

If you have any questions, please contact Katie Conrad, Syracuse University, OrangeLink Campus Administrator at kcwalk01@syr.edu, or 315-443-9086.

HOME

The home page allows you to view Announcements, Alerts, Quicklinks, and the Career Services Network Calendar. Space is also provided for feedback.

- Navigate all sections by clicking on the toolbar at the top of the screen.
- Dates on the Calendar will be in bold when events and programs are to be held. Click on the date to get additional event details.

ACCOUNT

Contacts can manage personal information, make password changes, and view previous account activity from the Account section.

Creating a Personal Profile

- Click the [Account] tab on the top navigation bar.
- Use the [Personal Profile] tab to enter your contact information.
- Select the [Password/Preferences] tab to change your password.
- The [Activity Summary] tab provides a detailed list of user activity.

CALENDAR

Employers can view Career events and log personal events in the Calendar section.

Important Dates and Events

- Click the [Calendar] tab on the top navigation bar.
- Click on the highlighted dates on the calendar on the right side of the screen.
- Employers may vary the view by selecting the [Day View] tab, [Week View] tab, [Month View] tab, or [Year View] tab.
- Employers may click the [Non-System Events] tab to create, review, or update personal events. These events are viewable only on your calendar. If you would like to publish events to other users, please contact the Career Services.

COMPANY PROFILE

Employers can create comprehensive online profiles in the Profile section.

Build a Company Profile

- Click the [Company Profile] tab on the top navigation bar.
- Select the [Who We Are] tab to input general information about your company/organization.
- Use the [Key Statistics] tab to input employer statistics.
- Click the [Company Culture] tab to input information such as working environment, dress code, diversity, training, etc.
- The [Logo] tab will allow employers to upload an image file in EPS image format.
- If you have created a profile on other Symplicity powered systems, you may copy your profile data by selecting the [Auto-Fill] tab.
- As you complete sections, the Completion Status box on the right side of the screen will track your progress.

POST JOB/INTERNSHIP

Employers can create new job postings, review current job postings and view student applications in the Jobs section.

Manage Job Postings

- Click the [Jobs/Internships] tab on the top navigation bar.
- To create a new job, select the [Add New] button at the bottom left of the screen. Input the position description, screening criteria, and the method by which you would like to receive applications. Select the [Submit] button.

Manage Job Posting Applicants

Click the [Student Resumes] tab on the top navigation bar to view a list of students who have applied for available positions.

- Click the document icon in the [Resume] column to view specific applicant resumes.
- To communicate with applicants via email, place a check by the names of the target individuals and click [Mail to Checked], a web-based mail wizard.
- Fill out the Subject, Message Body, etc.
- Mail merge fields will be shown in the [Available Fields] box.
- Initiate a mailing by clicking [Next] and then [Send Messages].
- To create a student resume packet, place a check by the names of the target individuals and click [Generate Book].
- To access a list of students based on a previously assigned status, select from the status drop-down box and click the [Search] button.

SEARCH SU RESUMES

An additional resource with dynamic content for active recruiters. New candidates continue to add resumes, and existing candidates update resumes.

- Browse through the names and descriptions of the various books to find the ones that interest you. Click on the appropriate link in the 'Name' column to view a list of students and their respective resumes.
- Once you have accessed a particular Resume Book and are viewing the student/alumni submissions:
 - To refine your candidate search, select 'More Options' and use the dropdown filters, or click on the 'Advanced Resume Search' tab.
 - Open and view individual candidate resumes by clicking on the resume icon on the right.
 - To generate a book of resumes, check mark the box to the left of individual candidate names, or click on the (+) sign above the boxes to choose SU candidates listed. Then select the "Generate Book" batch option to create your book.
 - After you've submitted your publication request, it will take the system time to process your pending request.
 - Once it is ready, return to the main Resume Books page (listing SU resume books) and locate your completed document under the "Publication Requests" tab.

IMPORTANT: Be sure to uncheck your candidate selections after generating your resume book by clicking clear all (-) sign above the boxes. Otherwise these candidate selections will carry over to your next action.

ON CAMPUS INTERVIEWING

Employers can request interview dates, screen applicants, review interview schedules, and create resume and/or interview schedule packets in the On Campus Interviewing section.

Request a Schedule

- Click the [Schedule Request] tab.
- Complete the information and click the [Submit] tab.
- You will receive a confirmation email when your request has been processed and date(s) assigned.

Applicants Tab

- After the student resume submission deadline, you will be able to review online applications.
- Click the [Applicants] tab.
- Select the appropriate interview program name from the Position drop-down menu and click [Apply]. A

list of applicants will appear.

- You may sort applicants by Student or Class Year.
- Review documents by selecting the appropriate document icon under “Documents.” An “R” indicates Resume, a “T” indicates Transcript, a “W” indicates Writing Sample, etc.
- Use the drop-down box under “Invitation” to indicate each student’s status. Your options will include invited, not invited or alternate (if set up to accept alternates). Choose “pre-select” for the students you would like to interview. Students not chosen for interviews should remain as “pending.”

Interviews Tab

- Click the [Interviews] tab to view students who have signed up for a specific interview time.
- Send a Group Email
- Place a check by the names of the target individuals and click [Mail to Checked], a web-based mail wizard. To select the entire list of students, click the “+” at the top of the check box column. Use the “-” to deselect students.
- Fill out the Subject, Message Body, etc.
- Mail merge fields will be shown in the [Available Fields] box.
- Initiate a mailing by clicking [Next] and then [Send Messages].

Create a Resume and/or Interview Packet

- Select the [Applicants] tab. To create a packet containing the interview schedule and related documents, choose the [Interviews] tab.
- Place a check by the names of the target individuals and click [Generate Book].
- Name the resume packet and click [Submit Request].
- Click the [Resume/Publication Requests] tab.
- Click the packet icon under the View/Download column.

CAREER FAIRS & INFORMATION SESSIONS

View and register for Information Sessions and Career Fairs.

Information Sessions

- Browse Information Sessions by clicking the Career Fairs & Information Sessions link on the top toolbar, then Information Sessions tab.
- Register for an information session by clicking Add New button. Confirmation messages are sent when the request is approved.
- If already registered, click the date view information session details.
- If student rsvping is enabled, view students who rsvpd for the event.

Career Fairs

- Browse live event registrations by clicking the Career Fairs & Information Sessions link on the top toolbar.
- Register for a career fair by clicking the Register button next to a specific event.
- If already registered, click the Review button to view career fair details. After clicking Review, view invoice by clicking the Accounting tab.
- When the balance is paid, the Accounting tab will display a receipt rather than an invoice.