# Career Services Manager: Student User Guide 1.0

# CONFIDENTIAL

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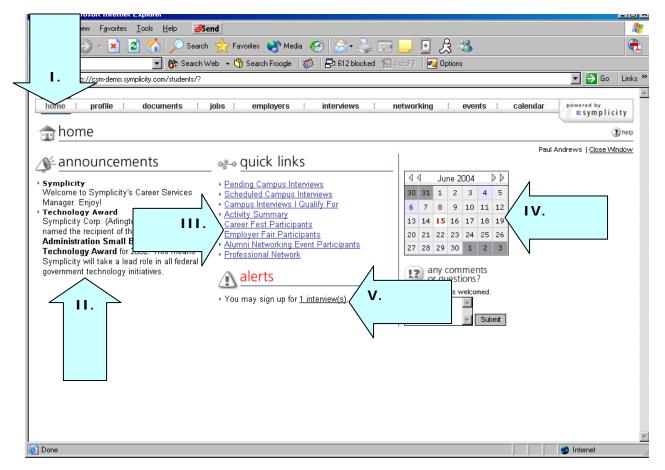
# Student Interface

# section 1: home

# 1.1 Navigate the Homepage

- I. View at-a-glance features of CSM (Announcements, Quicklinks, Calendar, Alerts, etc.) by clicking on the Home link in the top toolbar.
- II. Students review CSM messages from administrators from Announcements.
- III. Access all system sections with one click by clicking on Quick Links.
- IV. View important events dates (Information Sessions, Career Fairs, etc.) by clicking on highlighted days in the Calendar.
- V. View system-driven alerts.

# Homepage Screen



# section 2: profile

# 2.1 Build a personal profile

- I. Build a personal profile (contact information, change password, etc.) by clicking on Profile link on the top navigation bar.
- II. Click on the Personal Profile tab to update email address and other contact information.
- III. Update system access by clicking on the Change Password and creating a new password.
- IV. Update Privacy settings by clicking on Privacy tab.
- V. Report placement information by clicking on Placements tab.

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# Profile Screen

# 1.2.2 Review CSM Activity

- I. View a log of all the notable CSM actions clicking on the Activity Summary tab.
- II. Filter the activity list by Days Back and Activity Type by utilizing the dropdown menus at the top.
- 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.

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# section 3: documents

#### 3.1 Manage Documents

# **Documents List**

- I. View existing and upload new documents (resumes, cover letters, unofficial transcripts) by clicking on the documents link on the top nav bar.
- II. Click on add new to upload new document.
  - System will convert document to pdf.
- III. The Make Default button designates a main resume that will be the first option when applying to employers, and with permission, will appear in employer resume books.

# Documents Screen

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# Manage Documents

- IV. After clicking [Add New] button, enter a document title in the Label field.
- V. Select a Document Type
- VI. Click on [Browse] button, select a file to upload and then click the [Submit] button.

# New Document Screen

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# section 4: jobs

Job Postings displays employer job postings. Students may submit resumes to job postings. Additionally, students may set Search Agents to schedule automated job searches with email alerts.

# 4.1 Apply for Jobs

Job Postings Screen

### Jobs List

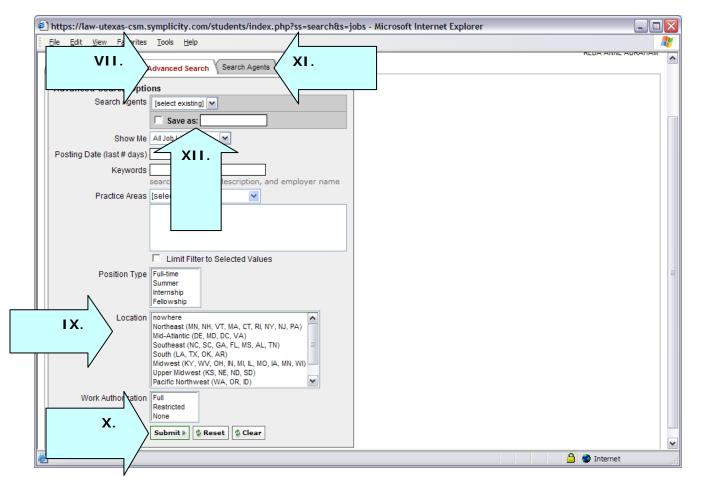
- I. View job postings by clicking on JOBS from the top navigation bar.
- II. Sort the job list by Practice Area, Position Type, etc. by utilizing the dropdown menus at the top.
- III. Find a specific job by inputting details into the Keyword Search box on the top right, and then click the Apply Search button
- IV. Mark a job as a "favorite" by clicking on the "Add to Favorites" icon on the right.
- V. View all favorite jobs under the Favorites tab.
- VI. Review Position Details by clicking on a link in the Title column.
  - Review the Posted Date and Resume Submission deadline by utilizing the Important Dates feature on the right.
  - Submit a resume, if qualified, by highlighting the proper resume name from the Resume dropdown, inputting Cover Notes, and clicking the Submit button from Application Status on the right.

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#### Advanced Search

- VII. Refine the job list by clicking on the Advanced Search tab.
- VIII. Save the advanced search as a search agent by clicking on the Advanced Search tab, check-marking Save As, and then inputting Search Agent name.
  - IX. Select Locations, Position Types, etc. to run a combination search for the jobs list.
  - X. Run the search by clicking the [Submit] button.
    - The search results will display under the Search Results tab.
  - XI. View a list of search agents by clicking on the Search Agents tab.
- XII. Review and/or edit a Search Agent by clicking on a link in the Label column (not shown).
  - Enable a Search Agent by clicking Yes, and then setting a Period and a Multiple, and then clicking the Submit button.
  - CSM will run enabled Search Agents automatically, and then email the results.

#### Advanced Search Screen



# section 5: employers

Employers enables students to browse employer profiles and designate Favorites

# 5.1 Research Employers

- I. View information about employers by clicking on EMPLOYERS from the top navigation bar.
- II. Find a specific employer, input details into the Keyword Search box on the top right, and then clicking the Apply Search button.
- III. If an employer has a profile or available positions, then the employer name will be underlined.
- IV. Place an employer under the Favorite Employers tab by clicking on the Add to Favorite button in the Options column.
- V. View a list of preferred employers by clicking on the Favorite Employers tab.
- VI. Take employers out of Favorites by clicking on the Remove From Favorites button.
- VII. View an employer overview, corporate culture information, key statistics and/or positions available by clicking on an underlined employer name in the Title column.

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# section 6: networking

Networking enables students to peruse the university's alumni professional network.

#### 6.1 Professional network

- I. View the contacts participating in the Professional Network by clicking on Networking on top nav bar.
- II. View professional profile by clicking on desired alumni's last name.
- III. Search the professional network by clicking on the detailed search tab.
- IV. Mark contacts as favorites by clicking on the Add to Favorite icon in the options column.

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# **Professional Network Listing Screen**

# section 7: clerkships

Clerkships enables students to research clerkships and download profile information for mail merges.

# 7.1 Clerkships

- I. View all clerkships that are available in system by clicking on the CLERKSHIPS link on top nav bar and then clicking on the Clerkships tab.
- II. Search the judges list by clicking the Detailed Search Screen.
- III. Review specific clerkship profile by clicking on the desired last name link.
- IV. Find a specific clerkship by inputting details in the Keyword Search box or running an advanced search.
- V. Place desired clerkships in favorite folders by check-marking them, clicking on the favorites button and then selecting a folder.
- VI. View clerkships saved in favorite folders by clicking on the Favorites tab.
- VII. Download information to Excel by check-marking desired clerkships and clicking Export to Excel button.

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# Clerkships Listing Screen

# section 8: oci

OCI enables students to manage their OCI activities including ranking employers, updating conflicts and viewing scheduled interviews

### 8.1 OCI

#### **Employers/Applications**

- I. View employers that are participating in OCI by clicking on the OCI link on top nav bar and then clicking on the Employers/Applications tab.
- II. Review upcoming dates on the Important Dates sidebar.
- III. Filter the employer list by session, application status, interview date, etc. by utilizing the Search Filters.
- IV. Find specific employers, or search by city/state, by entering information into the Keywords field and then click the [Search] button.
- V. Review Schedule details by clicking on the [Review] button to the left of the desired organization.
- VI. Submit an OCI application by clicking on the [Apply] button.
- VII. The "Default OCI Resume" will be included with the application (shown in the Resume column).
  - Change the specific application resume by clicking [Review].
- VIII. Review Scheduled Interviews by clicking on Scheduled/Interviews tab.

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# Employers/Bidding Listing Screen

# **Schedule Review**

- IX. After clicking the [Review] button from the Employers/Applications screen, review schedule details under the OCI Schedule heading.
- X. Update the attached resume by selecting a new resume under the Application Details sidebar and then click [Submit].
- XI. Apply to the employer by clicking the [Apply] button.

# **OCI Schedule Review Screen**

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# section 9: events

Events enables students to view information regarding upcoming information sessions.

#### 9.1 Information Sessions

- I. View upcoming information session by clicking on the Events link on top nav bar and then clicking on the Information Sessions tab.
- II. View information session information, and rsvp for the event by clicking on the desired information session name link.

#### Information Session Listing Screen

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# section 10: calendar

### 10.1 Important Dates and Personal Events

- I. View important dates for the upcoming weeks 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 to view event details.
- IV. Create, review and/or update events that do not automatically appear on the calendar by clicking on the Personal Events tab.

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