



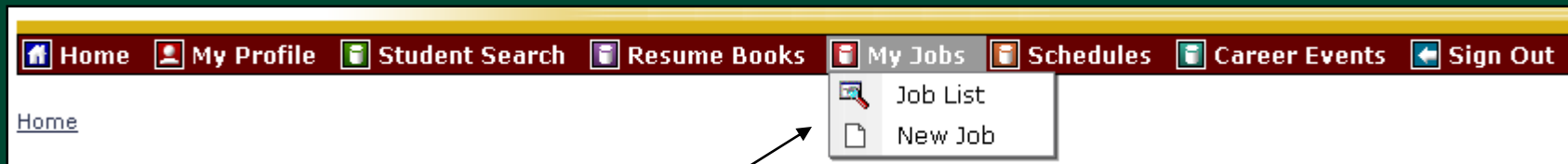
Learn How to Use the Menu Options





Users Menu Options

The menu bar of a user with Full Access provides links to My Profile, Student Search, Resume Books, My Jobs, Schedules, Career Events, and the Sign Out Button.



Hover over each menu option to select it or for the dropdown box to appear to select additional options.

*Users have different contact access types and will therefore have different menu options.



Users Menu Options

The users Home Page includes:

- Memos
- Announcements
- Resource Library
- Quick Links
- Calendar

Welcome, Evan Robert

- Update your contact information - Select [My Profile](#).
- Search for qualified applicants - Select [Student Search](#).
- Enter/Edit a job posting - Select [My Jobs](#).
- View/Manage an interview schedule - Select [Schedules](#).
- View and Register for a career event - Select [Career Events](#).

Announcements [View All]

Teacher Job Fair
April 17, 2007
Student Center

Register Now! Booths fill up quickly!!

Resource Library

[Employer Guide: How to use our Job Board](#)

Quick Links

- [Report a Hire](#)
- [My Task List](#)
- [Saved Searches](#)

Calendar

Calendar - April, 2007 [Edit] [Month View]

| | |
|--------|---|
| Sunday | 8 |
|--------|---|



Users Menu Options

An employer can view and edit their profile by click on the My Profile menu. To edit the employer information or contact information, click on [Edit] to begin making changes.

Click [Edit] to make changes to the profile. Click SAVE at the bottom of the page to keep the changes.

| Employer Information | [Edit] |
|---|--------|
| *Organization Name: CSO Research, Inc. | |
| Location: Austin, TX | |
| Website: http://www.csoresearch.com | |
| Employer Category: Architecture/Urban Planning Art/Design | |
| Address Line 1: 101 Ricker Lane | |
| Address Line 2: Bldg 200; Suite 205 | |
| City: Austin | |
| State: TX | |
| Zip: 77777 | |
| Map of Address Above: Online Map | |
| Phone: 777-7789 | |
| Fax: 777-9915 | |
| Profile: CSO Research is a company dedicated to... | |
| On-line Application Address: | |
| Majors: | |
| Include in Employer Directory <input checked="" type="checkbox"/> Yes | |

| Contact Information | [Edit] |
|--------------------------|--------|
| *First Name: Evan | |



Users Menu Options

An employer can search by clicking on the Student Search menu.

Enter the criteria to search and click [Search] at the bottom of the page.

Student Advanced Search

Search Reset

Keyword(s):

Last Name:

First Name:

Expected Graduation: Month Year
From
Month Year
To

Majors (click Add):
Add/Remove

Skills:
Add/Remove

Job Preference: Account Management/Planning
Accounting/Auditing
Actuarial
Administration

Classification: Alumni
Freshman
Sophomore
Junior

Applicant Type: Co-op/Intern
Full-time/Part-time
Work-Study

Overall GPA:

Degree: Bachelor's
Certification
Master's
Associates

Citizenship: Non US - Not Qualified to Work
Non US - Qualified to Work
US Citizen

Country: USA
Canada
Mexico
Algeria

Search Reset



Users Menu Options

After clicking Search, this is how the Student Search results will appear.

To view the student's profile and resume individually, click on the student's first or last name.

To create a Student Resume Packet click Create Packets.

Search Results: 64 students [Change Criteria] [Save Search]

| <input type="checkbox"/> | <u>First Name</u> | <u>Last Name</u> | <u>Applicant Type</u> | <u>Classification</u> | <u>Expected Graduation</u> |
|--------------------------|---------------------------|-------------------------|-----------------------------------|-----------------------|----------------------------|
| <input type="checkbox"/> | Lynn | Berger | Co-op/Intern, Full-time/Part-time | Junior | May 2008 |
| <input type="checkbox"/> | Susan | Chen | Full-time/Part-time | Alumni | May 2007 |
| <input type="checkbox"/> | Natasha | Smith | Full-time/Part-time | | May 2007 |
| <input type="checkbox"/> | Stephanie | Smith | Work-Study | | August 2007 |
| <input type="checkbox"/> | Kathy | Smith | Co-op/Intern | Sophomore | December 2007 |
| <input type="checkbox"/> | Daniel | Smith | Co-op/Intern | Freshman | December 2007 |
| <input type="checkbox"/> | Sandra | Smith | | Alum | December 2007 |
| <input type="checkbox"/> | Jason | Smith | | Senior | May 2007 |
| <input type="checkbox"/> | Jack | Wallace | Co-op/Intern | | August 2007 |
| <input type="checkbox"/> | Cyndi | Smith | | Senior | May 2007 |
| <input type="checkbox"/> | Rose | Tyler | | Specialist | December 2007 |
| <input type="checkbox"/> | Traci | Smith | Work-Study | | December 2007 |
| <input type="checkbox"/> | Jill | Smith | Full-time/Part-time | Freshman | December 2007 |
| <input type="checkbox"/> | Genise | Smith | Full-time/Part-time | Alum | May 2007 |
| <input type="checkbox"/> | Shawn | Smith | | Masters | December 2007 |
| <input type="checkbox"/> | John | Smith | | Senior | December 2007 |
| <input type="checkbox"/> | Clinton | Smith | | Junior | December 2007 |
| <input type="checkbox"/> | Chelsa | Jones | | Alum | May 2007 |
| <input type="checkbox"/> | Donald | Jones | | Alum | December 2007 |

1 2 3 4

check to email packet to self



Users Menu Options

My Jobs has the ability to view the previous jobs already posted and to create a new job. To view a list of job postings, an employer must select Job List.

Your account currently contains the following job postings.

- **Enter a new job listing** - click **New Job** on the sub-menu bar above.
- **Edit or close your job listing(s)** - click the Job ID of the posting you wish to change.
- **Sort the list of jobs** - click on any column heading.
- **View students applying for a posting** - click the highlighted **R** in the Activity column. If no students have yet applied for the job, the **R** will not be highlighted.
- **Report hiring a student/graduate** - click the **P** in the Activity column. The **P** is highlighted when a student has been hired for the posting.

| 25 Jobs | | | | |
|--|--------------------------------|---------------------|---------|----------|
| Job ID | Job Title | Applicant Type | Status | Activity |
| 1154 | Accountant | Full-time/Part-time | Active | P R |
| General ledger maintenance on automated systems, payroll tax reporting, & income tax & financial statement preparation for variety of small businesses (more...) | | | | |
| 1176 | Credit Analyst | Full-time/Part-time | Pending | P R |
| In this position, you will analyze requests for credit and plan investigations, along with requests for appropriate credit reports to be performed per (more...) | | | | |

To view details of the job posting click on the Job ID or the Job Title.



Users Menu Options

To create a new job, select **New Job** under **My Jobs** on the menu bar. When the job is saved it will be automatically sent to the administrator for approval.

Your account currently contains the following job postings.

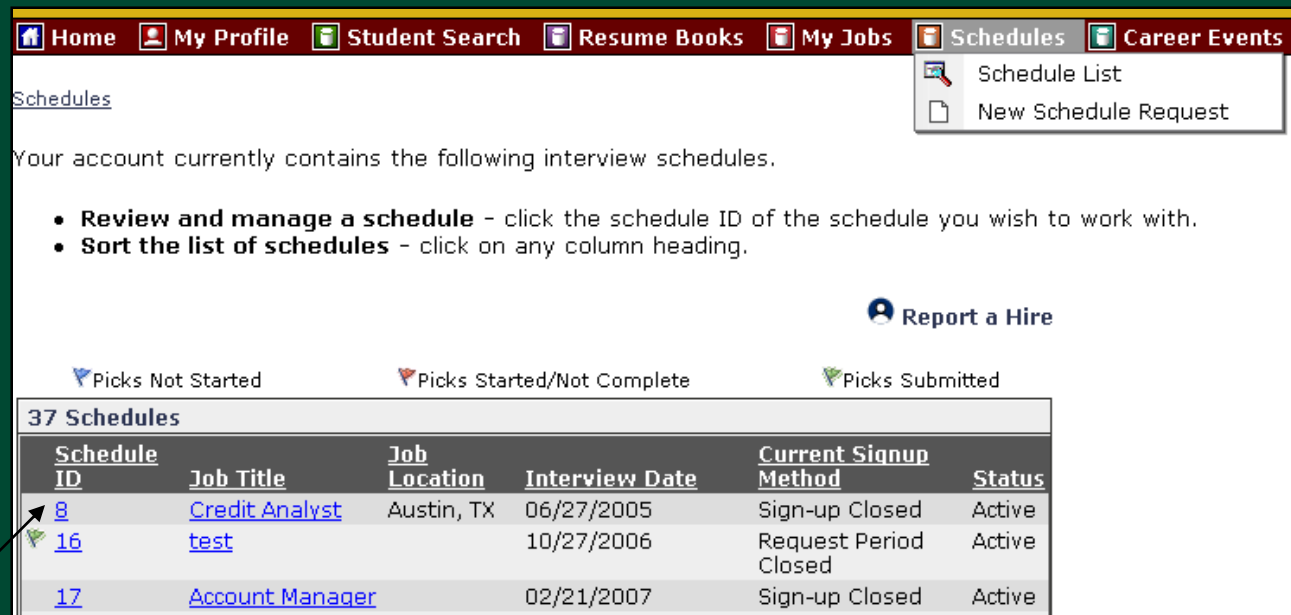
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- **Sort the list of jobs** - click on any column heading.
- **View students applying for a posting** - click the highlighted **R** in the Activity column. If no students have yet applied for the job, the **R** will not be highlighted.
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To view details of the job posting click on the Job ID or the Job Title.

Users Menu Options

To view an existing Schedule or create a new Schedule request from the Schedules menu, click on Schedules on the menu bar.



Schedules

Your account currently contains the following interview schedules.

- **Review and manage a schedule** - click the schedule ID of the schedule you wish to work with.
- **Sort the list of schedules** - click on any column heading.

[Report a Hire](#)

▼ Picks Not Started ▼ Picks Started/Not Complete ▼ Picks Submitted

| 37 Schedules | | | | | | |
|--------------------|---------------------------------|--------------|----------------|-----------------------|--------|--|
| Schedule ID | Job Title | Job Location | Interview Date | Current Signup Method | Status | |
| 8 | Credit Analyst | Austin, TX | 06/27/2005 | Sign-up Closed | Active | |
| 16 | test | | 10/27/2006 | Request Period Closed | Active | |
| 17 | Account Manager | | 02/21/2007 | Sign-up Closed | Active | |

To view details of the schedule click on the Schedule ID or the Job Title.



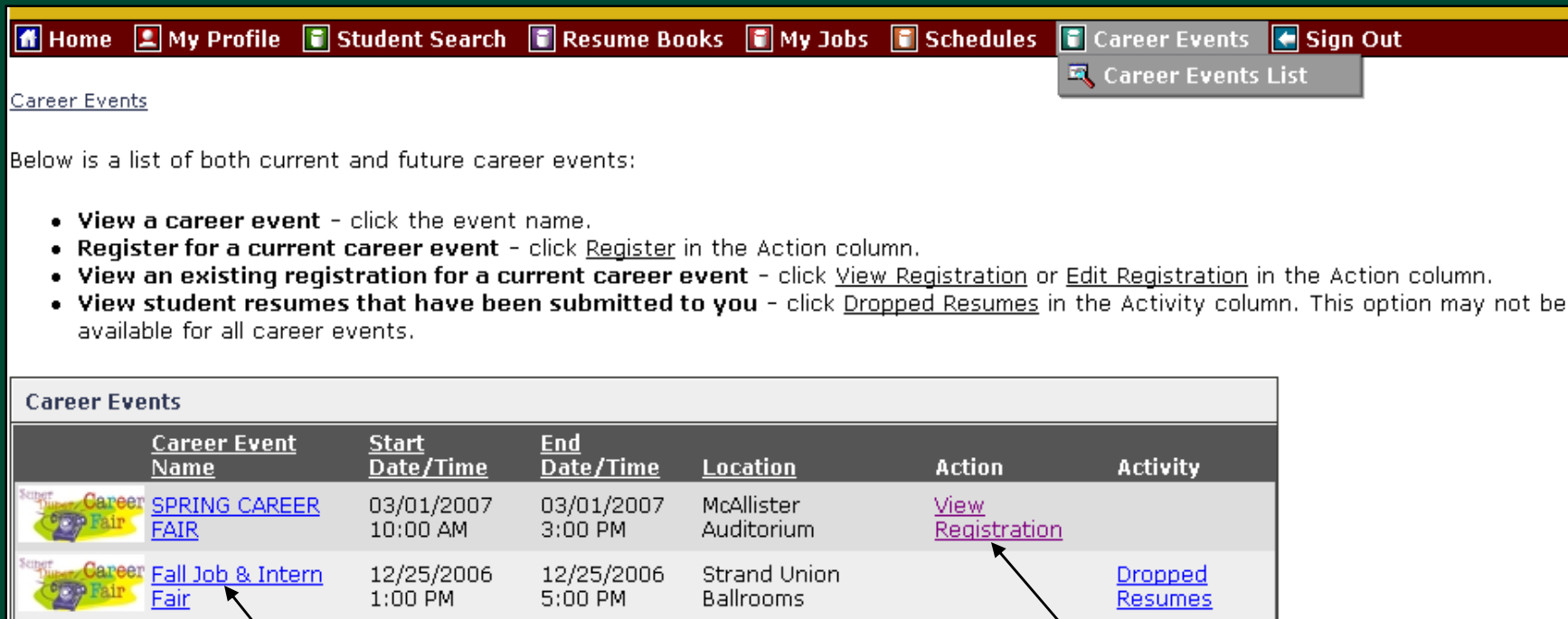
Users Menu Options

There are four schedule types to pick from and each type has a coordinating timeline.

1. **OPEN** – Involves a system screening process ONLY. Students who meet the requirements can sign up for an interview.
2. **PRESELECT** – Involves a system AND Employer screening process. Students who meet the requirements can submit an interview request. The employer then makes decisions on interview candidates and accepted students can then sign up for interviews. Alternate candidates may also be selected.
3. **PRESELECT CONTINUOUS** – Involves a system AND Employer screening process. Students who meet the requirements can submit an interview request. Employer reviews interview requests and makes interview decisions on an ongoing basis. Students can sign up as soon as the interview decision has been made for the interview request.
4. **COMBINED SCHEDULE** – A Preselect Schedule followed by an Open Schedule.



Users Menu Options

To view available Career Events, click on Career Events > Career Events List on the menu bar.



Below is a list of both current and future career events:

- **View a career event** - click the event name.
- **Register for a current career event** - click [Register](#) in the Action column.
- **View an existing registration for a current career event** - click [View Registration](#) or [Edit Registration](#) in the Action column.
- **View student resumes that have been submitted to you** - click [Dropped Resumes](#) in the Activity column. This option may not be available for all career events.

| Career Events | | | | | | |
|---|--|------------------------|-----------------------|------------------------|-----------------------------------|---------------------------------|
| | Career Event Name | Start Date/Time | End Date/Time | Location | Action | Activity |
|  | SPRING CAREER FAIR | 03/01/2007 10:00 AM | 03/01/2007 3:00 PM | McAllister Auditorium | View Registration | |
|  | Fall Job & Intern Fair | 12/25/2006 1:00 PM | 12/25/2006 5:00 PM | Strand Union Ballrooms | | Dropped Resumes |

To view details of Career Event click on the name of the event.

To view or edit your registration and view the students who have submitted resumes.



Users Menu Options

For more information on Road to Success please visit our website at

www.nichols.edu/careerservices

Or for further assistance please contact OCS at careerservices@nichols.edu or 508-213-2489.