

COYOTE CAREERS **STUDENT & ALUMNI GUIDE**



UNIVERSITY OF
SOUTH DAKOTA

**UNIVERSITY OF SOUTH DAKOTA
CAREER SERVICES**

CENTER FOR CAREER & LIFE DESIGN

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SERVICES](http://WWW.USD.EDU/CAREER-SERVICES)

WHAT IS COYOTE CAREERS?

Coyote Careers is USD's career services manager powered by Symplicity. Students & Alumni use Coyote Careers to apply for all types of jobs (on-campus, work-study, part-time jobs and full-time careers), learn about career events and access career resources. Based on your job search history within Coyote Careers, you will receive email updates with similar jobs curated based on your interests. You can gain valuable experience, earn money and create connections by working during your time at USD.

The screenshot displays the Coyote Careers website. At the top, a red navigation bar contains the University of South Dakota logo and 'COYOTE CAREERS' text on the left, a search bar in the center, and links for 'Jobs', 'Events', 'Employers', and 'Resources' on the right, along with a user profile icon. The main content area features a large red banner with the text 'Welcome to Coyote Careers, USD Students!' and 'Search for jobs, register for career events, review career resources, etc.', with a 'Learn more today!' button. Below this are five white cards: 'Interviews' (view and update on-campus interviews), 'Career Explorer' (learn about popular careers and leading industries), 'Career Finder' (take a quiz and get career suggestions), 'Public Profile' (showcase academic and professional achievements), and 'Add a Resume' (upload a resume to get started with your job search). At the bottom, a light blue banner prompts users to 'Update your Career Interests' with the message 'You're almost there! Tell us more about your career interests to get personalized recommendations.' and buttons for 'Update Career Interests' and 'Remind Me Later'.

UNIVERSITY OF SOUTH DAKOTA
COYOTE CAREERS

Jobs Events Employers Resources

Welcome to Coyote Careers, USD Students!

Search for jobs, register for career events, review career resources, etc.

Learn more today!

Interviews

View and update your on-campus interviews.

Career Explorer

Learn about popular careers and leading industries.

Career Finder

Take our quiz and get career suggestions.

Public Profile

Showcase your academic and professional achievements.

Add a Resume

Upload a resume to get started with your job search.

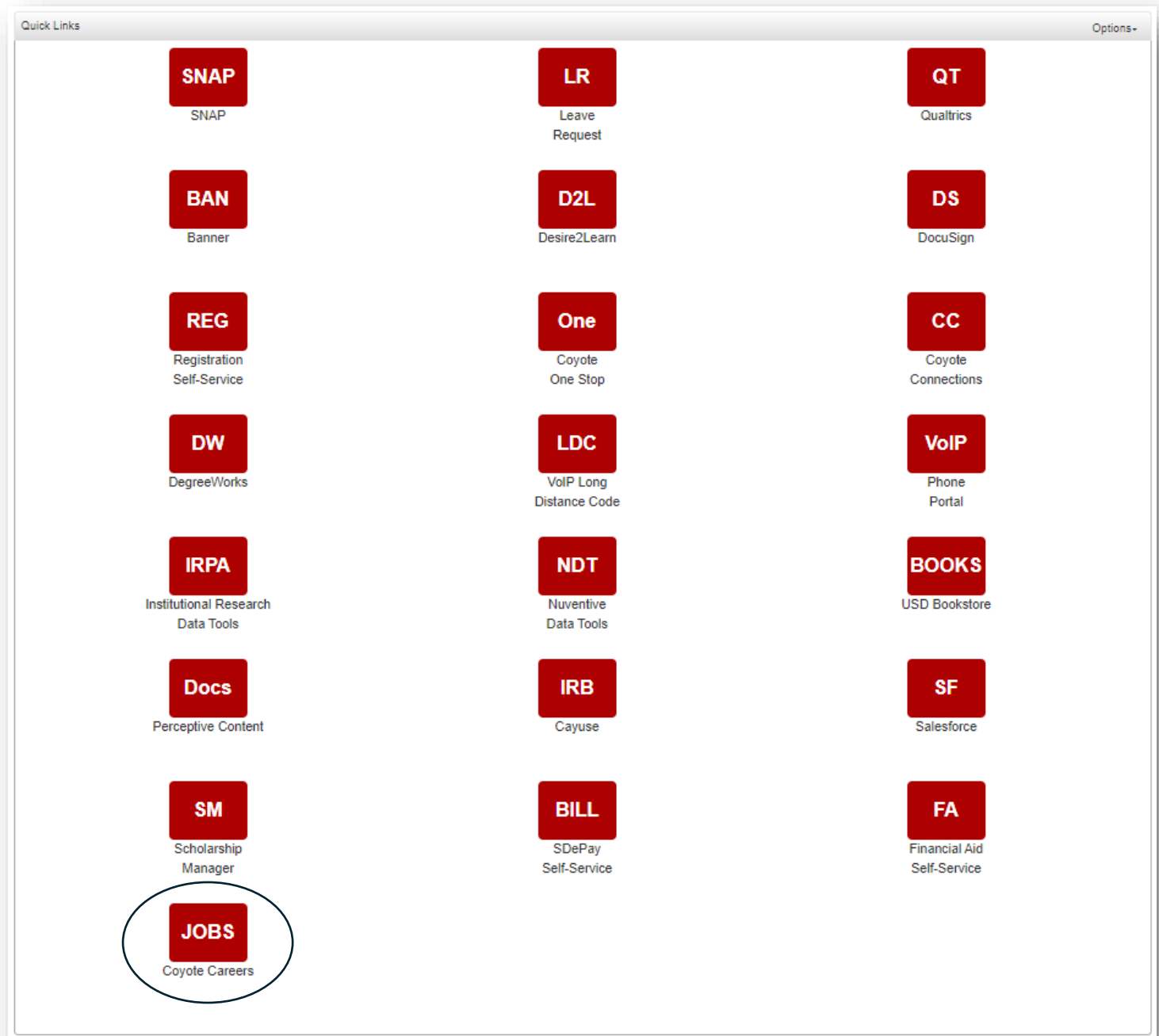
Update your Career Interests

You're almost there! Tell us more about your career interests to get personalized recommendations.

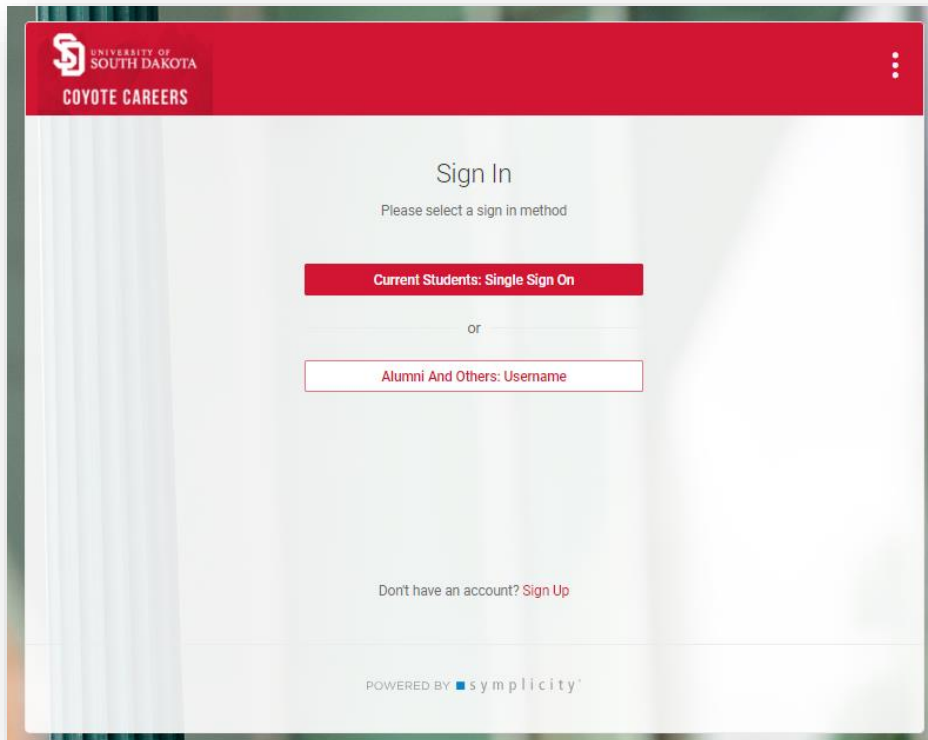
[Remind Me Later](#)

ACCESSING COYOTE CAREERS

CURRENT STUDENTS: Log into your student portal <https://my.usd.edu/> and click on the **red JOBS** quick link. Click on **Current Students: Single Sign On** tab to access your Coyote Careers account.



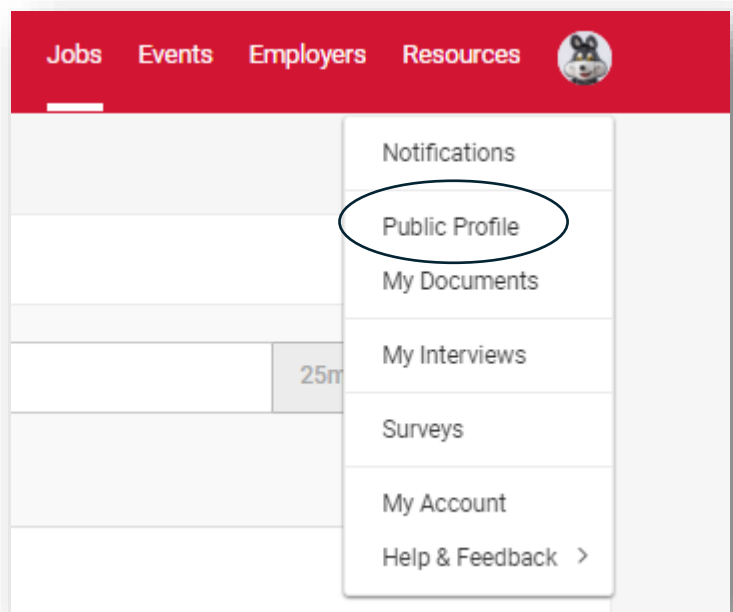
ALUMNI: Go to <https://www.usd.edu/Student-Life/Career-Services>, scroll down to **COYOTE CAREERS**, click the **Student & Alumni Access** tab and log in using the credentials you set up when you registered for the account. If this is your first time using Coyote Careers, click **Sign Up**.



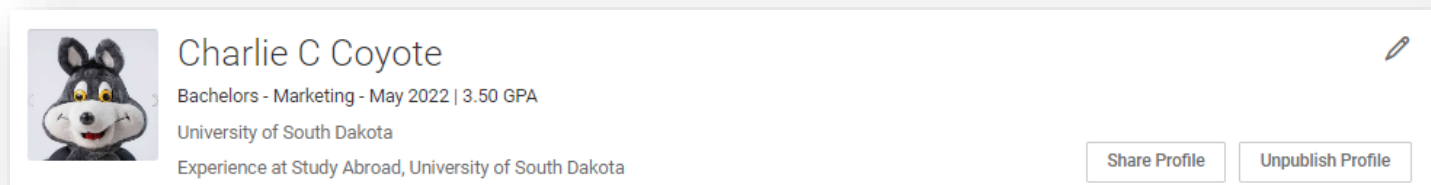
PROFILE SET UP

The first time you access Coyote Careers, you will be asked to provide profile information. You can add additional information to your profile by clicking on the profile button to the right of Resources and selecting **Public Profile**. You can add the following to your profile:

- A professional headshot
- Personal statement
- Skills
- Education
- Experiences
- Courses
- Projects
- Organizations and activities
- Honors and awards
- Licenses and certifications
- Languages
- And more...

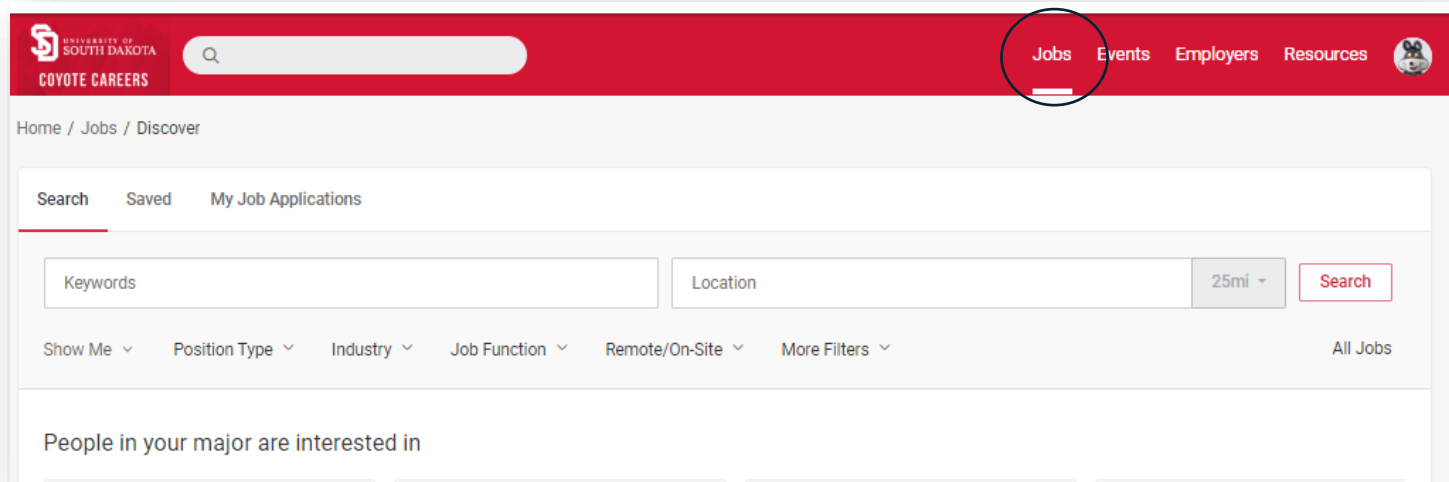


This can serve as an “online” resume or profile that can be shared with employers by clicking on the **Publish** button. You can also click the **Share Profile** button to get a weblink to direct others to your online profile if they have access to Coyote Careers.



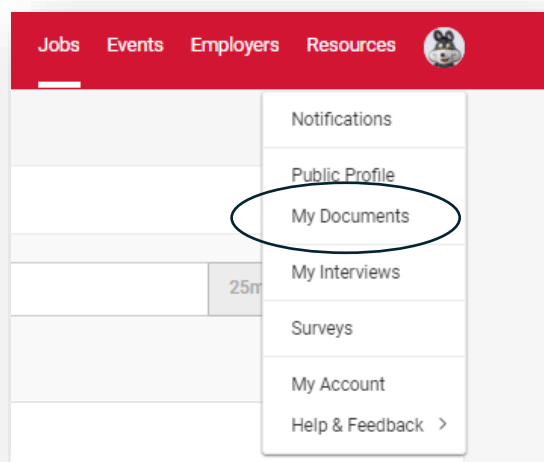
SEARCHING FOR JOBS

Click on **Jobs** at the top of the page. You will be able to search positions by keyword or location, or filter by position type, industry, job function, and more. The system will also suggest jobs for you based on your interests. When you click on a job title, you can view the job details as well as instructions on how to apply.



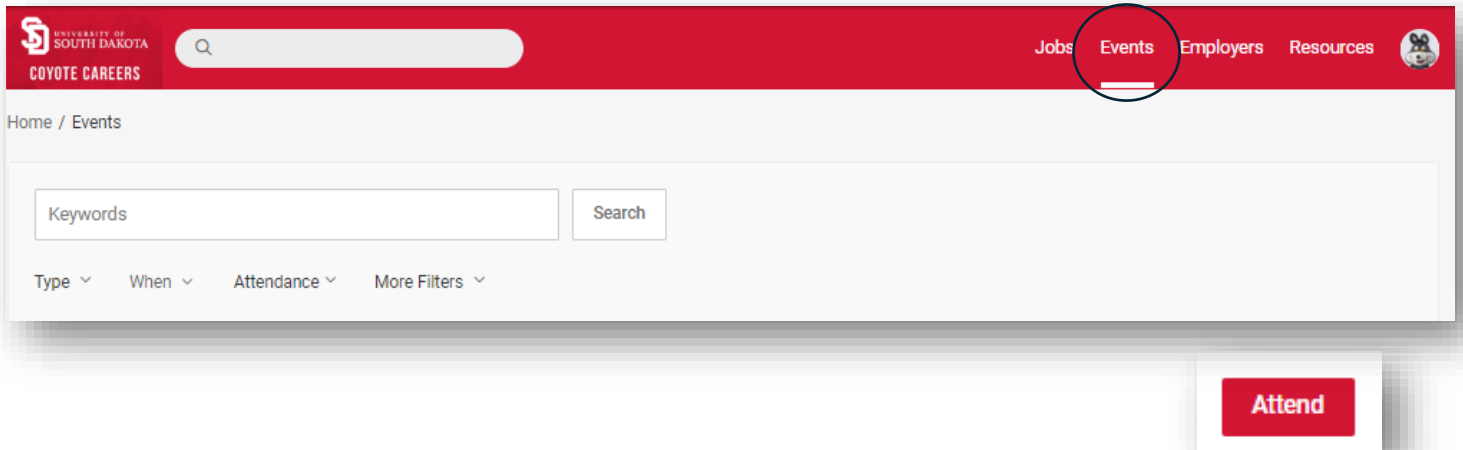
UPLOADING DOCUMENTS

Users can upload their résumés, cover letters, and writing samples to Coyote Careers by clicking on their profile and selecting **My Documents**.



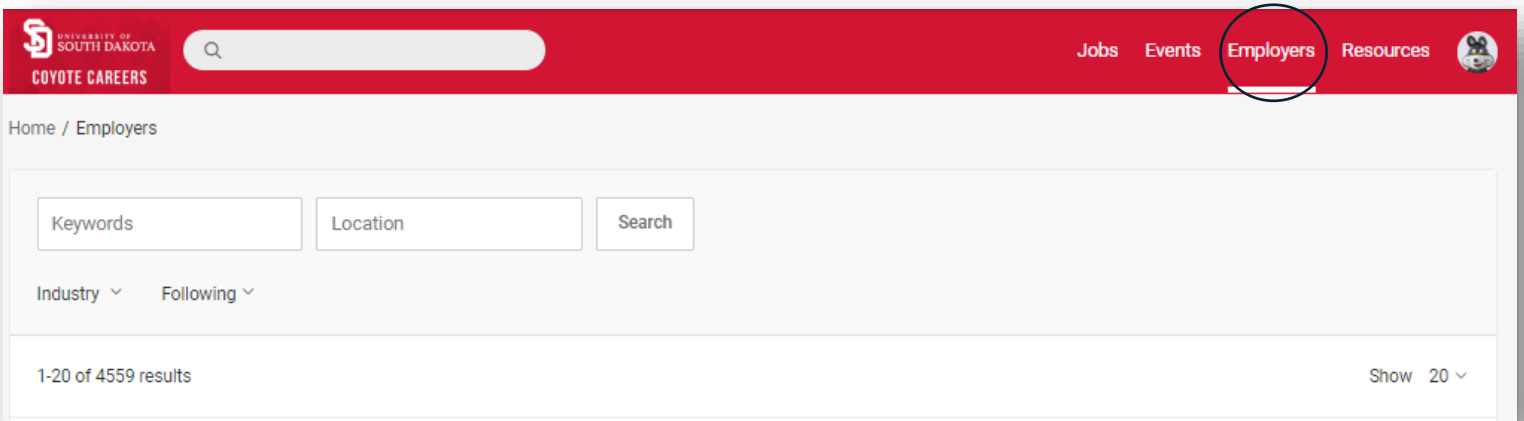
RSVP FOR EVENTS

You can view and RSVP for upcoming career events by clicking on **Events**, selecting the event you are interested in, and clicking the **Attend** button. You will receive event reminders near the event time.





EMPLOYER DIRECTORY


Click **Employers** to search for and view a multitude of companies and organizations from across the nation. Find out more about the company, view contact information, and see which jobs they've posted and what events they are planning to attend. You can also choose to follow companies so you will be alerted when they post a new position.



ADDITIONAL RESOURCES

Click **Resources** to view the Document Library which houses career articles and resources, use the Career Finder to take an interest assessment, and access the Career Explorer to research careers and industries.



JobsEventsEmployers**Resources**


Home / Resources

Resources

Comprehensive tools, online resources, helpful links and more to help you get started or grow.

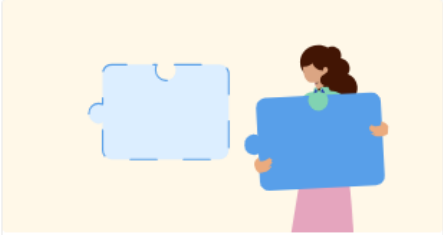
AllFeatured ToolsCareer Exploration

Featured Tools




Document Library

Explore and download useful learning resources.



Career Finder


Find out what your interests are and how they relate to the world of work.



Career Explorer

Learn about popular careers and leading industries.

Career Exploration



Career Assessment