

Career Services Manager: Student User Guide 1.0

CONFIDENTIAL

This confidential Instruction Manual has been prepared solely for the benefit of Symplicity Career Services Manager users. By accepting delivery of this Instruction Manual, the recipient hereby agrees that the information contained in this Instruction Manual, in whole or part, is confidential and proprietary to Symplicity and that it will not reproduce or redistribute such Instruction Manual, discuss the information contained herein or make reproductions without the prior written approval of Symplicity, and will hold all information relating to the Career Services Manager in confidence.

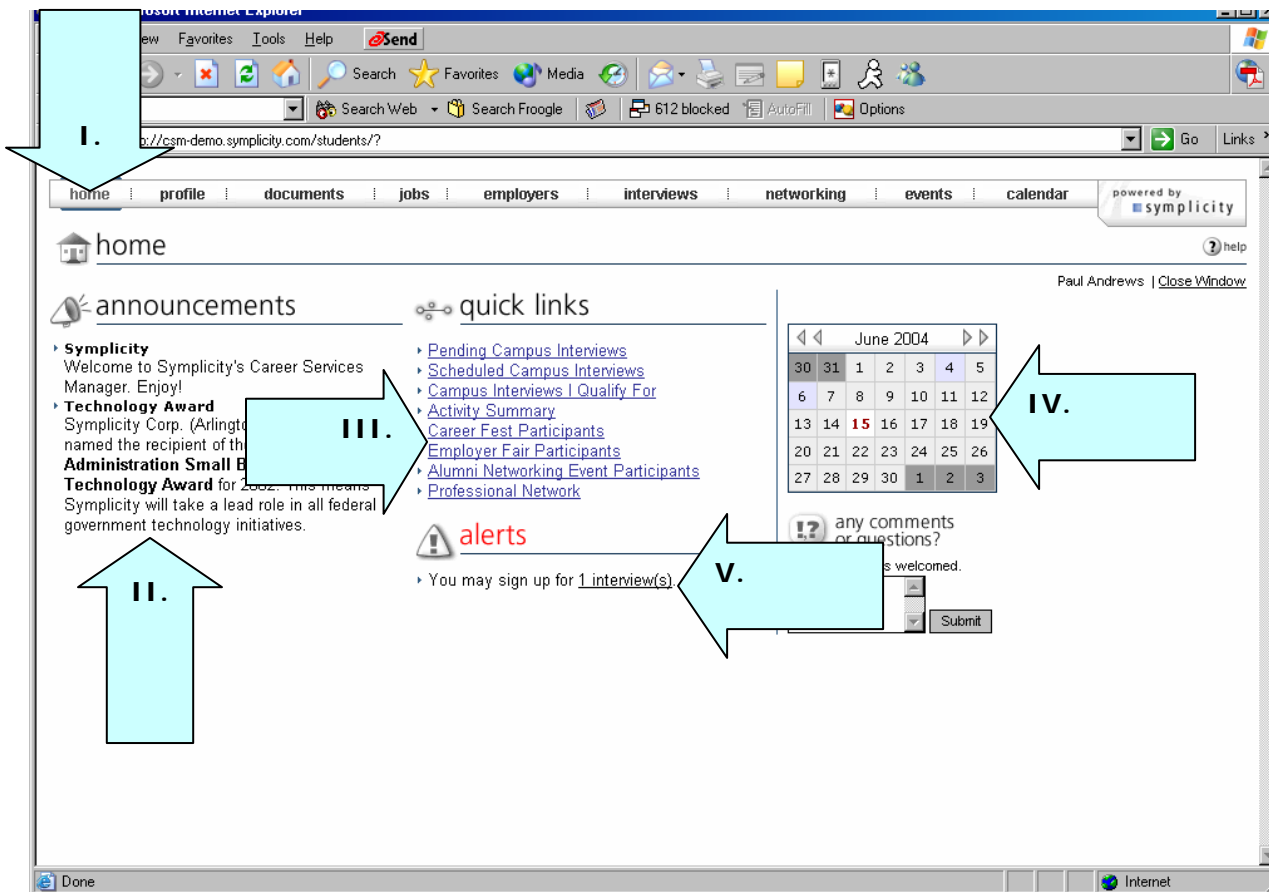
Student Interface

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

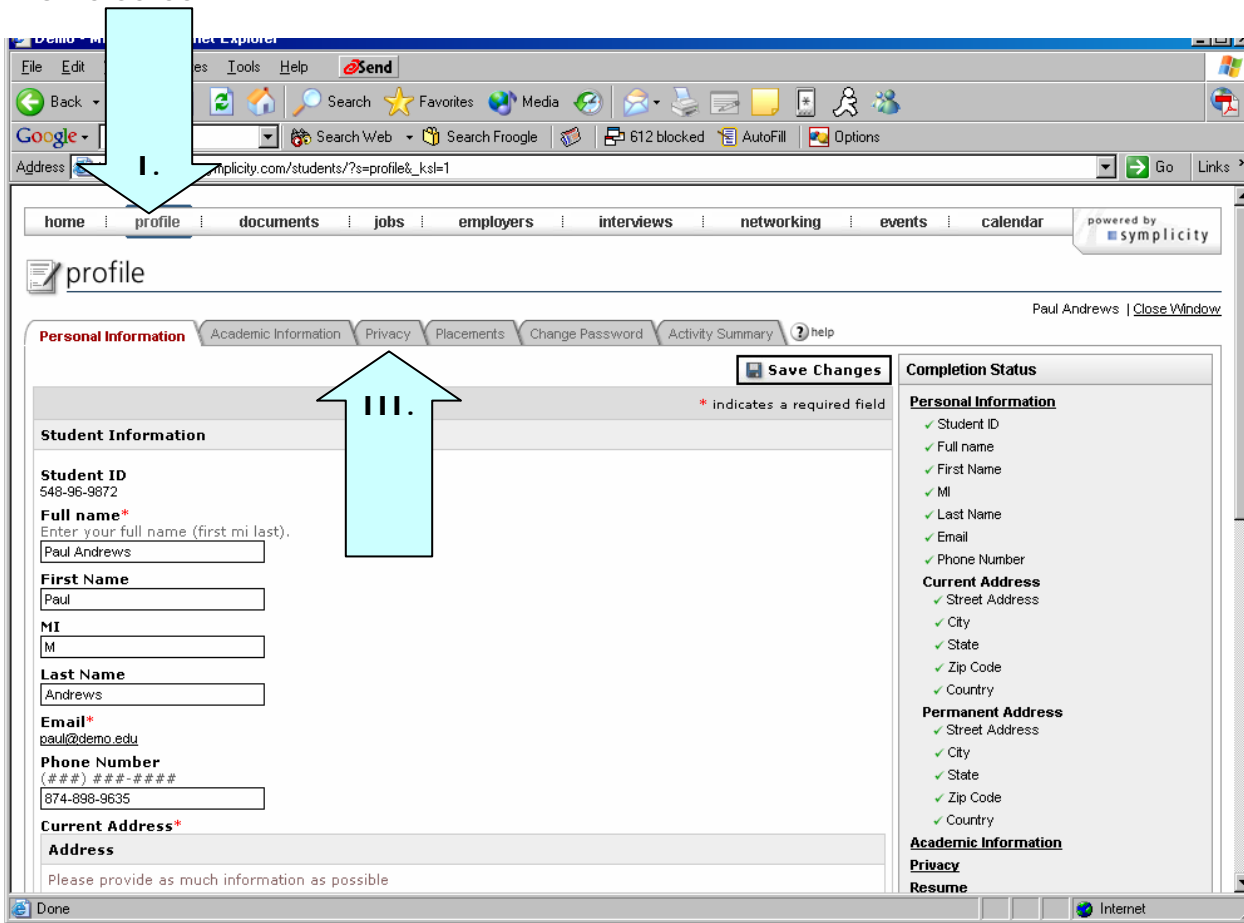


section 2: profile

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.

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.

The screenshot shows a web browser window displaying the 'Activity Summary' page for a user profile. The browser's address bar shows the URL: <http://csm-demo.simplicity.com/students/?ss=summary&s=profile>. The page has a navigation menu with items like 'home', 'profile', 'documents', 'jobs', 'employ', 'interviews', 'events', and 'calendar'. The 'profile' section is active, and the 'Activity Summary' tab is selected. Below the navigation, there are filter options: 'Filters: Days Back (<=>): 90' and 'Activity:'. A note states: 'NOTE: Results limited to 1000 for performance reasons. Use filters to get to desired entries.' Below the filters, there is a table of activity logs with columns for 'Date/Time', 'Activity', and 'Employer'. The table contains 20 items, with the first few rows showing activities like 'Student Modified' and 'Added to Position'. A red arrow labeled 'I.' points to the 'Activity Summary' tab. Another red arrow labeled 'II.' points to the filter section. A third red arrow labeled 'III.' points to a date link in the 'Date/Time' column of the table.

Date/Time	Activity	Employer
Jun 10, 2004 7:26 pm	Student Modified	-
Jun 10, 2004 7:24 pm	Student Modified	-
May 28, 2004 1:39 pm	Added to Position	Air Kelley
May 27, 2004 12:35 am	Added to Position	Air Kelley
May 27, 2004 12:35 am	Agent Executed (automatic)	-
May 27, 2004 12:35 am	Student Modified	-
May 27, 2004 12:35 am	Student Modified	-
May 27, 2004 12:35 am	Student Modified	-
May 27, 2004 12:35 am	Student Modified	-
May 27, 2004 12:35 am	Agent Executed (automatic)	-
Apr 22, 2004 5:48 pm	Student Modified	-
Apr 22, 2004 4:54 pm	Non-OCR Resume Withdrawn	-
Apr 22, 2004 4:54 pm	Non-OCR Resume Withdrawn	-
Apr 17, 2004 2:00 am	Agent Executed (automatic)	-
Apr 12, 2004 4:12 pm	Student Modified	-

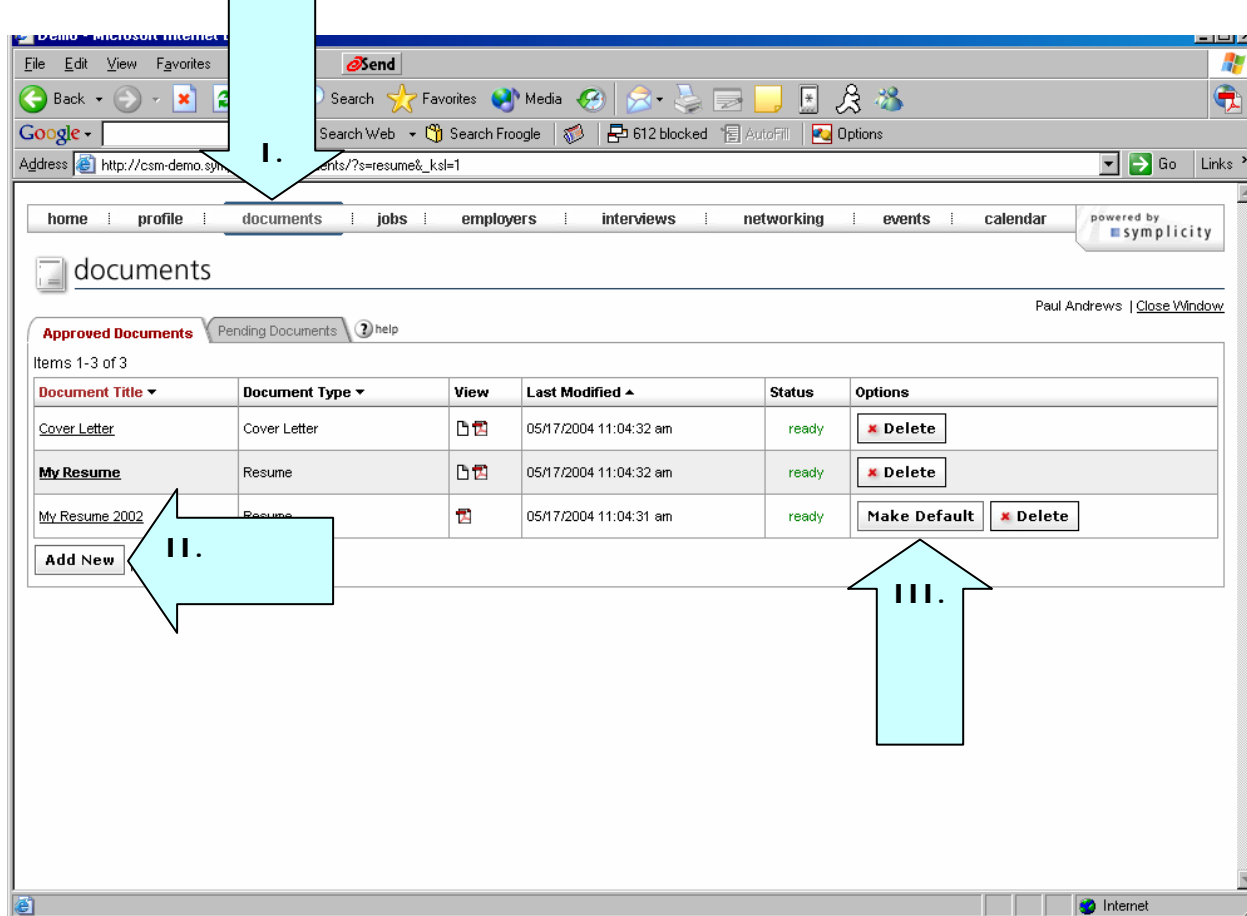
section 3: documents

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.

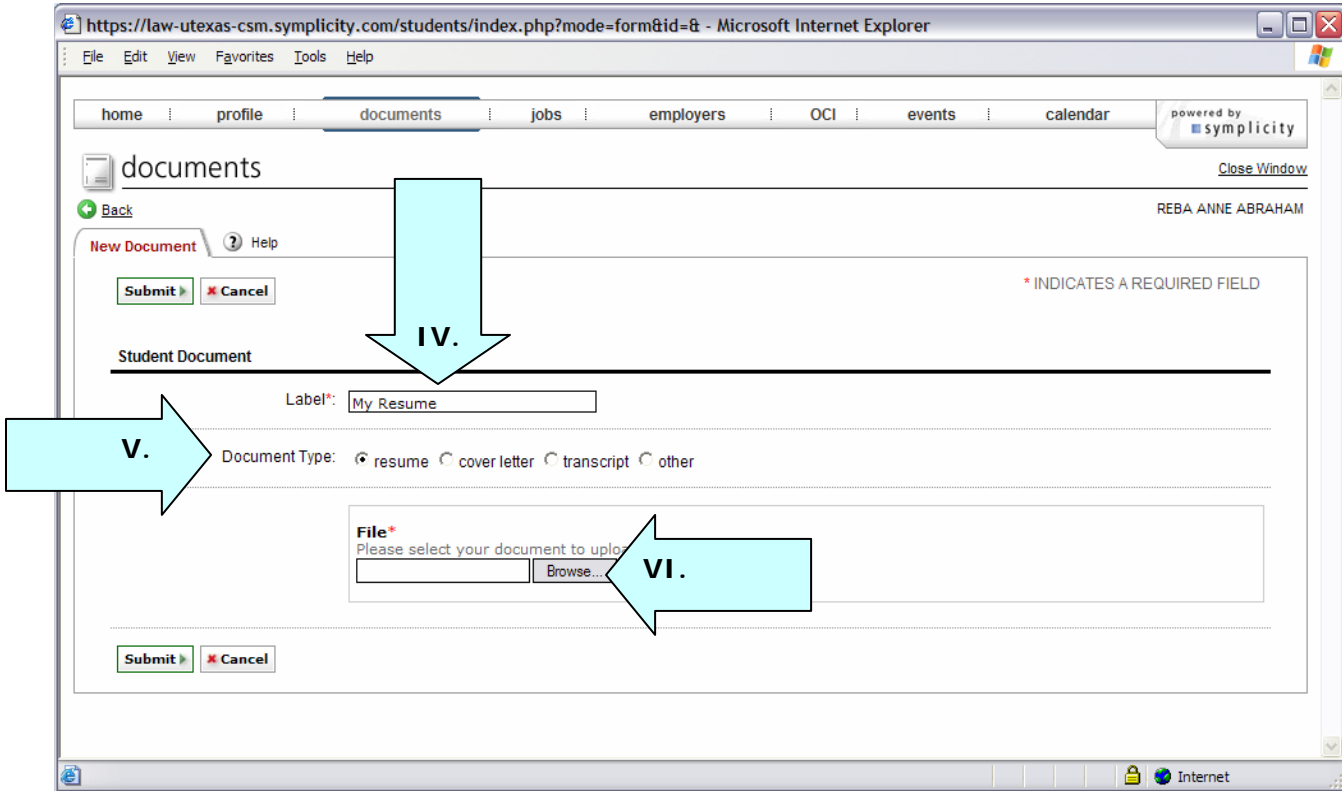
Documents Screen



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



section 4: jobs

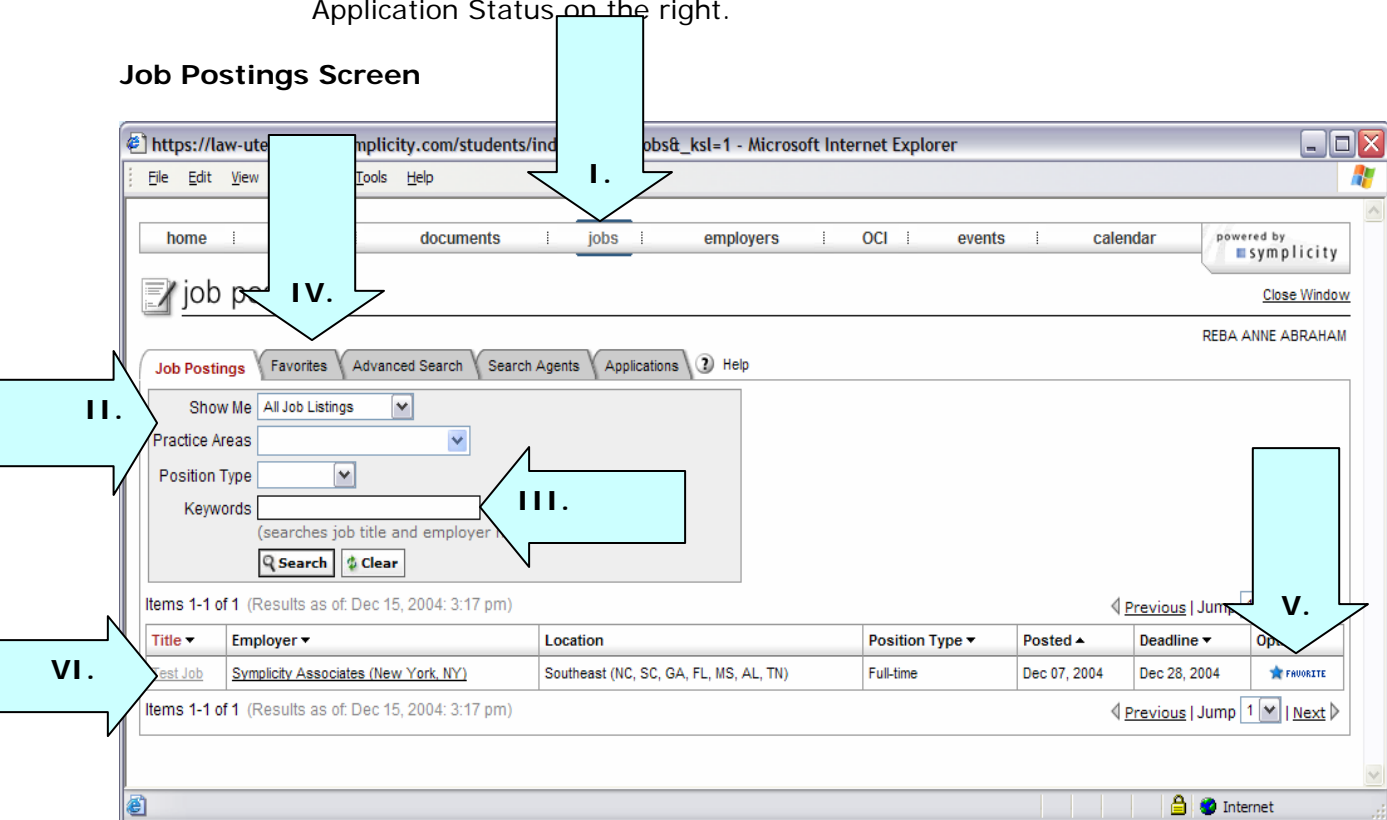
Job Postings displays employer job postings. Students may submit resumes to job postings. Additionally, students may set Search Agents to schedule automated job searches with email alerts.

4.1 Apply for Jobs

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.

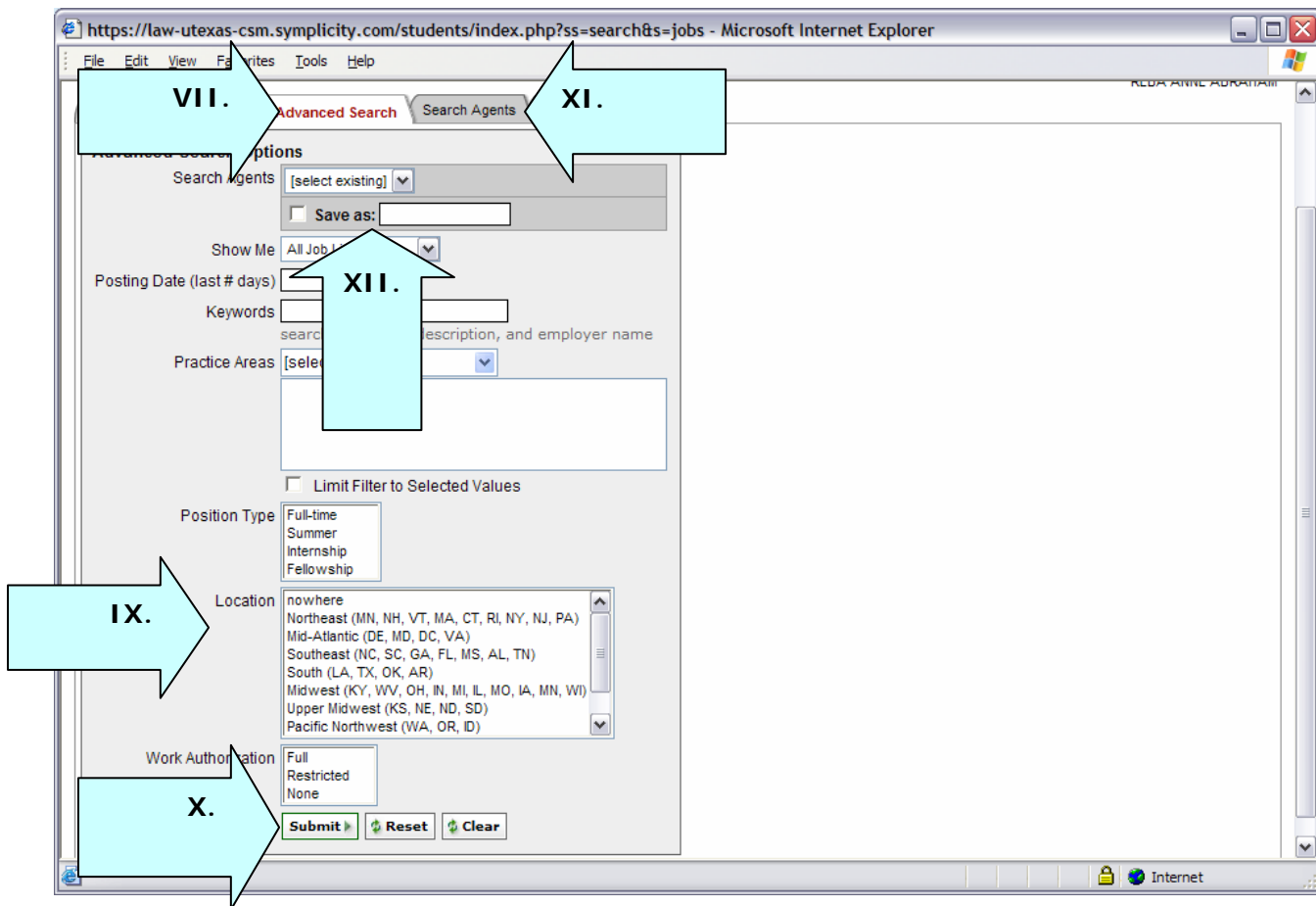
Job Postings Screen



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.

Employer Listing Screen

The screenshot shows the Employer Listing Screen in a web browser. The browser window title is "Demo - Microsoft Internet Explorer". The address bar shows "http://csm-demo.simplicity.com/students/?s=employers". The page has a navigation bar with "home", "profile", "documents", "jobs", "employers", "interviews", "networking", "events", and "calendar". The "employers" link is highlighted. Below the navigation bar is a search box for "employer profiles". A table lists 32 employers with columns for Organization, Website, On Campus, Pro-net, and Options. Three callout boxes with arrows point to specific elements: "I." points to the "employers" navigation link, "III." points to the underlined employer name "Dante Instruments", and "IV." points to the "ADD FAVORITE" button in the Options column.

Organization	Website	On Campus	Pro-net	Options
<u>Air Kelley</u>	http://www.airkelley.com	I: Jun 10, 2005	1	★ FAVORITE
<u>American Motor Company</u>				★ ADD FAVORITE
<u>Blue Ridge Farms</u>				★ ADD FAVORITE
<u>Dante Instruments</u>	http://www.kelleyinstruments.com			★ FAVORITE
<u>DaVinci International</u>				★ ADD FAVORITE
<u>Dental Associates</u>				★ FAVORITE
<u>DiNero's Finer Foods</u>				★ ADD FAVORITE
<u>Fly High Plane Rides</u>				★ ADD FAVORITE
<u>Galileo & Copernicus</u>			1	★ FAVORITE
<u>Global Navigation Inc</u>				★ ADD FAVORITE
<u>Inte-Kell</u>			1	★ ADD FAVORITE
<u>International Business Electronics</u>				★ FAVORITE
<u>Italian Brother Plumbing Corp</u>				★ ADD FAVORITE

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.

Professional Network Listing Screen

home | profile | documents | jobs | employers | interviews | **networking** | events | calendar

professional network

Professional Network | Favorites | Detailed Search

Employers: [dropdown] | Keywords: [input] | Apply Search | Clear

Last	First	Employer	Job Title	Career Field	Major	Options
Ackers	Ann	Air Kelley	Analyst	Advertising	Electrial	FAVORITE
Anderson	Andy	Inte-Kell	Manager		Business	ADD FAVORITE
Appleby	Jim	O'Hagan's Bar and Grill	Operator		School of Engineering	ADD FAVORITE
Griswald	Betty	Kelley, Tolpin & Associates	Consultant	Consulting	Business	FAVORITE
Plotkin	Gabe	Galileo & Copernicus	Analyst	Advertising	Human Services	ADD FAVORITE
Randle	Henry	Nuscopica Inc.	Manager	Industrial	School of Engineering	FAVORITE

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.

Clerkships Listing Screen

The screenshot shows the Clerkships Listing Screen in a Microsoft Internet Explorer browser window. The browser title is "CSM Law Demo - Microsoft Internet Explorer". The address bar shows the URL "http://law-demo-csm.com/students/?s=clerkships&_ksl=1". The navigation bar includes links for "home", "profile", "jobs", "employers", "networking", "clerkships", "OCI", "events", and "calendar". The "clerkships" link is highlighted with a cyan arrow labeled "I.". Below the navigation bar is a search form with fields for "District Code", "City", and "Keywords", and buttons for "Search" and "Clear". A cyan arrow labeled "II." points to the search form. To the right of the search form is a cyan arrow labeled "IV.". Below the search form is a table of clerkships. The table has columns for "Court", "Specific Court", "City", and "Options". The first two rows are checked with checkboxes. A cyan arrow labeled "V." points to the "Options" column. A cyan arrow labeled "VI." points to the "Favorites" tab. A cyan arrow labeled "VII." points to the "Export To Excel" button. A cyan arrow labeled "III." points to the "Abraham" link in the table.

	Court	Specific Court	City	Options			
<input checked="" type="checkbox"/>	Aaron	Cynthia	Federal District - Magistrate Judges	United States District Court	Southern District of California	San Diego	★ ADD FAVORITE
<input checked="" type="checkbox"/>	Abel	Mark	Federal District - Magistrate Judges	United States District Court	Southern District of Ohio	Columbus	★ ADD FAVORITE
<input type="checkbox"/>	Aberdale	Jane				Atlanta	★ ADD FAVORITE
<input type="checkbox"/>	Abraham					New York	★ FAVORITE
<input type="checkbox"/>	Abrams					Hartford	★ ADD FAVORITE
<input type="checkbox"/>	Abrams	Paul	Federal District - Magistrate Judges	United States District Court	Central District of California	Los Angeles	★ ADD FAVORITE
<input type="checkbox"/>	Abramson	Harold	Federal Bankruptcy	United States Bankruptcy Court	Northern District of Texas	Dallas	★ ADD FAVORITE

section 8: oci

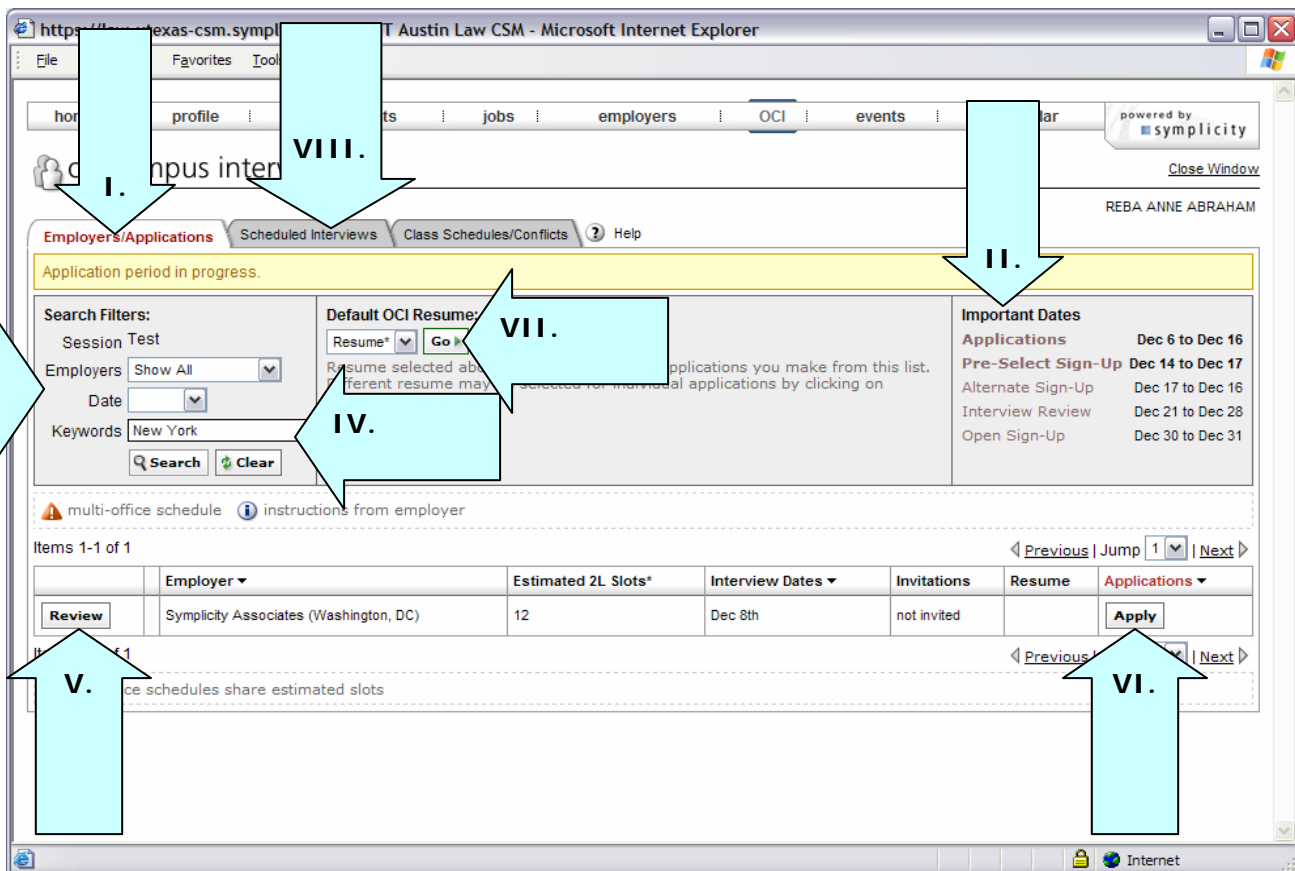
OCI enables students to manage their OCI activities including ranking employers, updating conflicts and viewing scheduled interviews

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.

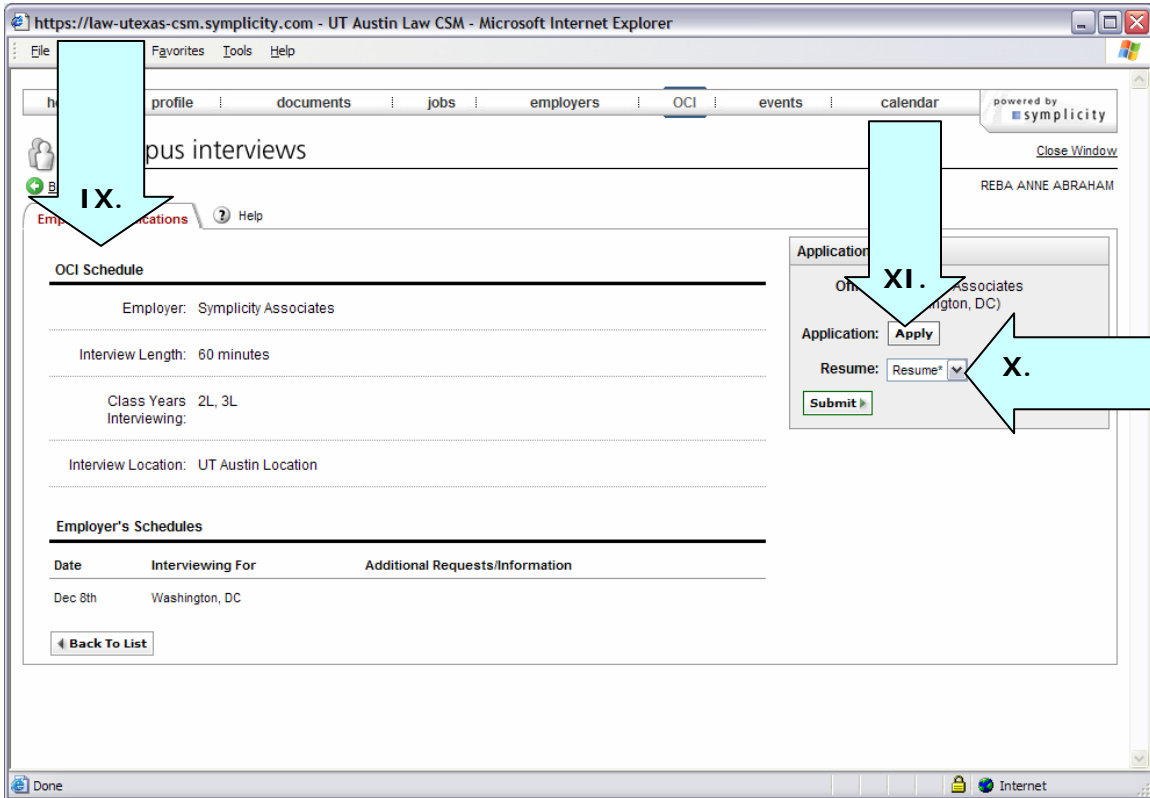
Employers/Bidding Listing Screen



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



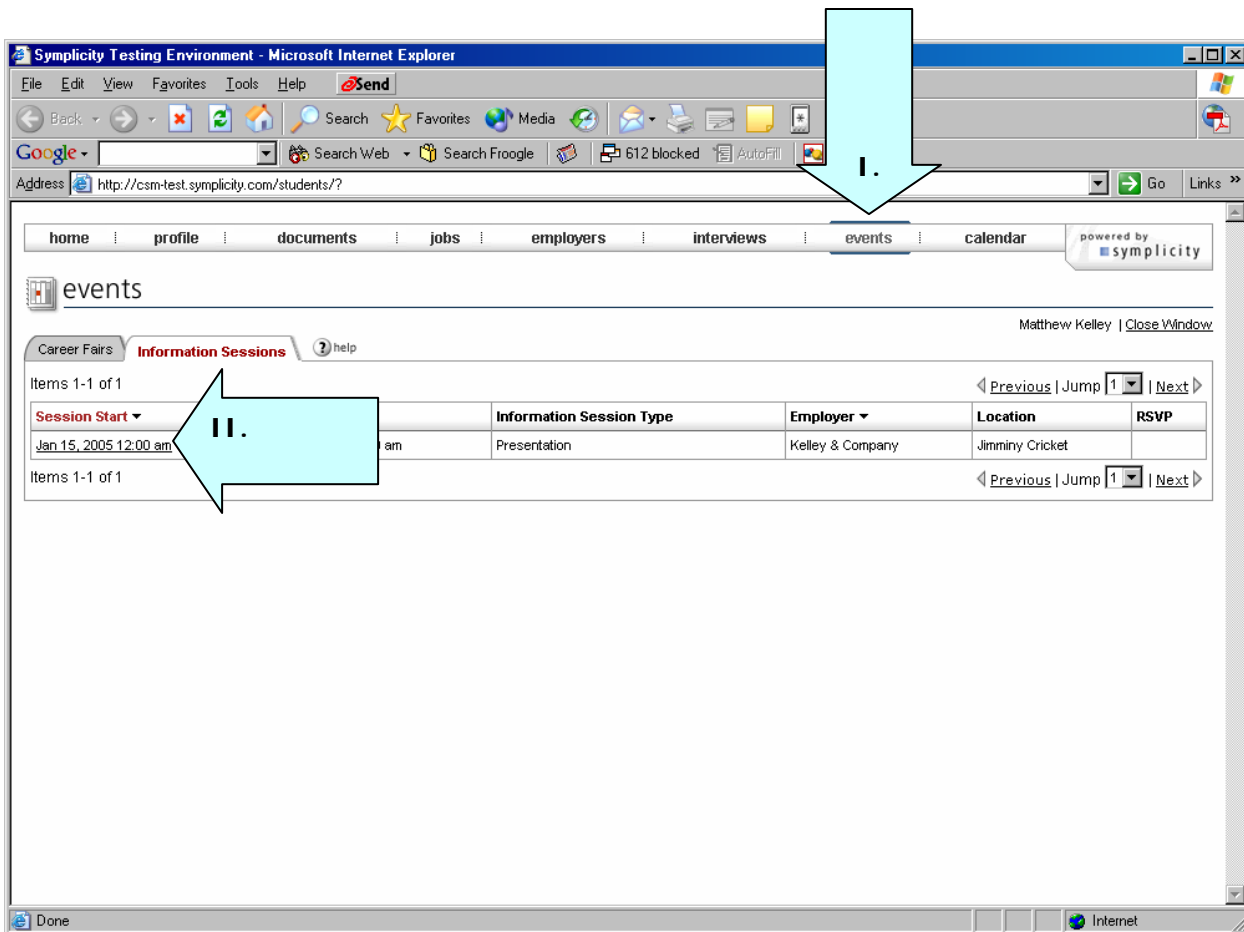
section 9: events

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



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.

Calendar Screen

