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Getting Started

This system allows you to create a personal profile, participate in professional networking, view and pay invoices, maintain a calendar, create an organization profile usable at multiple schools, post jobs, review and track applicants, search Resume Books for perspective candidates, and participate in On-Campus Recruiting.

Please keep in mind that this school may not have enabled all features that are available on the system. The main navigation bar will present which features the school has established for contacts to utilize.

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 “Exp. Learning”.

Ex. 2 - This site does not have “Exp. Learning”.
Helpful hints while navigating the site

- Click on the help button at any time for help.
- Don’t use your browser’s back button—rather use the “back” navigation that is present in the system.
- Only have one session open at a time. Don’t open multiple session windows at the same time.
- Click on the printer icon, located on the top right to create a printer friendly image of any screen.

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 contacts to add a new record.</td>
</tr>
<tr>
<td>Back</td>
<td>‪￥ Back‬</td>
<td>Returns the user to the previous screen. (Note: Use the Back button within this system, NOT the back button on your browser.)</td>
</tr>
<tr>
<td>Back to List</td>
<td>‪￥ Back To List‬</td>
<td>Returns the user to a previously viewed list.</td>
</tr>
<tr>
<td>Batch Options</td>
<td>‪￥ Generate Book‬</td>
<td>Provides a menu of operations that will be put forward for all of the checked ( ☑ ) items on the list displayed on the screen. The operations that the user can select include: Generate Book, Export to Excel, Send Email, and Delete Applications.</td>
</tr>
<tr>
<td>Browse</td>
<td>‪￥ Browse...‬</td>
<td>Used to search for a file on the computer system to upload into the Symplicity database.</td>
</tr>
<tr>
<td>Cancel</td>
<td>‪￥ Cancel‬</td>
<td>Return to the previous page without saving changes.</td>
</tr>
<tr>
<td>Term</td>
<td>What to Look For</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Clear</td>
<td>Clear</td>
<td>Clears selected search criteria.</td>
</tr>
<tr>
<td>Delete</td>
<td>Delete</td>
<td>Deletes the open record.</td>
</tr>
<tr>
<td>Help</td>
<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>
</tr>
<tr>
<td>Jump</td>
<td>Page 1</td>
<td>Moves directly to and displays the selected page (in a multi-page list)</td>
</tr>
<tr>
<td>Next</td>
<td></td>
<td>Shows the next page (in a multi-page list).</td>
</tr>
<tr>
<td>Previous</td>
<td></td>
<td>Shows the previous page (in a multi-page list).</td>
</tr>
<tr>
<td>Required Field</td>
<td></td>
<td>Indicates data entry into this field is required before the Save or Submit button can be used.</td>
</tr>
<tr>
<td>Save</td>
<td>Save</td>
<td>Saves your work and leaves you on the current page</td>
</tr>
<tr>
<td>Save and Finish Later</td>
<td>Save And Finish Later</td>
<td>Allows the user to create a job posting and save it before submitting for the school to approve.</td>
</tr>
<tr>
<td>Search</td>
<td>Search</td>
<td>Searches the records based on the criteria selected.</td>
</tr>
<tr>
<td>Show Archived</td>
<td>Show Archived</td>
<td>Allows the user to select an expired job posting to copy for a new posting.</td>
</tr>
<tr>
<td>Submit</td>
<td>Submit</td>
<td>Saves the open record and brings the user back to the previous screen.</td>
</tr>
</tbody>
</table>
Log-in

Logging into the system

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

II. 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 reset to the version sent to you in the email).

III. To register for an account with a college or university, click on the “Register” button.

IV. Clicking on the “Register and Post a Free Local Job” button allows you to register for an account and post a job for free at this college or university. Please note, posting local jobs is a fee free service from Symplicity. Colleges and universities have the option of charging a fee for job postings.

V. Clicking the “Register and Post a Job to Multiple Schools (Fee Based)” button allows you to register and post jobs for a fee at this college or university as well as other colleges and universities. Additionally, this Symplicity service allows you to simultaneously post the same job to other colleges and universities for a nominal fee.

Sign In Page
Setting your Password

I. Once you have logged in, go to the “Account” tab to change your password.

II. Click on the “Password/Preferences” tab.

III. Type your new password in the “New Password” field and then re-enter it in the second “New Password” field and click “Save”.
Home Screen

Homepage

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

II. Employer contacts can review CSM messages from administrators from the “Announcements” section.

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

IV. View important dates by clicking on highlighted days in the Calendar.

V. View system alerts, when available, by clicking on the underlined link.

Homepage Screen
Account

The account section is where you maintain your personal profile, manage your professional networking profile, invoices, passwords/preferences, and view your activity summary.

Build a Personal Profile

I. Build a personal profile (contact information, change password, etc.) by clicking on the “Account” main navigation.

II. Click on the Personal Profile tab to update email address and other contact information. It is imperative to keep your email address current as this is the address that will be used for important system messages that are sent out from the system.

III. Click on Professional Networking tab to update your mentor profile. The mentor profile provides school administrators and students information about you as a potential mentor.

IV. View your Invoices by clicking on the “Invoices” tab. Invoices may be viewed, printed, and paid online (The ability to pay online is controlled by the system manager).

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

VI. View your online activity by clicking on the “Activity Summary” tab.

VII. View documents and resources the school administrators have uploaded.

Account Screen

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Build a Professional Networking Profile

I. Build a professional profile by clicking on the “Professional Network” tab from the “Account” tab from the main navigation.

II. Make your profile active to school administrators by clicking “yes” on the active setting.

III. “Maximum number of Students that can express interest” will allow you to set the number of students you are willing to mentor.

IV. “Contact” relates to site administrator and students your preferred contact method.

V. View “Interested Students” section to view students that have expressed interest and send emails messages to selected students. When a student expresses interest, a system generated email with a personal message from the student will be sent to your registered email address in your account.

VI. “Authorization to Release Information” authorizes school administrator to post your professional profile to students.
Invoices

I. Access “Invoices” from the “Account” tab on the main navigation page.

II. View invoice “List” to see all invoices tied to your account.

III. Review an invoice by clicking on the Invoice number.

IV. Submit payment information by clicking on the “Proceed with Payment” button.
Review CSM Activity

I. View a log of all the logged CSM actions clicking on the “Activity Summary” tab.

II. Filter the activity list by clicking the Select button to open a calendar to select the date range.

III. 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.

Document Library

I. View resources school administrators have uploaded by clicking the “Document Library” tab.

II. Filter the resources by selecting the type, if it is a Youtube video, or typing a keyword.

III. View the document by clicking on the title.
Calendar
The calendar allows the contact to view any information sessions and any important dates a staff member has made available to contacts, as well as allowing the contact to enter personal events.

Important Dates and Personal Events
I. View upcoming, important dates by clicking on Calendar on the top navigation bar.

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

III. Click on a link in the Event column to view event details.

IV. Create, review, and/or update events that do not automatically appear on the calendar by clicking on the Non-System Events tab or by clicking a time slot on the calendar.
Profile
You may create a profile for your firm/organization for students to view and research about your company. 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 an Employer Profile
I. Create comprehensive online profiles describing the organization by clicking on the Profile link in top toolbar.

II. Part 1 – Who We Are: Input general information about the organization such as Achievements, Products and Services, Divisions and Departments, etc.

III. Part 2 – Key Stats: Include employer statistics such as stock symbol, annual revenue, number of employees, etc.

IV. Part 3 – Company Culture: Input information such as Working Environment, Career Track, Training, etc.

V. Part 4 – Logo: Include a logo as part of the organization’s print and online profile by clicking the Logo tab, clicking the Browse button and uploading a file.

VI. Part 5 – Student Viewable Contacts: Add or remove contacts to the list of contacts students can view and research.

VII. Part 6 – Photos: Enter a Flickr or Picasa link to allow students to view photos.

VIII. Part 7 – Videos: Enter the link to a YouTube video.

IX. “Auto-Fill” feature allows you to copy your profile from another Symplicity powered system if you have a registered account with a profile created.

X. Review which sections are complete (green check) and which are incomplete by utilizing the Completion Status inset on the right.
Who We Are (part 1 of 7)

INSTRUCTIONS: Simply fill in the fields below with the appropriate content. Some fields have additional options.

Industry:

Please select what industry(ies) your organization belongs to.

- Accountings
- Admin Support
- Advertising
- Agriculture
- Animal Sciences
- Architecture
- Arts Administration
- Aviation/Aerospace

Overview:

Please submit an overview of your organization.

Air Kelley is a major United States air carrier engaged in the business of transporting passengers, cargo and mail. Kelley Air is the fifth largest United States airline (as measured by 2000 revenue passenger miles) and, together with its wholly owned subsidiaries, Kelley Express, Inc. ("Express") and Kelley Micronesia, Inc. ("MMI"), each a Delaware corporation, served 230 airports worldwide at January 10, 2001. As of January 19, 2001, Air Kelley flew to 130 domestic and 94 international destinations and
Job Postings
The Job Postings section displays active local job postings, student resumes, OneStop Multi-School Postings, and Publications. Students may submit resumes (along with other requested documents) to your job postings, and contacts can review and manage student applicants. Additionally, contacts may view student profiles of applicants.

Job Postings Overview Screen
I. View job postings by clicking on “Post a Job” from the top navigation bar.

II. View active local jobs list. Review and/or edit posting details by clicking on the position title.

III. Create a new local job by clicking on the “Add New” button.

IV. Review/manage student applicants by clicking on “Student Resumes”

V. “Archived Job Postings” tab allows you to view jobs previously posted.

VI. “Publication Request” will allow you to review application packets generated during the job review/management process.

Job Postings Screen
Create Job Postings

I. Create a New Job Posting by clicking on the “Add New” button, inputting a position title, description, requested documents, and posting and deadline dates, and then click Submit.

II. Select “Copy Existing” if you would like to copy a previous posting.

III. “Save and Finish Later” will save a partially finished job posting to be completed later.

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### Position Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title*</td>
<td>You can enter the job title here.</td>
</tr>
<tr>
<td>Copy Existing</td>
<td>You can choose to copy an existing job posting.</td>
</tr>
<tr>
<td>Position Type*</td>
<td>Select the position type, such as Full Time, Internship, Part Time, etc.</td>
</tr>
<tr>
<td>Restrict Applications*</td>
<td>Choose yes to restrict applications for this position to those who meet the screening criteria you set.</td>
</tr>
</tbody>
</table>

---

* indicates a required field
Student Resumes

I. View a list of students who have applied for available positions online by clicking on the Student Resumes tab.

II. View resumes by clicking on the document icon in the Resume column.

III. Remove applications by clicking on the “Delete Application” button in the options column or through batch options by checkmarking desired applicants and clicking the button.

IV. Set the applicant status to help with organizing and categorizing applications.

V. Communicate with applicants via email by checkmarking target individuals and then clicking Mail to Checked, a web-based mail wizard.
   - Send personalized emails to an unlimited number of recipients by inputting a Subject, Message Body, etc.
   - Utilize the mail merge fields in the Available Fields box.
   - Initiate a mailing by clicking “Next”, and then clicking the Send Messages button.

VI. Create an Excel sheet of student information by checkmarking desired applicants and clicking Save as Excel.

VII. Generate packet of student resumes by checkmarking desired applicants and clicking generate book.
Resume Books

“Resume Books” enable employers to review student resumes that have been included in the resume book. Resumes can be filtered by the resume book’s available filtering criteria.

View Resume Books

I. View Resume Books by clicking on Resume Books from the top navigation bar.

II. View the resume book by clicking on the Resume Books tab, and then clicking on a resume book link in the Name column.

III. Refine the resume list by Practice Area, Year in School, and/or Applicant Type by utilizing the search filters.

IV. View a resume by clicking on the document icon in the Resume column.

V. Refine the resume book list further by clicking on the Advanced Resume Search tab, selecting various screening criteria (Work Authorization, Graduation Date, etc.), and then clicking Submit.
On-Campus Recruiting (OCR)

On-Campus Recruiting (OCR) enables employers to manage the on-campus interview process. Employer contacts may request interview schedules, post jobs, select interview candidates, and create resume packets for an interview schedule.

Schedules

I. Click the OCR tab, then the Schedules tab to review schedules or submit a schedule request to interview on campus or to collect resumes.

II. Click the view icon to review any approved schedules.

III. Click the “Request A Schedule” button to request an OCR schedule.

IV. Review applicants and interviews by clicking the button in the Options column.

V. When requesting a schedule, select the OCR session you desire to conduct interviews.

VI. Select the recruiting mode you wish to use.

VII. View the date availability to select a date that is not full.
Positions

I. View a list of available positions by clicking the Positions tab.

II. View and edit position details and screening criteria by clicking on the job title.

III. View applicants and interviews by clicking the button under the options column.
Interviews

I. View a list of interviews by clicking the Interviews tab.

II. Select students that you would like to email, save to an excel spreadsheet, or generate a resume packet by putting a check in the check box by their name.

III. View documents uploaded by the student by clicking on the document icon.

IV. View interview details by clicking on the date of the interview.

V. When viewing the interview details, you can see the date, time, and place of the interview.

VI. The student information such as name, email, documents, and academic information are listed on the right hand side.

VII. The position information and screening criteria can be viewed in the interview details.
Applicants

I. View a list of applicants by clicking the Applicants tab.

II. Select students that you would like to email, save to an excel spreadsheet, or generate a resume packet by putting a check in the check box by their name. You may also assign the invitation status utilizing the “Change Status to” dropdown menu.

III. Track the assigned slot totals inset in the right corner.

IV. View resumes, cover letters, transcripts, writing samples and other documents (if any were requested) in PDF format by clicking the document icon in the Documents column.
on-campus recruiting

Schedules | Positions | Interviews | Applicants | Wait-List | Publication Requests

Notes: You must select a "position" and click Search before batch inviting.
To view Excel files, you may need Excel Viewer 2003.

SCHEDULES ASSIGNED / SLOTS
Oct 13, 2010
2 / 12
Total Slots
12

POSITIONS ASSIGNED / TOTAL
Aeronautical Analyst
2 / 12

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Position</th>
<th>documents</th>
<th>Status</th>
<th>Available for Interview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paterno</td>
<td>Patrick</td>
<td>Aeronautical Analyst (105)</td>
<td></td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>Smith</td>
<td>Shelly</td>
<td>Aeronautical Analyst (105)</td>
<td></td>
<td>invited</td>
<td></td>
</tr>
</tbody>
</table>
**Employment/Placement**

The employment feature enables contacts to report placements/employment and provide the schools with an evaluation of the student’s work performance.

**Manage Placements**

I. View Employment Evaluations from the “Employment” tab.

II. Submit/Edit evaluations of the student’s performance.

III. Add a new placement by clicking on the “Add New” 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.

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

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

III. Complete the survey and click “Submit”.

![Survey Example](image-url)
Events
The “Events” tab allows the contact to request to host an information session for students to learn about the company or firm.

Career Fair
I. Click on the Events tab then Career Fairs to register browse live event registrations.

II. Register for a career fair by clicking the Register button next to a specific event.

III. If already registered, click the Review button to view career fair details.

IV. When reviewing a career fair, click the Registration Info tab to review the registration.

V. Click the Accounting tab to see the invoice or receipt and check the balance or any payments.

VI. The Positions tab shows the positions being recruited at that fair. If the schools allows, you may add or edit positions after registration.

VII. Review students who have RSVP’d to the fair by clicking the Students tab (shown).

VIII. Search and view which students have expressed interest in your company.

IX. Select students to send an email, export to Excel, or generate a PDF of their resumes.
Information Sessions

I. Click on the Events tab then Information Sessions to view or request an information session.

II. Register for an information session by clicking Add New button.

III. If already registered, click the Review button to view information session details and view students who RSVP’d for the event.

IV. Once clicked into an event, view the related invoice/receipt by clicking the Accounting tab.

V. Send an email to RSVP’d students or export a list of students to Excel.
**Experiential Learning**

The experiential learning feature enables contacts to provide the schools with an evaluation of the student’s work performance.

**Manage Experiential Learning**

I. Click on the Exp. Learning tab to view/search a list of students who have reported experiential learning experiences with that employer.

II. Submit/Edit evaluations of the student’s performance.