

COYOTE CAREERS EMPLOYER GUIDE



UNIVERSITY OF
SOUTH DAKOTA

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**CENTER FOR CAREER DESIGN
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WWW.USD.EDU/CAREER SERVICES

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Thank you for recruiting at the University of South Dakota. We are thrilled to connect you with our talented students. Please reach out if you have any questions. Go Yotes! – CCD Staff

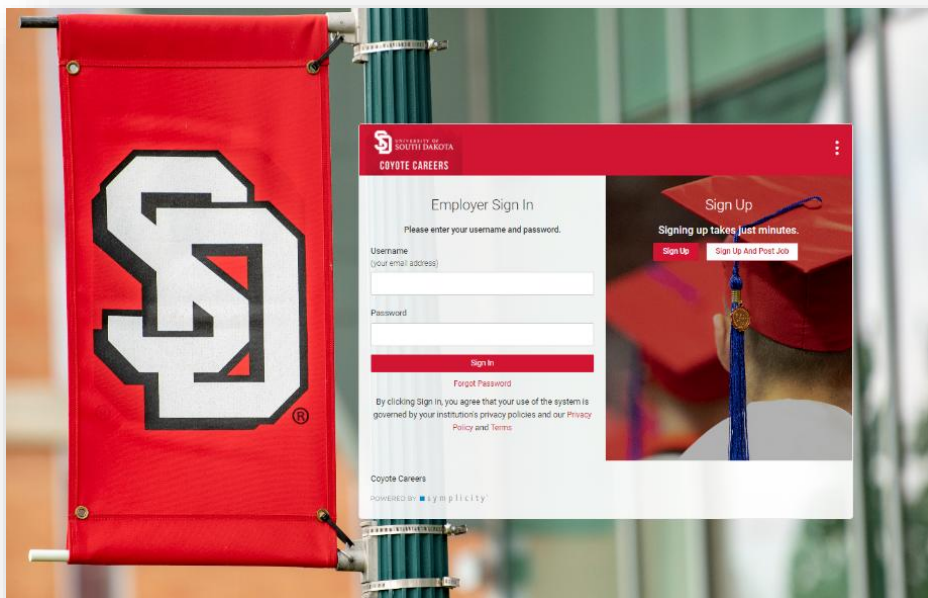
WHAT IS COYOTE CAREERS?

Coyote Careers is USD's career services manager, which is powered by Symplicity. Students (and alumni) use Coyote Careers to search and apply for all types of jobs (on-campus, work-study, part-time jobs, internships, volunteer positions, undergraduate research and full-time careers), access career resources, receive notifications about jobs that align with their employment interests, learn about career events and much more. Employers use Coyote Careers to manage all aspects of campus recruitment and to connect with USD's skilled and talented students at our Vermillion and Sioux Falls campuses or online. Through Coyote Careers you can:

- 1) Post job openings for full-time and part-time jobs and internships.
- 2) Collect resumes and other documents for open positions.
- 3) Schedule on-campus interviews.
- 4) Register for Career Fairs.
- 5) Promote your company through our Employer Directory.

REGISTER FOR A COYOTE CAREERS ACCOUNT

If you do not have an account, you will need to select **Sign Up** or **Sign Up and Post Job** as seen on the right side of the screen shot below. <https://careers-usd-csm.symplicity.com/employers/>



Our staff reviews the status of all employer registrations before granting approval to recruit in Coyote Careers. The approval process typically takes one to two business days. Once approved, you will receive an email and login instructions. The first time you log in you will be prompted to complete an organization/company profile.

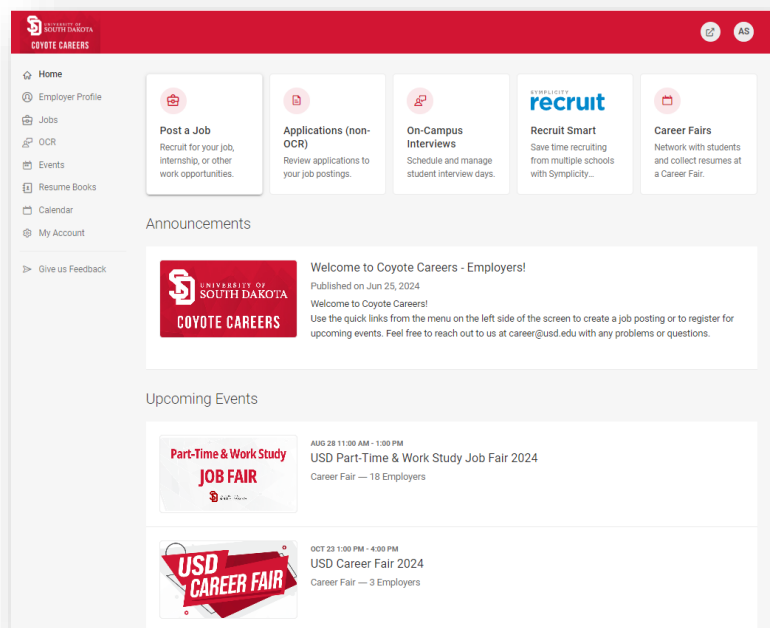
ACCESSING YOUR COYOTE CAREERS ACCOUNT

Use this [sign in link](#) to access your account. Links to Coyote Careers, this handbook and more are also available on the [Center for Career Design](#) web page. Your username is your email address. If you encounter trouble logging in, email career@usd.edu for help.

- **MY ACCOUNT:** Access account information to review your company registration, change your password, etc.

EMPLOYER ACCOUNT HOME PAGE

This page links you to most of the options USD offers for employers to engage with our students, including posting and updating job listings. If you do not see what you are looking for in the left-hand menu or among the quick-link tiles across the top of the page, we want to hear from you! Please contact us at career@usd.edu or call 605-658-6676 M-F between 8:00 am – 5:00 pm.



- **EMPLOYER PROFILE:** This is your opportunity to describe and promote your company. You will have the option to link your official web pages, but, to capture the attention of our users, we do encourage you to include important descriptions about your industry, company culture, location(s), etc. in your profile.
- **JOBS:** Discover the tools to manage your job postings, view student resumes, review archived jobs and manage publication requests.

Home / Jobs / Student Resumes/Applications (non-OCR)

Job Postings

Job Postings (non-OCR) Student Resumes/Applications (non-OCR) Archived Jobs Publication Requests

Resume Text Search

Posting Jobs

Important: USD reviews all job postings submitted to Coyote Careers. Once a job is approved, the status changes to 'active.' We make every effort to approve pending jobs within one to two business days. Choose the **Post a Job** quick link at the top of your landing screen. Complete the job profile and determine how you would like to receive candidates' application materials. You can choose to have them emailed to you each time a candidate applies through the system, or collect and review the material within the system. If you don't want candidates to apply to the position through Coyote Careers, select **Other** and enter your unique instructions and complete URL. See screenshots below.

Application Instructions

Resume Submission Method *

How would you like to receive students' application materials?

E-mail: Each time a student applies to a position, an email will be sent to this address with the application materials attached.

Accumulate Online: Students' application materials will be collected online and contacts may log in to review them.

Other: Once selected, enter instructions in the "How to Apply" field. If "Other" is the only method selected, students will not have the option to apply through this system.

Please note: You may select more than one "Resume Submission Method" option.

☒ Email ☒ Accumulate Online ☒ Other (enter below)

Default email address for resumes *

Enter an email address to which submitted non-ocr resumes will be sent if desired.

How to Apply *

If adding a URL, it must be the complete URL and include either "http://" or "https://" for URL Tracking to work. Example: <https://www.symplicity.com/about/careers/>

Viewing Student Applications

To view student-submitted application materials, go to the **Jobs** tab and choose **Student Resumes/Applications**. In this space you can manage applications and communicate with students through options to record status from a drop-down menu (sent email, review, interested).

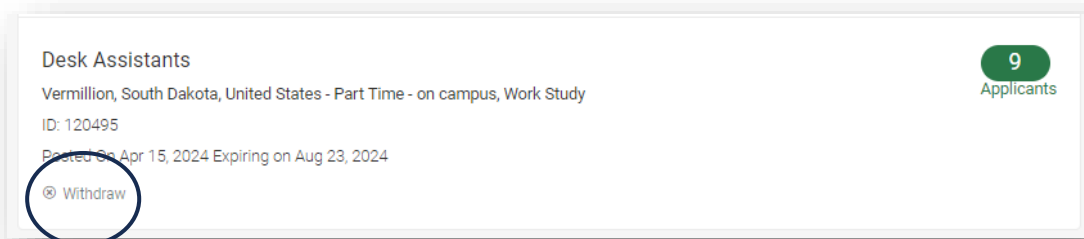
Resume Books



Coming soon! Resume Books are publications of student resumes. USD creates these books and makes them available to employers.

Deactivate Filled or Closed Positions

When you fill or close a position, please log in and deactivate the posting by clicking on **Jobs > Job Postings > Withdraw** under the jobs description.



All prior position descriptions are archived, select **Copy or Repost Position** for a time-saving option. Don't forget to make any updates and to change dates.

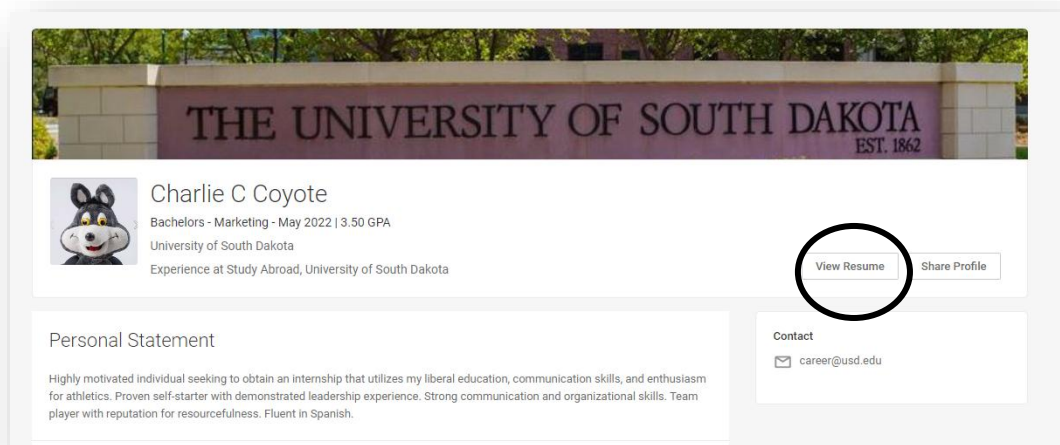
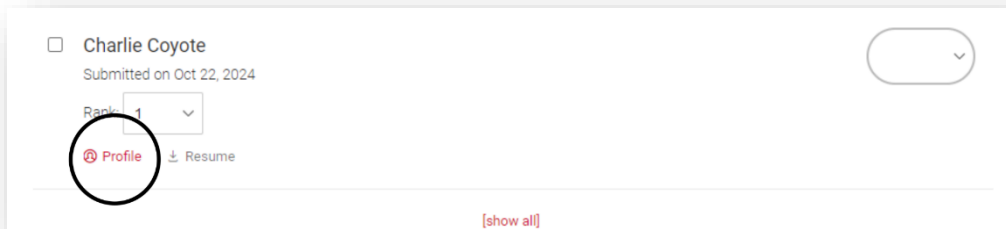
The screenshot displays the 'Position Information' form. The 'Copy or Repost Position' section is active, with instructions: 'Pick a position from which you would like to copy data. Please review and edit your job title when copying a job'. Below the instructions is a dropdown menu and a 'Show Archived' button.

Viewing Student Profiles

Employers may view student profiles once a student applies for an active position and chooses to make their profile public. Public profiles allow students to share their experiences, skills, and accomplishments with employers. Click on the “profile” icon next to the applicant’s name to view a published profile. If a student has added a resume to their profile, it will also be found in the profile screen at the top right. Again, students must choose to publish their profile to activate this feature.

★★ TIP: students can also email or text you a direct link to their profile, even if they have not applied for a position. You do not have to log in to Coyote Careers to get profiles shared with you in this manner.

Recruit users can view students' public profiles even if the student has not applied for a position in your company. This feature is called Promote Me. Learn more in the Symplicity Recruit section of this guide.



Symlicity Recruit

[Symlicity Recruit](#) provides a single portal for employers to post jobs, manage applicants, search candidates, manage interview schedules, and more. Students can choose to opt-in to Symlicity's nationwide Promote Me database to make their profile public to all Symlicity Recruit users. Employers on Recruit's Premium subscription plan can surface students based on work experience and skills (collected through Promote Me) and utilize a candidate pipeline dashboard to allow data-driven recruiting and improve engagement with students by promoting a job posting, inviting students to a campus event or a select industry event, etc. Recruit also automates repetitive tasks for employers.

Recruit offers three different tiers from a-la-carte to an annual premium subscription.

A screenshot of a web interface titled "Where would you like to post your job?". It features two main columns. The left column is titled "This School Only" and contains the text "Post your job and reach qualified candidates from this school only." with a red button at the bottom labeled "Post to This School Only". The right column is titled "Symlicity Network Schools" and contains the text "Post your job and collect applicants across multiple Schools on Symlicity Recruit. Fees apply. This school is included at no cost." with a red button at the bottom labeled "Post to Multiple Schools". A close button (X) is in the top right corner.

- **ON-CAMPUS RECRUITING (OCR):** Set up and manage on-campus interview schedules.
- **EVENTS:** The events tab is home to the registration portal for upcoming USD career events. Browse your options and register for the fairs that fit your workforce needs.

★★ **SPECIAL ADVANTAGE:** Outside organizations typically have to pay a fee when they table in the Muenster University Center (MUC) on Vermillion's Main Campus. When you schedule your visit through the Center for Career Design, that fee is waived!