

# Career Services Manager: Employer User Guide 3.0

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## Getting Started

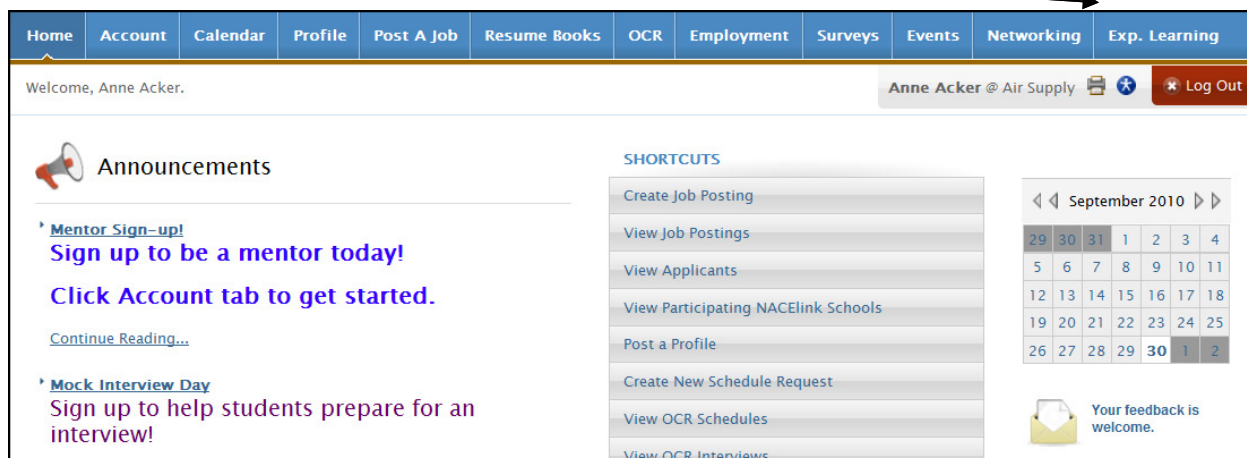
This system allows you to create a personal profile, participate in professional networking, view and pay invoices, maintain a calendar, create an organization profile usable at multiple schools, post jobs, review and track applicants, search Resume Books for perspective candidates, and participate in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

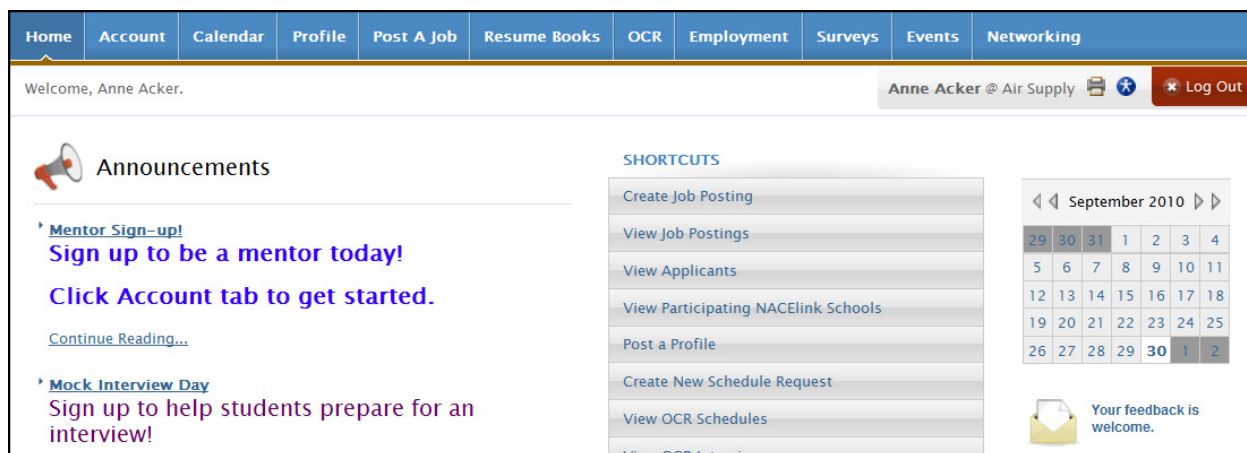
Schools may customize the name of a feature described in this guide. As such you may see different terms used on your site, versus the terminology used in this guide.

### Navigation Bar




Ex.1- This site has “Exp. Learning”.




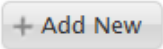
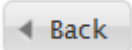

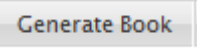
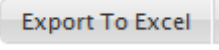
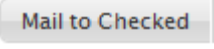
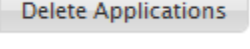
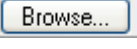

Ex. 2 - This site does not have “Exp. Learning”.

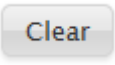
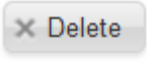
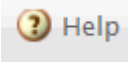



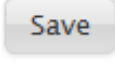
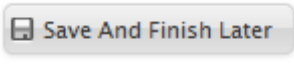
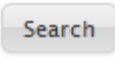
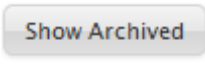
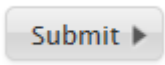


### Helpful hints while navigating the site

- 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

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 contacts to add a new record.
Back		Returns the user to the previous screen. (Note: Use the Back button within this system, NOT the back button on your browser.)
Back to List		Returns the user to a previously viewed list.
Batch Options	   	Provides a menu of operations that will be put forward for all of the checked ( <input checked="" type="checkbox"/> ) 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.
Browse		Used to search for a file on the computer system to upload into the Symplicity database.
Cancel		Return to the previous page without saving changes.

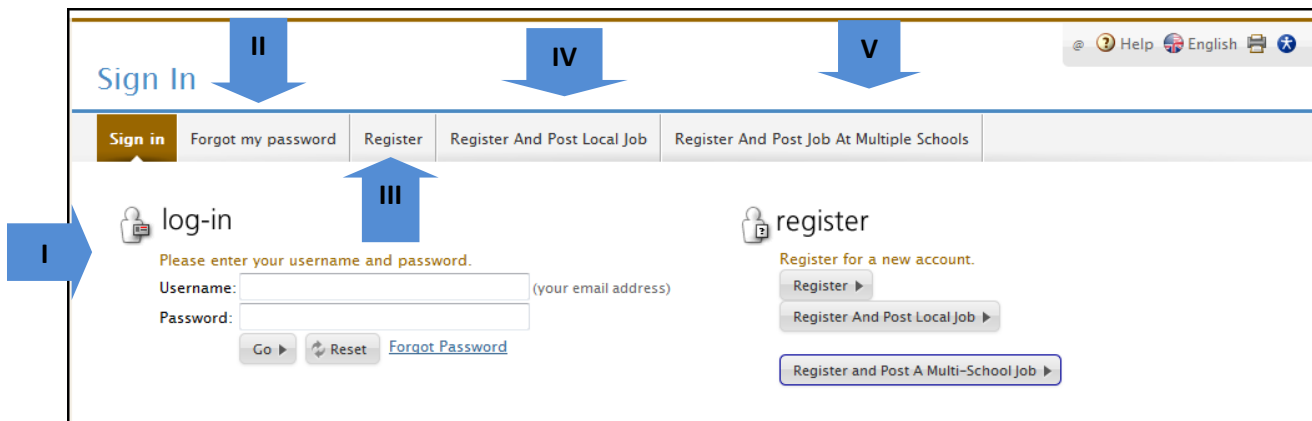
Term	What to Look For	Description
Clear		Clears selected search criteria.
Delete		Deletes the open record.
Help		Opens the help topics window. (Note: The Help button is located at the top right-hand corner of the screen.)
Jump	Page <input type="text" value="1"/> ▾	Moves directly to and displays the selected 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.
Save		Saves your work and leaves you on the current page.
Save and Finish Later		Allows the user to create a job posting and save it before submitting for the school to approve.
Search		Searches the records based on the criteria selected.
Show Archived		Allows the user to select an expired job posting to copy for a new posting.
Submit		Saves the open record and brings the user back to the previous screen.

## 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”.

Welcome, Anne Acker.

Anne Acker @ Air Supply Help Log Out

Personal Profile Invoices **Password/Preferences** Activity Summary Document Library NACE Salary Surveys

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)**  
Improves accessibility and compatibility with screen reader software  
 Yes  No

Save Reset Form



## 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

The screenshot shows the CSM homepage interface. At the top is a navigation toolbar with tabs: Home, Account, Calendar, Profile, Post A Job, Resume Books, OCR, Employment, Surveys, Events, and Networking. Below the toolbar, the user is logged in as 'Anne Acker @ Air Supply' with a 'Log Out' button. The main content area is divided into several sections:

- Announcements:** Contains two announcements. The first is 'Mentor Sign-up! Sign up to be a mentor today! Click Account tab to get started.' with a 'Continue Reading...' link. The second is 'Mock Interview Day Sign up to help students prepare for an interview!' with a 'Continue Reading...' link. A 'More Announcements' button is below.
- Alerts:** Contains one alert: 'Sign-up has begun for 1\_schedule(s)'. The number '1' is underlined.
- SHORTCUTS:** A vertical list of buttons for quick access: Create Job Posting, View Job Postings, View Applicants, View Participating NACElink Schools, Post a Profile, Create New Schedule Request, View OCR Schedules, View OCR Interviews, View OCR Applicants, View OCR Wait-List, Submit Placements Info, Request New Information Session, Exp. Learning, and View Document Library.
- Calendar:** A calendar for September 2010. The 30th is highlighted in grey.
- Feedback:** A message that says 'Your feedback is welcome.' with an envelope icon.
- ATTEND EVENTS:** A button that says 'Fall Career Days 2010 is currently active'.

Numbered callouts (I-V) are placed over the screenshot to indicate the steps described in the text above:

- I:** Points to the 'Home' tab in the top toolbar.
- II:** Points to the 'Announcements' section header.
- III:** Points to the 'SHORTCUTS' section header.
- IV:** Points to the 'View Applicants' shortcut button.
- V:** Points to the underlined number '1' in the alert.

## 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

The screenshot shows the Account Screen interface. At the top is a navigation bar with tabs: Home, Account, Calendar, Profile, Post A Job, Resume Books, OCR, Employment, Surveys, Events, Networking, and Exp. Learning. Below this is a user header for 'Anne Acker @ Air Supply' with links for Help, a printer icon, a plus icon, and Log Out. A secondary navigation bar contains tabs: Personal Profile, Professional Network, Invoices, Password/Preferences, Activity Summary, Document Library, and NACE Salary Surveys. Below the tabs are 'Submit' and 'Cancel' buttons. The main content area is titled 'Contact Information' and includes a sub-header 'Please provide as much information as possible'. The form fields are: Title (Recruiting Coordinators), Salutation (Mrs.), Full Name\* (Anne Acker), Suffix, Division (Human Resources -- dept), Email\* (test-2@simplicity.com), and Phone\* (548-965-9000). A red asterisk indicates required fields. Blue callout boxes with numbers I-VII point to: I (Account tab), II (Personal Profile tab), III (Professional Network tab), IV (Invoices tab), V (Password/Preferences tab), VI (Activity Summary tab), and VII (Document Library tab).

## 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.

The screenshot shows the 'Professional Network' setup page in a user account. The navigation bar includes Home, Account, Calendar, Profile, Post A Job, Resume Books, OCR, Employment, Surveys, Events, Networking, and Exp. Learning. The user is logged in as Anne Acker. The 'Professional Network' tab is selected, and the 'Active' setting is set to 'yes'. The 'Maximum number of students that can express interest' is set to 15. The 'Contact' method is set to 'Email'. The 'Interested Mentees' section shows a table of students who have expressed interest.

**Professional Network**

Welcome! Register below to serve as a Volunteer Career Advisor.

**Active\*:** Make my professional network profile active  
 yes  no

**Maximum number of students that can express interest\*:**

**Contact\*:** I prefer to be contacted by:

**Referral Source\*:** How Did You Hear About The Professional Network

**College/University\*:** Please select the school where you earned this degree

**INTERESTED MENTEES**

Mail to Checked Items 1-3 of 3 SHOW 20 per page

<input type="checkbox"/>	Mentee	Interest Expressed	Type
<input type="checkbox"/>	Joe Johnson Anderson	Oct 31, 2007 3:02 pm	Student
<input type="checkbox"/>	Brent Franks	Jun 17, 2008 4:06 pm	Student
<input type="checkbox"/>	Demo Student	Nov 11, 2008 5:19 pm	Student

Items 1-3 of 3

## 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.

Welcome, Anne Acker. Anne Acker @ Air Supply Help Log Out

**account**

Personal Profile Professional Network **Invoices** Password/Preferences Activity Summary Document Library NACE Salary Surveys

**List** Publications

Balance

Invoice Date  Select Clear to  Select Clear

Payment Due Date  Select Clear to  Select Clear

Invoice #

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Items 1-12 of 12 SHOW 20 per page

Invoice #	Invoice Date	Balance
<a href="#">20031202-00001</a>	Oct 02, 2010	735.00
<a href="#">20050304-00001</a>	Mar 04, 2010	500.00
<a href="#">20051009-00001</a>	Oct 09, 2010	0.00

- IV. Submit payment information by clicking on the “Proceed with Payment” button.

**account**

Personal Profile Professional Network **Invoices** Password/Preferences Activity Summary Document Library NACE Salary Surveys

**List** Publications

**Instructions:** Please click [proceed with payment] to pay by check or credit card

---

**invoice**

**Terms:** Make checks payable to: Simplicity Corp. Invoice Date: October 2, 2010  
Invoice Number: 20031202-00001

## 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.

**account**

Personal Profile | Professional Network | Invoices | Password/Preferences | **Activity Summary** | Document Library | NACE Salary Surveys

Date Range: 2010-10-01   to 2010-10-06

**Queries may be run on all saved event log data, but are restricted to a time span of no more than 1 months. Results limited to 1000 to optimize performance. Please use filters to find desired entries.**

Items 1-4 of 4

Date/Time▲	Activity▼
<a href="#">Oct 06, 2010, 11:49 am</a>	Non-OCR Job Entered
<a href="#">Oct 06, 2010, 11:47 am</a>	New Information Session Entered
<a href="#">Oct 06, 2010, 11:46 am</a>	Employer Profile Modified
<a href="#">Oct 06, 2010, 11:45 am</a>	Account Modified

## 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.

**account**

Personal Profile | Professional Network | Invoices | Password/Preferences | Activity Summary | **Document Library** | NACE Salary Surveys

Type:  Tags:  Keywords:   Youtube Video  yes  no

Items 1-3 of 3 SHOW 20 per page

Name ▲	Type ▲	Size ▲	Description
<a href="#">Parking Passes.doc</a>		23.5k	
<a href="#">On-campus Recruiting Handbook</a>	Manual	56.0k	Steps for successful on-campus interviewing.
<a href="#">User Manual</a>	Manual	191.9k	

## 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.

The screenshot displays the CSM user interface. At the top, a navigation bar contains links for Home, Account, **Calendar**, Profile, Post A Job, Resume Books, OCR, Employment, Surveys, Events, Networking, and Exp. Learning. Below this, a user greeting reads 'Welcome, Anne Acker.' and a user profile section shows 'Anne Acker @ Air Supply' with links for Help and Log Out. The main content area is titled 'calendar' and features a 'Day View' tab (selected), along with other view options: Week View, Month View, Year View, and Non-System Events. The calendar shows the current date as 'Monday, October 25'. A time slot from 8:00 AM to 9:00 AM is occupied by an event titled 'Interview' in Room A, for the position of 'Aeronautical Analyst' student Brian Berger. On the right, two inset calendars are shown for September and October 2010. Blue arrows labeled I, II, III, and IV indicate the steps described in the text: I points to the 'Calendar' tab, II points to the 'Non-System Events' tab, III points to the event details, and IV points to the 'Non-System Events' tab.

## 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.

The screenshot shows a web application interface for a user profile. At the top is a navigation bar with links: Home, Account, Calendar, Profile, Post A Job, Resume Books, OCR, Employment, Surveys, Events, Networking, and Exp. Learning. Below this is a user header for 'Anne Acker @ Air Supply' with a 'Log Out' button. The main content area is titled 'profile' and has a sub-tab 'Who We Are' selected. A 'Save Changes' button is visible. The main form is titled 'Who We Are (part 1 of 7)' and includes instructions: 'Simply fill in the fields below with the appropriate content. Some fields have additional options'. There are two main sections: 'Industry:' with a dropdown menu showing 'Aviation/Aerospace' selected, and 'Overview:' with a text area containing a paragraph about Air Kelley. A 'Check Spelling' button is at the bottom of the text area. On the right, a 'COMPLETION STATUS' sidebar shows a list of items with checkmarks, including 'Industry', 'Overview', 'Products and Services', 'Divisions/Departments', 'Achievements', 'Awards', 'Future of Our Company', 'Competitors', 'Address', 'Attachment', 'Twitter URL', 'Facebook URL', and 'Post LinkedIn Connections?'. Below this are sections for 'Key Statistics' and 'Corporate Culture'. Numbered callouts (I-X) point to various elements: I (Profile link), II (Who We Are tab), III (Save Changes button), IV (Industry dropdown), V (Overview text area), VI (Check Spelling button), VII (Profile title), VIII (field indicator), IX (Log Out button), and X (Completion Status sidebar).



## 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



The screenshot shows the 'job postings' interface. At the top is a navigation bar with links: Home, Account, Calendar, Profile, Post A Job, Resume Books, OCR, Employment, Surveys, Events, Networking, and Exp. Learning. Below the navigation bar, a welcome message 'Welcome, Anne Acker.' is displayed. A search section includes a 'Keywords' input field, a 'Contact Name' input field, and 'Search' and 'Clear' buttons. Below the search section is a table of job postings. The table has columns for Job Title, ID, Description, Type, Major(s), Start, End, and Approved. Two job postings are listed: 'Aeronautical Analyst' and 'Airline Pilot'. A '+ Add New' button is located at the bottom left of the table area. Blue arrows with Roman numerals I through VI point to specific UI elements: I points to 'Post A Job', II points to the 'Aeronautical Analyst' job title, III points to '+ Add New', IV points to 'Student Resumes (non-OCR)', V points to the 'Archived Jobs' tab, and VI points to 'Publication Requests'.

Job Title	ID	Description	Type	Major(s)	Start	End	Approved
<a href="#">Aeronautical Analyst</a>	268	Understands flying	Full Time	Fine Arts/Graphic Design	Oct 13, 2010	Oct 29, 2010	✓
<a href="#">Airline Pilot</a>	269	This individual flies planes coast to coast.	Full Time	Economics, Education, Engineering, Social Sciences, , , , Agriculture, , , , , , Hotel and Rest...	Oct 06, 2010	Oct 30, 2010	✗

## 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.

**job postings**

 **Please note:**  recruiting (OCR) positions should be entered in the on-campus recruiting (OCR) section.

\* indicates a required field

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**Position Information**

Job Title\*:

Copy Existing: Pick a position from which you'd like to copy data  
Please review and edit your job title when copying a job

II

Position Type\*:
  Full Time  
 Internship  
 Part Time  
 Summer  
 Work Study

type of internship:

Restrict Applications: Choosing "yes" will restrict applications for this position to only those students who meet the screening criteria you set

yes  no

Job Description\*:

## 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.

The screenshot shows the 'job postings' interface with the 'Student Resumes (non-OCR)' tab selected. A navigation bar includes 'Student Resumes (non-OCR)', 'Archived Jobs', and 'Publication Requests'. A message box states: 'To view PDF files, you may need [Adobe Acrobat Reader](#). To view Excel files, you may need [Excel Viewer 2003](#).' Below this are filters for Position, Status, and Office, along with a 'Clear' button. A toolbar contains buttons for 'Mail to Checked', 'Save As Excel', 'Generate Book', and 'Delete Applications'. A table lists applications with columns for Last Name, First Name, Position, Documents, Date Submitted, Options, Status, Student Availability, Coop Job Offer, Approval by School, and Rank. Blue arrows labeled I-VII point to the 'Student Resumes' tab, the document icon, the 'Delete Application' button, the 'Status' dropdown, the 'Mail to Checked' button, the 'Save As Excel' button, and the 'Generate Book' button respectively.

Last Name	First Name	Position	Documents	Date Submitted	Options	Status	Student Availability	Coop Job Offer	Approval by School	Rank
Flintstone	Fred	Aeronautical Analyst (268)		Oct 07, 2010 11:53:00 am	✕ Delete Application	Not Qualified				Select
Franks	Brent	Aeronautical Analyst (268)		Oct 07, 2010 11:52:00 am	✕ Delete Application	Reviewed				Select
Jones	Bob	Aeronautical Analyst (268)		Oct 07, 2010 11:53:00 am	✕ Delete Application					Select
Flintstone	Fred	Airline Pilot (269)		Oct 07, 2010 11:54:00 am	✕ Delete Application	Accepted				Select
Griffin	Peter	Airline Pilot (269)		Oct 07, 2010 11:54:00 am	✕ Delete Application	Declined				Select

## 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.

The screenshot shows the top navigation bar with 'Resume Books' highlighted. Below the navigation bar, the user is logged in as 'Anne Acker @ Air Supply'. The main content area is titled 'resume books' and has a 'Resume Books' tab selected. A table lists four resume books:

Name	Description	Creation Date	Expiration Date	Opt-In
<a href="#">All Student Resume Book</a>		Jun 15, 2010	Jun 16, 2012	✓
<a href="#">Alumni Resume Book</a>	All alumni students seeking employment.	Oct 15, 2005	Dec 30, 2011	✓
<a href="#">Marketing</a>		Jan 06, 2008	Jan 06, 2011	✗
<a href="#">Seeking Internships</a>		Jan 06, 2008	Jan 06, 2015	✓

- 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.

The screenshot shows the 'Advanced Resume Search' page. The 'Marketing' tab is selected. A search filter section includes dropdowns for 'Major', 'Class Level', and 'Applicant Type', along with a 'Limit Filter to Selected Values' checkbox. There are also text input fields for 'Keywords (name and email)' and 'Resume Text Search'. Below the search filters, there are buttons for 'Search' and 'Clear'. At the bottom, a table displays search results:

Last	First	Applicant Type	Major	Grad Date	Work Auth	resume Modific	Resume
<a href="#">Anns</a>	Robert	Seeking Co-op	Business, Engineering	Aug, 2012	US Citizen	Dec 10, 2012	
<a href="#">Franks</a>	Brent	Seeking Co-op	Business, Engineering	Dec, 2010	US Citizen	Feb 13, 2011	
<a href="#">Griffin</a>	Peter	Seeking Co-op	Business, .	Jun, 2005	US Citizen	Jul 11, 2005	

## 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.

The screenshot shows the OCR interface with the following elements:

- Navigation Bar:** Home, Account, Calendar, Profile, Post A Job, Resume Books, **OCR**, Employment, Surveys, Events, Networking, Exp. Learning.
- User Header:** Welcome, Anne Acker. Anne Acker @ Air Supply Help Log Out
- Section Header:** on-campus recruiting
- Sub-headers:** Schedules, Positions, Interviews, Applicants, Wait-List, Publication Requests.
- Instructions:** Click the date of an existing schedule, or click the "Request a New Schedule" button to create a new Schedule. After clicking a schedule, you can add/attach positions, modify schedule details, and edit rooms and timeslots.
- Schedules Table:**

Date	ID	Timespan	OCR Model	Positions	Options	Approved
Oct 25th	11	8:00 am - 4:00 pm	Preselect to Alternate	<a href="#">Aeronautical Analyst</a>	2 Applicants 1 Interview	✓
- Pending Schedule Requests Table:**

Date	Location	Rooms (#)	Interview Length	Position Type(s)	Time Slot	OCR Model
Oct 1st		3	30		full day	Preselect

Annotations in the image:

- I:** Points to the OCR tab in the navigation bar.
- II:** Points to the view icon (eye) in the Schedules table.
- III:** Points to the "Request A Schedule" button.
- IV:** Points to the "2 Applicants 1 Interview" 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.

**on-campus recruiting**

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

**Attention:** Please review room availability chart to see what rooms are available on each date.

Submit | Cancel | Reset Form

**New Interview Schedule Request**

INSTRUCTIONS: Please enter the details of this schedule request and hit the submit button when finished.

**Recruiting Session\***  
Please select which session this request is for

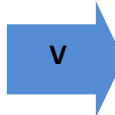
**OCR Model\***  
Please select which OCR Model you will use

- None - Room Reservation Only
- Preselect
- Preselect to Alternate
- Preselect to Open
- Preselect to Alternate to Open
- Preselect to Bidding
- Preselect to Alternate to Bidding
- Preselect to Alternate to Bidding to Open
- Open
- Resume Collect

**AVAILABILITY**

date	morning	afternoon
01/02	8	8
01/03	8	8
01/04	8	8
01/05	8	8
01/06	8	8
01/07	8	8
01/08	8	8
01/09	8	8
01/10	8	8
01/11	8	8
01/12	8	8
01/13	8	8
01/14	8	8
01/15	8	8
01/16	8	8

*\* Indicates A Required Field*



## 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.

Home | Account | Calendar | Profile | Post A Job | Resume Books | **OCR** | Employment | Surveys | Events | Networking | Exp. Learning

Welcome, Anne Acker. Anne Acker @ Air Supply Help | Log Out

**on-campus recruiting**

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

Items 1-20 of 33 SHOW 20 per page Page 1

Job Title	ID	Description	Type	Major(s)	Schedules	Options
<a href="#">Aeronautical Analyst</a>	78	Understands flying	Full Time	Fine Arts/Graphic Design		
<a href="#">Aeronautical Analyst</a>	105	Understands flying	Full Time	All Majors	✓ Oct 25, 2010	2 Applicants 1 Interview



## 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.

Home Account Calendar Profile Post A Job Resume Books **OCR** Employment Surveys Events Networking Exp. Learning

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on-campus recruiting

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

To view PDF files, you may need [Adobe Acrobat Reader](#). To view Excel files, you may need [Excel Viewer 2003](#).

Position: Aeronautical Analyst  
Office: [Dropdown]  
Apply Search Clear

Mail to Checked Save As Excel Generate Book Items 1-1 of 1 SHOW 20 per page

	Schedule	Position	student	Interview Room	documents	Status for Offer	Approval by School	Rank
<input type="checkbox"/>	2010-10-25	Aeronautical Analyst (105)	Brian Berger	Room A				Select

- 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.

on-campus recruiting

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

**Interview Details**

Interview Details

Date Oct 25th VI

Time 8:00 am - 9:00 am V

Room Room A

**Position Information**

Position Information

Title Aeronautical Analyst VII

Description Understands flying

Salary Level 6

Location

**STUDENT INFORMATION**

Student Brian Berger

Email test-9@simplicity.com

Resume [View Application](#)  
[View Resume](#)

Major(s) Sociology

Grade Point Average 0.00

Graduation Date June 1, 2008

Year In School Graduate Student

Degree Level MBA

Program Type Evening

Work Authorization US Citizen

## 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

**Note:** You must select a "position" and click [Search] before batch inviting.

To view Excel files, you may need [Excel Viewer 2003](#).

Position:    
 Status:    
 Major:    
 Office:    
 Student:

**SCHEDULESASSIGNED / SLOTS**  
[Oct 25, 2010](#) 2 / 12  
**Total Slots** 12

**POSITIONSASSIGNED / TOTAL**  
[Aeronautical Analyst](#) 2 / 12

Mail to Checked | Save As Excel | Generate Book | Change status to:  | SHOW 20 per page | [show all](#)

Items 1-2 of 2

	Last Name	First Name	Position	documents	Status	Available for Interview
<input type="checkbox"/>	<a href="#">Ewing</a>	Patrick	Aeronautical Analyst (105)		<input type="text" value="Pending"/>	
<input type="checkbox"/>	<a href="#">Smith</a>	Shelly	Aeronautical Analyst (105)		<input type="text" value="invited"/>	



## 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.

Welcome, Anne Acker.

Anne Acker @ Air Supply Help Log Out

## placements

Items 1-2 of 2 SHOW 20 per page

student	Start Date	End Date	Options
Diane Carter	Feb 02, 2010	Jul 02, 2010	Submit Evaluation ▶
Jean Barton	Nov 29, 2006	Nov 30, 2007	Edit Evaluation

+ Add New Items 1-2

## 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

- I. Click on the “Surveys” tab to see available survey.
- II. Click on the “Respond” tab to view and submit answers to the survey.

Welcome, Anne Acker.

Home Account Calendar Profile Post A Job Resume Books OCR Employment **Surveys** Events Networking Exp. Learning

Anne Acker @ Air Supply Help English Log Out

### Surveys

Items 1 - 1 of 1 SHOW 20 per page

	Name	Start Date	End Date	Modified
Respond <b>Reply Required</b>	Overall On Campus Recruiting	Sep 30, 2010	Sep 30, 2011	-

- III. Complete the survey and click “Submit”.

Welcome, Anne Acker.

Home Account Calendar Profile Post A Job Resume Books OCR Employment **Surveys** Events Networking Exp. Learning

Anne Acker @ Air Supply Help English Log Out

### surveys

#### Overall On Campus Recruiting

Submit Save Cancel \* indicates a required field

#### Response

Were our emails with directions and instructions helpful?  Yes  No

Were our students professional?  Yes  No

Please insert any comments you have regarding OCR at our campus. We hope to see you next year!

Submit Save Cancel

## 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.

Home Account Calendar Profile Post A Job Resume Books OCR Employment Surveys Events Networking Exp. Learning

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events

**I** Career Fairs Information Sessions Publication Requests

Items 1-5 of 5 SHOW 20 per page

Options	Career Fairs	Days
<b>II</b> Register	Engineering Day	Technical Day Non-Technical Day
Review - Confirmed <b>III</b>	Fall Career Days 2010	Technical Day Non-Technical Day
Not Accepting Registrations	Internship Fair	Government Opportunities
Register	Spring Career Expo 2010	
Review - Confirmed (Ann@ackers.com)	Virtual Career Fair	Virtual Career Fair

Items 1-5 of 5

- 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.

Home
Account
Calendar
Profile
Post A Job
Resume Books
OCR
Employment
Surveys
Events
Networking
Exp. Learning

BACK
Anne Acker @ Air Supply Help Log Out

## Fall Career Days 2011

Registration Info
Accounting
Positions
Students

To view PDF files, you need [Adobe Acrobat Reader](#). To view Excel files, you may need [Excel Viewer 2003](#).

Major:

Degree Level:

Class Level:

Work Authorization:

Keywords:

searches student name and email address.

Has Resume:  yes  no

Has Interest:  yes  no

Apply Search

Mail to Checked   Items 1-9 of 9

SHOW 20 per page

Attendee	Major	Degree Level	Class Level	Graduation Date	Resume
<input type="checkbox"/> Anoop Agrawal <small>INTEREST SHOWN</small>	Accounting	PhD	Alumni	Mar, 2009	
<input type="checkbox"/> Brent Franks <small>INTEREST SHOWN</small>	Business, Engineering	BSBA	Undergraduate Student	Dec, 2010	
<input type="checkbox"/> David Brents	Sociology, Accounting	PhD	Undergraduate Student	-	

## 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.

Welcome, Anne Acker. Anne Acker @ Air Supply Help Log Out

**events**

Career Fairs **Information Sessions** Publication Requests

Items 1-2 of 2 SHOW 20 per page

	Information Session Start Date/Time	Information Session End Date/Time	Description	Location	Approved	RSVPs
<a href="#">Review</a>	<a href="#">Oct 01, 2010 6:30 pm</a>	Oct 01, 2010 9:30 pm	Demo with Q&A	Main Lawn	✓	3
<a href="#">Review</a>	<a href="#">Apr 05, 2011 9:30 am</a>	Apr 05, 2011 11:30 am	Info Session	Presentation Room A	✓	3

[+ Add New](#) [It](#) [f 2](#)

- 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.

[+ BACK](#) Anne Acker @ Air Supply Help Log Out

**events**

**Presentation** Accounting

**Information Session Type:** Presentation **IV**

**Allow RSVP:** yes

**Session Start:** Oct 01, 2010 6:30 pm

**Session End:** Oct 01, 2010 9:30 pm

**Date of Recruiting Visit:** November 30, 2008

**# of Students Expected:** 45

**Description of Event:** Demo with Q&A

**Audio-Visual Equipment Requests:** Data/Video Projector [\$150]

**Catering Options:** Prime rib, mashed potatoes, and wild rice [\$0.00]

To view Excel files, you may need [Excel Viewer 2003](#).

**STUDENT RESERVATIONS**

[Mail to Checked](#) [Save As Excel](#) SHOW 20 per page

Items 1-3 of 3

student	Reservation Made
<input type="checkbox"/> Wayne Chrebet	06/09/2006 06:18:00 pm
<input type="checkbox"/> Robert J. Anns	04/22/2006 06:07:00 pm
<input type="checkbox"/> Student Tester	04/28/2008 11:31:00 am

Items 1-3 of 3 **V**

## Experiential Learning

The experiential learning feature enables contacts 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.

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### experiential learning

Current Term  Type

Draft  Evaluated  Yes  No

Keywords   
searches student name and job title

Items 1 -6 of 6 SHOW 20 per page

	student ▲	Job	Type ▲	Current Term ▲
<input type="button" value="Edit Evaluation"/>	Robert Franks	Pilot (archived)	Internship	Spring 2008
<input type="button" value="Evaluate Student"/>	Robert Franks	Scientist (archived)	Internship	Spring 2006
<input type="button" value="Evaluate Student"/>	David Brents	Scientist (archived)		Summer 2006
<input type="button" value="Edit Evaluation"/>	Fred F Flintstone	Co-Pilot (archived)		Summer 2008