Career Services Manager
Faculty User Guide 1.0

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Getting Started

This system allows you to create a mentor profile, view and recommend jobs, research employers, view 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 faculty to utilize. Other features (e.g., Credentials), 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”.

<table>
<thead>
<tr>
<th>Ex.1 This site has “Networking”.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex. 2 This site does not have “Networking”.</td>
</tr>
</tbody>
</table>
### 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 faculty users 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>Back</td>
<td>⏪ Back</td>
<td>Returns the user to the previous screen.</td>
</tr>
<tr>
<td>Cancel</td>
<td>✗ Cancel</td>
<td>Return to the previous page without saving changes.</td>
</tr>
<tr>
<td>Clear</td>
<td>Clear</td>
<td>Clears selected search criteria.</td>
</tr>
<tr>
<td>Delete</td>
<td>✗ Delete or 🚧</td>
<td>Deletes an item.</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>Play</td>
<td>Shows the next page (in a multi-page list).</td>
</tr>
<tr>
<td>Previous</td>
<td>Previous</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>Search</td>
<td>Search</td>
<td>Button where the user clicks to apply the desired search.</td>
</tr>
<tr>
<td>Submit</td>
<td>Submit ▼</td>
<td>Saves your work and brings you back to the previous screen.</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”.

If you forget your password click on the “Forgot my password” button 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 link to reset your password.
Two Factor Authentication

If two factor authentication is enabled, then the faculty member will have to enter the 4-digit pin upon logging in from an unauthorized computer or device.

If you forget your pin, click on the “Forgot PIN” button 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 link to reset your password.
Change Password or Pin

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

Click on the “Password/Preferences” tab.

Type your new password in the “Password” field and then re-enter it in the “Verify Password” field and click “Submit”.

Type your new password in the “Pin” field and then re-enter it in the “Verify Pin” field and click “Submit”.

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

The Homepage

Homepage Screen

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

Faculty can review CSM messages from administrators from the “News Feed” section

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

Faculty can review CSM messages from administrators from the “News Feed” section
Profile

Build a profile

Profile Screen

Click on the “Privacy tab to update your privacy setting for being included in receiving emails from your advising office.

Click on the Profile tab to update email address and other contact information.

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

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.
Credentials
Faculty members may submit and review recommendation requests submitted by students.

Instructions: Click on [create recommendation] for a given student to begin. You will be prompted to upload a file or input a letter online. This is system setting #21

Click to review the PDF version of the recommendation

Click to create or deny a recommendation request

Click to review the recommendation
Jobs
The Job Postings section displays employer job postings. Faculty may review and recommend jobs and 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, Locations, Position Types, etc. and clicking the “Submit” button.

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

Batch option to recommend jobs to students.

View information such as the description, important dates, and location by hovering over the Quick View (binocular) icon.
Job Recommendations
Faculty may recommend jobs to selected students via an email.

Selecting Jobs

Click the check box to the postings to be recommended

Once jobs are selected, click the ‘Recommend to Students’ button

Use search filters to find specific jobs

Reviewing Jobs

Once jobs are reviewed, click ‘Continue’ to select students

Click to remove a job from the list to be sent to students
Selecting Students

Use search filters to find specific students

Click to add a student not on the list

Click to remove a student from the list of recipients

Once students are reviewed, click ‘Continue’

Click ‘Go Back’ to return to the previous step

Click ‘Send Now’ to send the jobs shown on the left to the students shown on the right

Reviewing Jobs and Students

Click ‘Go Back’ to return to the previous step

Click ‘Send Now’ to send the jobs shown on the left to the students shown on the right
Position Details

Review job details, dates, and screening criteria

Review related resources made available by the career services staff

Recommend the position to students

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

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

Rate jobs by highlighting the desired number of stars
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 check-marking “Save As”, and then inputting a name in the Search Agent field.

View a list of search agents by clicking on the “Search Agents” tab.

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

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

Label*: My Jobs

Enabled*: Checking 'yes' will enable your agent to be run on a
  Yes  No

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

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.
  Value:

Include only new results*: Checking 'yes' will only include new results posted since the last run date.
  Yes  No
Employers
The Employers section enables faculty 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 the employer name

Click the star icon to indicate a favorite employer
View the Favorite Employers by clicking on the Favorite Employers tab.

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 when hovering over the star.
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

Click the star icon to indicate a favorite contact

View contact information such as email, address, and phone number by clicking on a contact name
# Favorite Contacts

**View the favorite contacts by clicking on the Favorite Contacts tab**

**View contact information such as email, address, and phone number by clicking on a contact name**

**Take contacts out of Favorites by clicking on the red “x” icon when hovering over the star**

<table>
<thead>
<tr>
<th>Employer Name</th>
<th>Position</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bob Simpson</td>
<td>Bennigan's</td>
<td><a href="mailto:test-2@symplicity.com">test-2@symplicity.com</a></td>
</tr>
<tr>
<td>Michelle Williams</td>
<td>Tester 1 at AAA</td>
<td><a href="mailto:sympBet@hotmail.com">sympBet@hotmail.com</a></td>
</tr>
<tr>
<td>Michelle</td>
<td>Product Support Specialist at Symplicity Corporation</td>
<td><a href="mailto:mwilliams0808@symplicity.com">mwilliams0808@symplicity.com</a></td>
</tr>
</tbody>
</table>

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**Favorite Contacts**

<table>
<thead>
<tr>
<th>Employers</th>
<th>Favorite Employers</th>
<th>Contacts</th>
<th>Favorite Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer Names</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**Save As Excel**

Results 1-4 of 4

**Search**

SHOW 20 per page
Events

The Events section enables faculty 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.

- View career fair participants, and related information by clicking on the Fair name link.
Information Sessions

Information Session Listing Screen

Find a specific information session typing a keyword 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 details by clicking on the desired information session name link.
**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 typing a keyword and then clicking the “Search” button.
- View workshop information by clicking on the workshop name link.

<table>
<thead>
<tr>
<th>Name</th>
<th>Session Start</th>
<th>Session End</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resume Critique</td>
<td>July 26, 2012, 9:00 am</td>
<td>July 26, 2012, 9:30 am</td>
<td></td>
</tr>
<tr>
<td>Networking Workshop</td>
<td>August 10, 2012, 6:00 pm</td>
<td>August 10, 2012, 7:45 pm</td>
<td>Building One</td>
</tr>
<tr>
<td>Welcome Back Open House</td>
<td>August 31, 2012, 3:00 pm</td>
<td>August 31, 2012, 4:00 pm</td>
<td>Building One</td>
</tr>
</tbody>
</table>
Calendar

Important Dates and Personal Event

Calendar Screen

- Create personal events by clicking on the “Personal Events” tab.
- Create or review events by double-clicking into any of the timeslots.
- View important dates for the upcoming weeks by clicking on “Calendar” on the top navigation bar.
- Review important dates by clicking on the highlighted dates in the inset calendar on the right.

View important dates by clicking on the highlighted dates in the inset calendar on the right.
Surveys
The Surveys section enables faculty to fill out surveys that the career services office has created. You may be redirected to the surveys section when logging in 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.

Faculty Survey
- Respond
- from January 01, 2007 to December 31, 2020
- Last modified on Jul 16, 2012

Career Center Survey
- Respond
- Reply Required
- from May 10, 2012 to September 10, 2012
- Last modified on Jul 16, 2012
Resources

Career Explorer
Faculty may explore careers based on industries, growth, green jobs, preparation, and other criteria. The source of this information is the U.S. Department of Labor’s O*Net Online (www.onetonline.org).

Find a specific career or industry by using filters and then clicking the “Apply Search” button

Review additional industry details by clicking the name of the industry

Review more career details by clicking the name of the career
Document Library
Faculty may review documents, URL’s, and YouTube videos posted by the career services staff.

Use search filters to find specific files and then click the “Apply Search” button.

Click the name to view the document, URL, or video.