

USERNAME:

PASSWORD:

Log into <https://syr-csm.symplicity.com> . Your username is your COMPLETE SU EMAIL ADDRESS. Should you have any problems logging in or navigating the system, please contact the Recruiting Help Desk at 315.443.9093 or 235 Schine or careers@syr.edu

Navigate the Homepage

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

Build / Update your Personal Profile

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

Manage Documents

Documents List

- View existing and upload new documents (resumes, cover letters, unofficial transcripts) by clicking on the documents link on the top nav bar.
- Click on "add new" to upload new document.
 - System will convert document to pdf.
- 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.

Manage Documents

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

Research Employers

- View information about employers by clicking on EMPLOYERS from the top navigation bar.
- To find a specific employer, input details (employer name) into the Keyword Search box on the top right, and then click on the Apply Search button.
- If an employer has a profile or available positions, then the employer name will be underlined.
- Place an employer under the Favorite Employers tab by clicking on the Add to Favorite button in the Options column.
- View a list of preferred employers by clicking on the Favorite Employers tab.
- Take employers out of Favorites by clicking on the Remove From Favorites button.
- View an employer overview, corporate culture information, key statistics and/or positions available by clicking on an underlined employer name in the Title Column. Use the down arrow key to view the entire profile.

Information Sessions

- View upcoming information session by clicking on the Events link on top navigation bar and then clicking on the Information Sessions tab. Use the down arrows to scroll down the page.
- View information session information, and RSVP for the event by clicking on the desired information session name link.

Important Dates and Personal Events

- 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.
- Click on a link in the Event to view event details

Mentor @ SU

- View the contacts participating in the Mentor @ SU program by clicking on Mentor @ SU on top nav bar.
- View Mentor profile by clicking on desired alumni's last name.
- Search the Mentors by clicking on the detailed search tab. Use the down arrows to scroll down the page.
- Mark contacts as favorites by clicking on the Add to Favorite icon in the options column.

Apply for Internships/Jobs

Internships/Jobs List

- View postings by clicking on **jobs/internships** from the top navigation bar. Career Services job postings are positions entered by the SU Career Services.
- Sort the internship/job list by **Job Function, Industry, or Position Type** by utilizing the dropdown menus at the top.
- To search all internships (national and local) select **Internship** from the **Position Type** drop down. To select only internships located in Central New York, select **Local Internship** from the drop down box.
- Find a specific position by inputting details into the **Keyword Search** box, and then click the Search Button.
- Mark a job/internship as a "favorite" by clicking on the "Add to Favorites" icon on the right.
- View all favorite jobs under the Favorites tab.
- Review Position Details by clicking on a link in the Title column. Use the down arrow to scroll down the page.
 - 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 or follow How To Apply directions.

Advanced Search

- Refine the job list by clicking on the Advanced Search tab.
- 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.
- Select Locations, Position Types, etc. to run a combination search for the jobs list.
- Run the search by clicking the [Submit] button.
 - The search results will display under the Search Results tab.
- 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 (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.



Student Quick Start Guide

Registering an Internship for Credit

- Go to <http://students.syr.edu/careerservices/index.htm>
- Click on *OrangeLink*
- Click "for students/alumni"
- Log in using your SU email address as the Username and your Password (If you don't have your password call 315-443-3616 or email careers@syr.edu).
- Under "Quick Links" click on "Internships/Exp. Learning"
- Click on "Add New"
- Click on "Internship Info" Tab
- Complete the Internship Learning Information
- Download the SU Proposal for Independent Study (PIS) at: <http://students.syr.edu/careerservices/pis.htm>
- Or, Go to the Center for Career Services to pick up a PIS.
- Return the completed PIS with all the required signatures *except for the Deans Signature* to the Center for Career Services at 235 Schine

Internship Final Evaluation-(Complete at the end of internship)

- Go to <http://students.syr.edu/careerservices/index.htm>
- Click on *OrangeLink*
- Click "for students/alumni"
- Log in using your SU email address as the Username and your Password (If you don't have your password call 315-443-3616 or email careers@syr.edu).
- Under "Quick Links" click on "Internships/Exp. Learning"
- From the list of internships you have done, choose the one you want to evaluate and click the "Edit" button on the far left side.
- You'll see a page with several tabs, all relating to this internship. Click on the "Self Evaluation" tab, fill it out, and save.
- Now click the "Internship Final Evaluation" tab, fill it out, and save.
- Ignore the "Final Report" tab unless otherwise instructed by your program. You're done! Thanks very much.