Career Services Manager
Student User Guide 3.2

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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”.

![Navigation Bar Image]
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.
- Breadcrumbing shows the students their current location with the ability to click to the parent page or section in one click.

System Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>What to Look For</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessible Mode</td>
<td>✖️ Accessible Mode: Off</td>
<td>Disables select interface enhancements to ensure users of assistive technologies have full and equal access to all aspects of this web site.</td>
</tr>
<tr>
<td>Add New</td>
<td>+ Add New</td>
<td>Allows the applicant to add a new item.</td>
</tr>
<tr>
<td>Apply</td>
<td>Apply</td>
<td>Click to bid to OCR.</td>
</tr>
<tr>
<td>Back</td>
<td>✅ Back</td>
<td>Returns the user to the previous screen.</td>
</tr>
<tr>
<td>Browse</td>
<td>✋lyse Browse...</td>
<td>Used to search for a file on your computer system to upload into the Symplicity database.</td>
</tr>
<tr>
<td>Button</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Cancel</td>
<td>Return to the previous page without saving changes.</td>
<td></td>
</tr>
<tr>
<td>Clear</td>
<td>Clears selected search criteria.</td>
<td></td>
</tr>
<tr>
<td>Decline Interview</td>
<td>Declines interview invitation.</td>
<td></td>
</tr>
<tr>
<td>Delete</td>
<td>This button deletes an item.</td>
<td></td>
</tr>
<tr>
<td>Export to Excel</td>
<td>Exports the selected items to Excel.</td>
<td></td>
</tr>
<tr>
<td>Help</td>
<td>Opens the help topics window. (Note: The Help button is located at the top right-hand corner of the screen.)</td>
<td></td>
</tr>
<tr>
<td>Jump</td>
<td>Moves directly to and displays the selected page (in a multi-page list)</td>
<td></td>
</tr>
<tr>
<td>Next</td>
<td>Shows the next page (in a multi-page list).</td>
<td></td>
</tr>
<tr>
<td>Previous</td>
<td>Shows the previous page (in a multi-page list).</td>
<td></td>
</tr>
<tr>
<td>Required Field</td>
<td>Indicates data entry into this field is required before the Save or Submit button can be used.</td>
<td></td>
</tr>
<tr>
<td>Reschedule</td>
<td>Allows you to reschedule your interview time.</td>
<td></td>
</tr>
<tr>
<td>Save</td>
<td>Saves your work and leaves you on the current page.</td>
<td></td>
</tr>
<tr>
<td>Schedule Interview</td>
<td>Allows you to accept your interview and pick your time slot (if applicable).</td>
<td></td>
</tr>
<tr>
<td>Search</td>
<td>Button where the user clicks to apply the desired search.</td>
<td></td>
</tr>
<tr>
<td>Select Resume Books</td>
<td>Click to select opt-in resume book(s) you are interested in participating.</td>
<td></td>
</tr>
<tr>
<td>Submit</td>
<td>Saves your work and brings you back to the previous screen.</td>
<td></td>
</tr>
<tr>
<td>Withdraw</td>
<td>Click to withdraw OCR bid.</td>
<td></td>
</tr>
</tbody>
</table>
Log-in

Logging into the system

Sign In Page

Type your username and password in the “Username” and “Password” fields and click “Go”.

Forgot my password

If you forget your password click on the “Forgot my password” tab and you will be prompted to submit your username and click “Go”.

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).
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

View at-a-glance features of Insight (Announcements, Shortcuts, Calendar, Alerts, etc.) by clicking on the Home link in the top toolbar.

Students can review CSM messages from administrators from the “Announcements” section.

Access system sections with one click by clicking on the various Shortcuts.

Students can review CSM messages from administrators from the “Announcements” section.

Access system sections with one click by clicking on the various Shortcuts.
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

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.

Update system access by clicking on the Password/Preferences tab to update your password.

NOTE: It is important to keep this information current as this will be used for communication.
**Review CSM Activity**

**Activity Summary Screen**

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Activity</th>
<th>Employer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep 02, 2010 3:30 pm</td>
<td>Resume Submitted</td>
<td>Symplicity</td>
</tr>
<tr>
<td>Sep 02, 2010 1:35 pm</td>
<td>Favorite Employer Add</td>
<td>Acme Motors</td>
</tr>
</tbody>
</table>

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

**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

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

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.

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

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.
Add, Edit, or Delete Documents

New Document Screen

After clicking the “Add New” button, enter a document title in the Label field.

Select a Document Type

Click the “Submit” button

Click on “Browse” button, select a file to upload

To view PDF files, you may need Adobe Acrobat Reader.
Opt-In Resume Book

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.

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

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

Use the search filters to search by desired criteria and click “Search”.

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

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.
Once a student has applied:

1. Applied

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

Review related resources made available by the career services staff.

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

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

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.
Favorite Jobs

Keep a list of Favorite jobs by clicking on the star icon next to the job title from the job list or within the job posting.

View, rank and manage your Favorite Jobs under the “Favorites” tab.

Remove from favorites by clicking the red X in the Remove.

Rate jobs by highlighting the desired number of stars.

Favorite job postings

- [your school] jobs
- Favorites
- Advanced Search

Favorite jobs:

- [Employer] - [Job Title]:
  - [Location]:
  - [Date Posted]:
  - [Deadline]:
  - [Type]:
  - [Remove Favorite]:
  - [My Rating]:

Advanced Search & Search Agents

Conduct a more in depth search of job postings by clicking on the “Advanced Search” tab.

From the “Advanced Search” tab save an advanced search as a search agent by checking “Save As”, and then inputting a name in the Search Agent field.
Search Agent

- Review and/or edit a Search Agent by clicking on a link in the “Label” column.
- View a list of search agents by clicking on the “Search Agents” tab.
- Enable a Search Agent by clicking Yes, and then setting a “Period”, a “Multiple”, and then clicking the “Submit” button.
- CSM will run enabled Search Agents automatically, and then email the results.
Employers
The Employers section enables students to browse employer profiles and designate Favorites

Research Employers
Employer Listing Screen

View information about employers by clicking on “employers” from the top navigation bar

Find a specific employer by filtering the various search fields, and then clicking the “Search” 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
**Favorite Employers**

**employer profiles**

<table>
<thead>
<tr>
<th>Organization</th>
<th>Website</th>
<th>On Campus</th>
<th>Pro-net</th>
<th>Favorites</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASA TECHNOLOGY GROUP INTERNATIONAL (ATG)</td>
<td><a href="http://atginc.com">http://atginc.com</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acme Motors</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Air Kelly</td>
<td><a href="http://www.airkelly.com">http://www.airkelly.com</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Air Supply</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **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**
- **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**

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.

---

#### Contact Listing Table

<table>
<thead>
<tr>
<th>Contacts</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
<th>Employer</th>
<th>Favorites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andy Anderson</td>
<td></td>
<td><a href="mailto:symp@fake.com">symp@fake.com</a></td>
<td></td>
<td>Renniger's</td>
<td></td>
</tr>
<tr>
<td>Ariella Levy</td>
<td></td>
<td></td>
<td></td>
<td>Children, Inc.</td>
<td></td>
</tr>
<tr>
<td>Avid Gonzlez</td>
<td></td>
<td></td>
<td></td>
<td>TUTOR COM (Tutor Management)</td>
<td></td>
</tr>
</tbody>
</table>
**Favorite Contacts**

1. **View the favorite contacts** by clicking on the Favorite Contacts tab.
2. **Place a contact under the “Favorite Contacts” tab** by clicking on the star icon in the Favorites column.
3. **Create a spreadsheet of favorite contacts** by selecting the checkboxes next to the contact’s name and then clicking the “save as excel” button.
4. **View contact information** such as email, address, and phone number by clicking on an underlined contact name in the “Contacts” column.
5. **Take contacts out of Favorites** by clicking on the red “x” icon in the Remove Favorites column.
# Interviews

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

## Interviews Management

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>View interview details</strong></td>
<td>Click on the link in the “Interview Date” column</td>
</tr>
<tr>
<td><strong>Scheduled Interviews</strong></td>
<td>Click on the “Scheduled Interviews” tab to view a list of scheduled interviews</td>
</tr>
<tr>
<td><strong>Unschedule an interview</strong></td>
<td>Click the “Cancel Interview” button</td>
</tr>
<tr>
<td><strong>Change the date and time of the interview</strong></td>
<td>Click the Reschedule button, but the existing interview will not be canceled until a new time-slot is selected.</td>
</tr>
<tr>
<td><strong>Reschedule or cancel an interview</strong></td>
<td>Click the buttons in the last column</td>
</tr>
</tbody>
</table>

## Scheduled Interviews

### Interview Details

- **Date:** Oct 25, 2010
- **Time:** 9:00 am - 10:00 am
- **Position:** Aeronautical Analyst
- **Employer:** Air Supply
- **Interview Room:** Room B
- **Documents:** Resume

- **Description:** Understands flying
- **Location:** Country

- **Status:** Scheduled

This interview will involve speaking with additional interviewers in different rooms during the scheduled timeslot. You will be provided further details at your interview.
Interview Requests

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

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

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

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

- 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.
- View professional profile by clicking on desired mentor’s last name.
- View the contacts participating in the Professional Network by clicking on “Networking” on top navigation bar.
Express Interest in Mentor

Select a mentor by clicking on the last name and click on the “Interested” button to express interest in this mentor.

To withdraw interest, click on the “Withdraw Interest” button.

Once mentoring is complete, click the Mentoring Complete button.
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.

Click on the “Respond” tab to view and submit answers to the survey.

Click on the “Surveys” tab to see available surveys.

Complete the survey and click “Submit”.

Click on the “Surveys” tab to see available surveys.
Events

The Events section enables students to view information regarding upcoming career fairs, information sessions, and workshops.

Career Fairs

Career Fairs Listing Screen

View upcoming Career Fairs by clicking on the “Events” link on the top navigation bar and then clicking on the “Career Fairs” tab.

Events marked with a * are open for student registrations.

<table>
<thead>
<tr>
<th>Fair</th>
<th>Days</th>
<th>Participants</th>
<th>Virtual Career Fair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alumni Networking Event</td>
<td>Alumni Networking Event</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>*Alumni Networking Event</td>
<td>*Alumni Networking Event</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Engineering Day</td>
<td>Technical Day</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Non-Technical Day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall Career Days 2010</td>
<td>Technical Day</td>
<td>13</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Non-Technical Day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internship Fair</td>
<td>Academic Opportunities</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Technical Opportunities</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Non-Technical Opportunities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring Career Expo 2010</td>
<td>Career Fair</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Virtual Career Fair</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Information Sessions**

**Information Session Listing Screen**

You can also RSVP by clicking the "RSVP" button.

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

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

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.

---

<table>
<thead>
<tr>
<th>Information Session Start Date/Time</th>
<th>Information Session End Date/Time</th>
<th>Information Session Type</th>
<th>Employer</th>
<th>Location</th>
<th>RSVP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep 20, 2010 6:30 pm</td>
<td>Sep 28, 2010 9:30 pm</td>
<td>Evening Social</td>
<td>Air Supply</td>
<td>Main Lawn</td>
<td>RSVP</td>
</tr>
<tr>
<td>Sep 30, 2010 11:00 am</td>
<td>Sep 30, 2010 3:00 pm</td>
<td>Open House</td>
<td>Symplicity</td>
<td>Jones Auditorium</td>
<td>RSVP</td>
</tr>
<tr>
<td>Oct 21, 2010 7:15 pm</td>
<td>Oct 21, 2010 7:15 pm</td>
<td>CO-OP Info Session</td>
<td>CBR</td>
<td>Kruger Hall</td>
<td>RSVP</td>
</tr>
</tbody>
</table>
Workshops
Workshop Listing Screen

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

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

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

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

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”.

Once a time is selected, the details will appear and click “Submit Request”.

Click on a date to see available appointments and select the desired time.

Set the Counseling Type filter to view available counselors and to set additional filters.

Hover over a counselor to view the counselor’s bio.

Once a time is selected, the details will appear and click “Submit Request”.

Counselor:
Date:
Time:
Type:

Cancel  Submit Request