favorite Employers by clicking on the Favorite Employers tab

Place an employer under the "Favorite Employers" tab by clicking on the star icon in the Favorites column

employer profiles

Employers Favorite Employers Contacts Favorite Contacts

Save As Excel Items 1-2 of 2 SHOW 20

Organization	Website	On Campus	Remove Favorite
<input type="checkbox"/> <a href="#">Acme Motors</a>			✖
<input type="checkbox"/> <a href="#">Air Supply</a>	<a href="http://w...">http://w...</a>		✖

Create a spreadsheet of favorite employers by selecting the checkboxes next to the employer's name and then clicking the "Save as Excel" button

View an employer overview, corporate culture information, key statistics and/or positions available by clicking on an underlined employer name in the "Organization" column

Take employers out of Favorites by clicking on the red "x" icon in the Remove Favorites column

## Research Contacts

### Contact Listing Screen

Home My Profile Documents Jobs Employers Interviews Networking Surveys Events Calendar

Home > Employers > Contacts

Help Log Out

# employer profiles

Employers Favorite Employers Contacts Favorite Contacts

Employer

Job Title

City

State

Country

Email

Keywords

Search Clear

0-9 [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [\[all\]](#)

Items 1-3 of 3 SHOW  per page

Contacts	Title	Email	Phone	Employer	Favorites
<a href="#">Andy Anderson</a>		symptest@fake.com		<a href="#">Bennigan's</a>	★
<a href="#">Ariella Levy</a>				<a href="#">Children, Inc.</a>	☆
<a href="#">Avy Gonzalez</a>				<a href="#">TUTOR.COM (Tutor Management)</a>	★

View information about contacts by clicking on "Contacts" from the navigation bar

Find a specific contact by filtering the various search fields, and then clicking the "Search" button

View contact information such as email, address, and phone number by clicking on an underlined contact name in the "Contacts" column

Copy

Confidential

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## Interviews

The Interviews section enables students to manage their on-campus interviews.

### Interviews Management

View information about on-campus interviews by clicking on "Interviews" from the top navigation bar

View a list of scheduled interviews by clicking on the "Scheduled Interviews" tab

View interview details by clicking on the link in the "Interview Date" column

Reschedule or cancel an interview by clicking the buttons in the last column

Interview Date	Position	Employer	Interview Time	Interview Room	Documents	Status Offer
<a href="#">Review</a> <a href="#">Oct 25, 2010</a>	<a href="#">Aeronautical Analyst (105)</a>	<a href="#">Air Supply</a>	9:00 am - 10:00 am	Room B		<a href="#">Reschedule</a> <a href="#">Cancel</a>

### Scheduled Interviews

Unschedule an interview by clicking the "Cancel Interview" button

Change the date and time of the interview by clicking the Reschedule button (The Reschedule button will not cancel the existing interview until a new time-slot is selected.)

**Interview Details** [add to calendar](#)

**Date:** Oct 25, 2010  
**Time:** 9:00 am - 10:00 am  
**Room:** Room B  
**Employer:** [Air Supply](#)  
**Submitted Documents:** [Resume](#)

**Position Information**

Employer: Air Supply  
 Division: Human Resources -- dept  
 Title: Aeronautical Analyst  
 Description: Understands flying  
 Location:

**Location**

City: Washington  
 State/Province: District of Columbia  
 Country: States

[Back](#) [Cancel Interview](#) [Reschedule](#)

## Interview Requests

View a list of the positions applied for by clicking on the Interview Requests tab

The "status" column will show the current status of your interview request

The "options" column will list all of the available options for each interview request

## Schedule Interview

Once the interview time is selected your interview will then show up under the "Scheduled Interviews" tab

After clicking the "Schedule Interview" tab on the "Interview Requests" tab you will select your interview time and click "submit"

## Networking

The Networking section enables students to search the mentor network as well as express interest in mentors.

### Professional Network

#### Professional Network Listing Screen

The screenshot shows the Professional Network Listing Screen. At the top, a navigation bar includes links for Home, My Profile, Documents, Credentials, Jobs, Employers, Networking, Surveys, and Events. A search bar is located to the right of the navigation bar. Below the navigation bar, a breadcrumb trail reads 'Home > Networking > Professional Network'. The main content area features a search filter section with tabs for Professional Network, Favorites, Detailed Search, and Saved Searches. The filter section includes fields for Employers, Expressed Interest (Yes, No, Ignore), Mentor City, Mentor State, Major, Degree Level #2, and Name and Title Search. Below the filter section are 'Apply Search' and 'Clear' buttons. A table displays search results with columns for Last, First, Employer, Job Title, Major, Interested, and Options. The table contains five rows of data. Callouts provide instructions: 'View the contacts participating in the Professional Network by clicking on "Networking" on top navigation bar', 'Conduct in depth searches by clicking on the "detailed search" tab', 'Save your detailed searches under the "Saved Searches" tab', 'View professional profile by clicking on desired mentor's last name', and 'Mark contacts as favorites by clicking on the star icon in the options column'.

View professional profile by clicking on desired mentor's last name

Conduct in depth searches by clicking on the "detailed search" tab

View the contacts participating in the Professional Network by clicking on "Networking" on top navigation bar

Save your detailed searches under the "Saved Searches" tab

Mark contacts as favorites by clicking on the star icon in the options column



## Surveys

The Surveys section enables students to fill out surveys that the career services office has created. You may be redirected to the surveys section when logging if your career center is requiring that a survey is completed before utilizing other system features.

### Surveys

Click on the "Respond" tab to view and submit answers to the survey

Click on the "Surveys" tab to see available surveys

	Name	Start Date	End Date	Modified
Respond	Resume Workshop Feedback	Sep 07, 2010	Dec 07, 2010	-

**Resume Workshop Feedback**

Submit Save Cancel \* indicates a required field

**Response**

Did you find the workshop informative?:  yes  no

What was the most important fact you learned?:

How can we better help prepare and inform out students for writing resumes?:

Submit Save Cancel

Complete the survey and click "Submit"



## Information Sessions

### Information Session Listing Screen

The screenshot shows the 'Information Sessions' page. At the top is a navigation bar with links: Home, My Profile, Documents, Jobs, Employers, Interviews, Networking, Surveys, Events, and Calendar. Below this is a breadcrumb trail: Home > Events > Information Sessions. A search bar and utility icons (Help, Print, Star, Log Out) are on the right. A secondary navigation bar contains 'Career Fairs', 'Information Sessions' (highlighted), and 'workshops'. The main content area has search filters: 'Information Session Type' (dropdown), 'Information Session Start Date/Time' and 'Information Session End Date/Time' (date pickers with 'Select' and 'Clear' buttons), 'RSVP to Event' (radio buttons for Yes, No, Ignore), and 'Employer' (text input). 'Search' and 'Clear' buttons are at the bottom of the filter section. Below the filters, it says 'Items 1-3 of 3' and 'SHOW 20 per page'. A table lists three sessions:

Information Session Start Date/Time	Information Session End Date/Time	Information Session Type	Employer	Location	RSVP
<a href="#">Sep 28, 2010 6:30 pm</a>	Sep 28, 2010 9:30 pm	Evening Social	Air Supply	Main Lawn	RSVP
<a href="#">Sep 30, 2010 11:00 am</a>	Sep 30, 2010 3:00 pm	Open House	Symlicity	Jones Auditorium	RSVP
<a href="#">Oct 21, 2010 7:15 pm</a>	Oct 21, 2010 7:15 pm	CO-OP Info Session	CBR	Kruger Hall	RSVP

View upcoming Information Sessions by clicking on the "Events" link on the top navigation bar and then clicking on the "Information Sessions" tab

Find a specific information session by filtering the various search fields, and then clicking the "Search" button

View information session information, and RSVP for the event by clicking on the desired information session name link

You can also RSVP by clicking the "RSVP" button

## Workshops

### Workshop Listing Screen

Home > Events > Workshops

Home > Events > Workshops

events

Career Fairs Information Sessions **workshops**

Session Start  Select Clear to  Select Clear

Session End  Select Clear to  Select Clear

RSVP to Event  Yes  No  Ignore

Keywords

Search Clear

Items 1-3 of 3 SHOW 20 per page

Name ^	Session Start ^	Session End	Location	RSVP
<a href="#">Resume Critique</a>	Sep 22, 2010 5:45 pm	Sep 22, 2010 9:45 pm	Jones Auditorium	RSVP
<a href="#">CO-OP How-to</a>	Sep 30, 2010 1:00 pm	Sep 30, 2010 5:00 pm	Main Lawn	RSVP
<a href="#">On-campus Recruiting Intro</a>	Mar 17, 2011 1:15 pm	Mar 18, 2011 5:15 pm	Jones Auditorium	RSVP

View upcoming Workshops by clicking on the "Events" link on the top navigation bar and then clicking on the "Workshops" tab

Find a specific workshop by filtering the various search fields, and then clicking the "Search" button

View workshop information, and RSVP for the event by clicking on the workshop name link

You can also RSVP by clicking the "RSVP" button

# Calendar

## Important Dates and Personal Event

### Calendar Screen

View important dates for the upcoming weeks by clicking on "Calendar" on the top navigation bar

The screenshot shows the CSM Calendar interface. At the top is a navigation bar with tabs: Home, Profile, Documents, Credentials, Job Postings, Employers, Interviews, Networking, Surveys, Events, and Calendar. Below the navigation bar is a breadcrumb trail 'Home > Calendar' and a search box. The main content area has a sub-navigation bar with tabs: Agenda, Day View (selected), Week View, Month View, Year View, Personal Events, and Counseling Appointment. Below this are filter options: 'Info Session Type' (dropdown), 'View OCR' (checkboxes for Interviews and Resume Submission Deadlines), and 'View' (dropdown set to Normal). The main calendar area shows a 'Day View' for 'January 14, 2011'. It features a timeline with events: 'Alternate Signup Begins' (green bar), 'Resume Review Union 222' (blue bar, 8:00 AM - 8:35 AM), and 'Career Counseling Appt: Ron Eblen (All Majors)' (blue bar, 9:00 AM - 10:00 AM). On the right, there are two inset calendars: 'December 2010' and 'January 2011'. The 'January 2011' calendar has the 14th highlighted in yellow. A 'jump to' dropdown is located at the top right of the main calendar area.

Create personal events by clicking on the "Personal Events" tab

Schedule counseling appointments

Search for Info Sessions or OCR events at the top of the calendar

Create or review events by double-clicking into any of the timeslots

Review important dates by clicking on the highlighted dates in the inset calendar on the right

Click on a link in an Event to view event details

## Counseling

The screenshot shows the 'Calendar' tab selected in the top navigation bar. The breadcrumb trail is 'Home > Calendar > Counseling Appointment >'. A search box is located in the top right. Below the navigation bar, the 'Counseling Appointment' tab is active. The main content area is divided into three sections: '1. SET YOUR SCHEDULING CRITERIA', '2. CLICK A DATE', and '3. SUBMIT YOUR REQUEST'.

**1. SET YOUR SCHEDULING CRITERIA**

- Counseling Type:** Appointment (selected)
- Counselor(s):**
  - Matthew Kelley (Engineering)
  - Trevor Aulick (Information Technology)
  - Scott Lewis (Finance)
  - Ron Eblen (All Majors)
- Earliest Appointment:** [Dropdown] [Dropdown] [Dropdown]
- Latest Appointment:** [Dropdown] [Dropdown] [Dropdown] [Clear]

**2. CLICK A DATE**

A calendar for February is displayed. A callout box for 'Ron Eblen (All Majors)' is shown, containing a photo and a bio: 'I am Ron, I work with all students, and I am excited to meet and work with you. I would love to meet with you to discuss your resume, cover letter, interview skills, or job search strategies.'

**3. SUBMIT YOUR REQUEST**

Fields for 'Counselor:', 'Date:', 'Time:', and 'Type:' are present. 'Cancel' and 'Submit Request' buttons are at the bottom.

**Callouts:**

- Set the Counseling Type filter to view available counselors and to set additional filters
- Click on a date to see available appointments and select the desired time
- Hover over a counselor to view the counselor's bio
- Once a time is selected, the details will appear and click "Submit Request"
- Create a counseling request by clicking on the "Calendar" tab on the top navigation bar and then clicking on the "Counseling Appointment" tab and click "New Appointment"