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Surveys

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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”.

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></td>
<td>Clears selected search criteria.</td>
</tr>
<tr>
<td>Delete</td>
<td>✗ Delete or ✗ Delete</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></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>Search</td>
<td></td>
<td>Button where the user clicks to apply the desired search.</td>
</tr>
<tr>
<td>Submit</td>
<td></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

Log In
Please enter your username and password.

Username
(your email address)

Password

Go ▶ 2 Reset  Forget Password

Register
Register for a new account.

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

Forgot my password

If you forget your password click on the “Forgot my password” 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”.

Profile

Access History

Access History:
- Jul 16, 2012 @ 10:23 AM - 71.62.136.82 - Fredericksburg, VA - Home Computer
- Jul 16, 2012 @ 10:16 AM - 71.62.136.82 - Fredericksburg, VA - Unknown Device
- Jul 6, 2012 @ 10:10 PM - 108.84.28.142 - Roswell, GA - Work Computer
- Jul 6, 2012 @ 9:54 AM - 108.84.28.142 - Roswell, GA - Work Computer

Show All Authorized Devices
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.
Profile

Build a profile

Profile Screen

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

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.
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.
- 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.
- View information such as the description, important dates, and location by hovering over the Quick View (binocular) icon.
- Batch option to recommend jobs to students.

Use the search filters to search by desired criteria and click “Search.”
Job Recommendations
Faculty may recommend jobs to selected students via an email.

Selecting Jobs

Click the check box to the postings to be recommended

Use search filters to find specific jobs

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

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

Once students are reviewed, click ‘Continue’

Click to add a student not on the list

Click to remove a student from the list of recipients

Click ‘Go Back’ to return to the previous step

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 related resources made available by the career services staff.

Financial Analyst
Symlicity Corporation

Posted: Jun 18, 2012
EXPERIMENTAL LEARNING: Yes
CAREER PATH: Yes
EXPIRATION DATE: Jul 31, 2012
APPLICATIONS ACCEPTED: June 10, 2012
POSITION TYPE: Internship

LOCATION
City: Buffalo
State: New York
Country: United States

CONTACT INFORMATION
Employer: Symlicity Corporation
Name: Mireia Abremovitz
Title: 2
E-mail: mibrannovitz@symlicity.com
Phone: 7035510200
Address: 1390 Wilson Blvd
Arlington, VA 22209 United States

REVIEW DETAILS
Review job details, dates, and screening criteria.

Recommend the position to students.

Favorite Jobs
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 checking “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 regular basis.
- **Period**: Select a frequency for this agent to run. (Example: Period = month, Multiple = 2, Agent will be run every 2 months.)
- **Multiple**: The value entered here will be used to determine how frequently your agent is run.
- **Include only new results**: Checking 'yes' will only include new results posted since the last run date.
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
Favorite Employers

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.

Air Supply
http://www.airsupply.com

Symplicity Corporation
http://www.symplicity.com

On Campus
1: Jul 20, 2012
1: Jul 25, 2012
1: Jul 26, 2012
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.
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 information session details** by clicking on the desired information session name link.
- **View upcoming Information Sessions** by clicking on the “Events” link on the top navigation bar and then clicking on the “Information Sessions” tab.
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.
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 if your career center is requiring that a survey is completed before utilizing other system features.

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

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