

Yale-Coordinated Internship Programs

Employer Instructions: How to Access Student Applications and Select Final Candidates

Thank you for your participation in the Yale-Coordinated Internship Program coordinated through the Yale Office of Career Strategy. The following are detailed instructions showing employers how to access student applications and how to make your final selections.

Employers must interview students (either by phone or Skype), and you may contact the students directly to arrange those interviews. **Please note, it is extremely important that employers use the on-line system explained below to make the offers to students (rather than contacting them directly), because important information about the program will be sent to students through this method and may be missed otherwise.** We are confident that it is an easy system to use; however, if you have any questions or need assistance please contact us at careerstrategy@yale.edu or 203-432-0800.

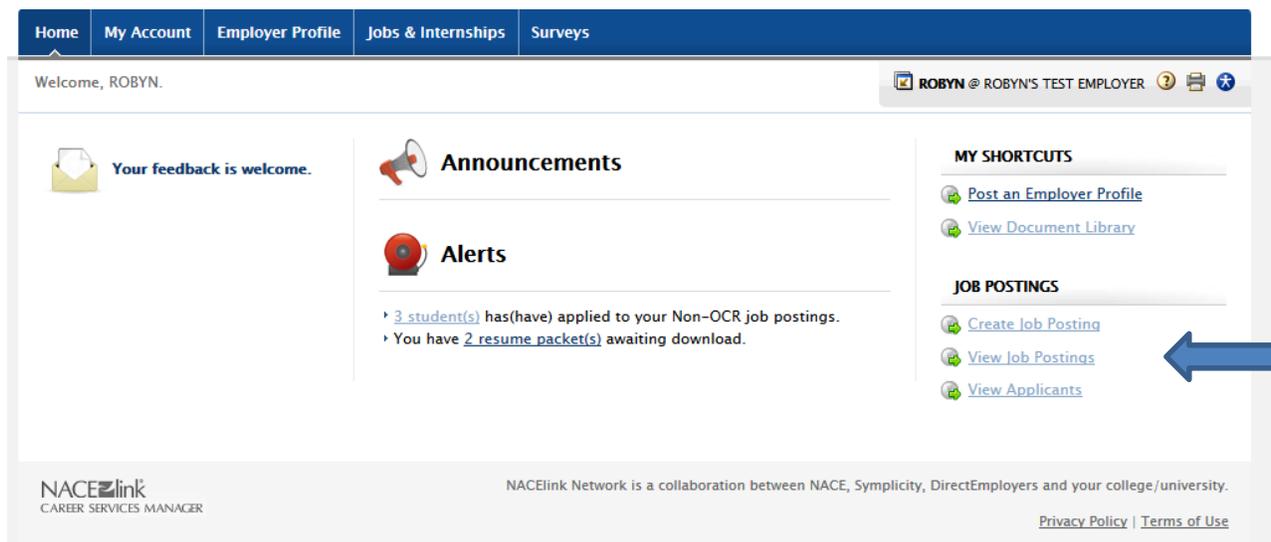
Employer Web Access: <https://yale-csm.symlicity.com/employers/>

Username: Email address of designated primary contact

Password: If you do not recall your password, please choose the “forgot password” link and it will be reset

Homepage:

After your position’s application deadline, you will receive an email notification indicating that the application deadline has passed. In addition, you will receive a separate email with all applications in a PDF bundle. You may also access the applications directly through the system. In order to access the application materials for your posting, start by logging into your OCS Yale Career Link (powered by Symlicity) account. From your homepage, choose the “View Job Postings” link found in the column on the right (see below).



The screenshot shows the employer's homepage in the Yale Career Link system. At the top, there is a navigation bar with links for Home, My Account, Employer Profile, Jobs & Internships, and Surveys. Below the navigation bar, the user is greeted with "Welcome, ROBYN." and a user profile for "ROBYN @ ROBYN'S TEST EMPLOYER".

The main content area is divided into three columns:

- Left Column:** A message that says "Your feedback is welcome." with a folder icon.
- Middle Column:** An "Announcements" section with a megaphone icon, and an "Alerts" section with a red alarm icon. The alerts list: "3 student(s) has(have) applied to your Non-OCR job postings." and "You have 2 resume packet(s) awaiting download."
- Right Column:** A "MY SHORTCUTS" section with links for "Post an Employer Profile" and "View Document Library". Below that is a "JOB POSTINGS" section with links for "Create Job Posting", "View Job Postings", and "View Applicants". A blue arrow points to the "View Job Postings" link.

At the bottom of the page, there is a footer with the NACElink logo and text: "NACElink Network is a collaboration between NACE, Symlicity, DirectEmployers and your college/university." and links for "Privacy Policy" and "Terms of Use".

After clicking on the “View Job Postings” link, you will find a list of your posted positions. Find the one that you are looking to review (for this example, we will be following the posting titled “Test Internship”) and click on the Job Title (see below).

The screenshot shows the 'job postings' page with a navigation bar at the top containing 'Home', 'My Account', 'Employer Profile', 'Jobs & Internships', and 'Surveys'. Below the navigation bar, there is a welcome message 'Welcome, ROBYN.' and a user profile 'ROBYN @ ROBYN'S TEST EMPLOYER'. The page title is 'job postings' and it includes the NACElink logo and 'software by simplicity™'. A secondary navigation bar contains 'Job Postings (non-OCR)', 'Student Resumes (non-OCR)', 'Job Shadow', 'Archived Jobs', 'CF Jobs', and 'Publication Requests'. Below this is a search section with 'Keywords' and 'Contact Name' input fields, a search button, and a 'Clear' button. A table of job postings is displayed with columns: Job Title, ID, Description, Multiple School Posting, Type, Major(s), Start, End, Paid, Approved, and Options. The first row is 'Test Internship - Bulldogs by the Bayou' with ID 12430006, a description 'Test Description', a red asterisk in the 'Multiple School Posting' column, and a 'Yale-Sponsored Internship' type. Below the table is an '+ Add New' button.

After clicking on the Job Title, you will be brought to the Position Information page. Click on the “Student Resumes” tab to access all application materials for this position (see below).

The screenshot shows the 'Position Information' page for the 'Test Internship - Bulldogs by the Bayou' job. The navigation bar at the top is the same as in the previous screenshot. Below it, there is a 'BACK' button and the job title 'Test Internship - Bulldogs by the Bayou'. A secondary navigation bar contains 'Test Internship - Bulldogs by the Bayou', 'Student Resumes', and 'Preview'. A 'Please note' message is displayed: 'Please note: On-Campus Recruiting (OCR) positions should be entered in the On-Campus Recruiting (OCR) section.' Below this is a 'Submit' button and a 'Cancel' button. The 'Position Information' section includes: 'ID: 12430006', 'Position Type*: Yale-Sponsored Internship', 'Title*: Please indicate which program you are posting for after the job title (example: for international opportunities please use "Sample Job Title - International Internships in Greece". For domestic opportunities, please use "Sample Job Title - Yale Internships in Atlanta" or "Sample Job Title - Bulldogs By The Bayou", depending on your program). Test Internship - Bulldogs by the Bayou', and 'Job Description*: Test Description'. A 'RELATED RESOURCES' sidebar on the right contains links to 'NACE Internship Tips and Guidelines', 'How To Post Positions To Symplicity', 'How To Review Resumes Via Symplicity', and 'How To Retrieve, Edit, & Repost Archived Jobs/Internships'. A blue arrow points from the job title in the previous screenshot to the 'Student Resumes' tab.

OBTAINING APPLICANT INFORMATION: After clicking on the “Student Resumes” tab you will see a listing of those students who applied to your position. While you should have been sent a PDF bundle of all applicants’ materials by email, you can also generate the same PDF bundle on your own by checking the boxes of all students’ names on the left and clicking the “Generate Book” tab, located within the row above the students’ names. From there you can print out the students’ application information, review, and directly contact students for interviews (via phone or Skype) (see below).

Welcome, ROBYN.

ROBYN @ ROBYN'S TEST EMPLOYER

job postings

NACElink NETWORK software by simplicity™

Test Internship – Bulldogs by the Bayou **Student Resumes (non-OCR)** Preview

To view PDF files, you may need [Adobe Acrobat Reader](#). To view Excel files, you may need [Excel Viewer 2003](#).

Search Clear

Mail to Checked Save As Excel **Generate Book** Offer Position Withdraw Position Set Status... Items 1–3 of 3 SHOW 20 per page [show all](#)

<input type="checkbox"/>	Last Name ^	First Name ^	Documents	Date Submitted ^	Student Availability	Exp. Learning Job Offer	Rank ^
<input type="checkbox"/>	Daltrey	Tim		October 15, 2014, 11:14 am	Yes	<input type="button" value="Offer Position"/>	<input type="text" value="select"/>
<input type="checkbox"/>	STUDENT	ROBYNS		October 16, 2014, 2:40 pm	Yes	<input type="button" value="Offer Position"/>	<input type="text" value="select"/>
<input type="checkbox"/>	Test	Brian		October 10, 2014, 11:21 am	Yes	<input type="button" value="Offer Position"/>	<input type="text" value="select"/>

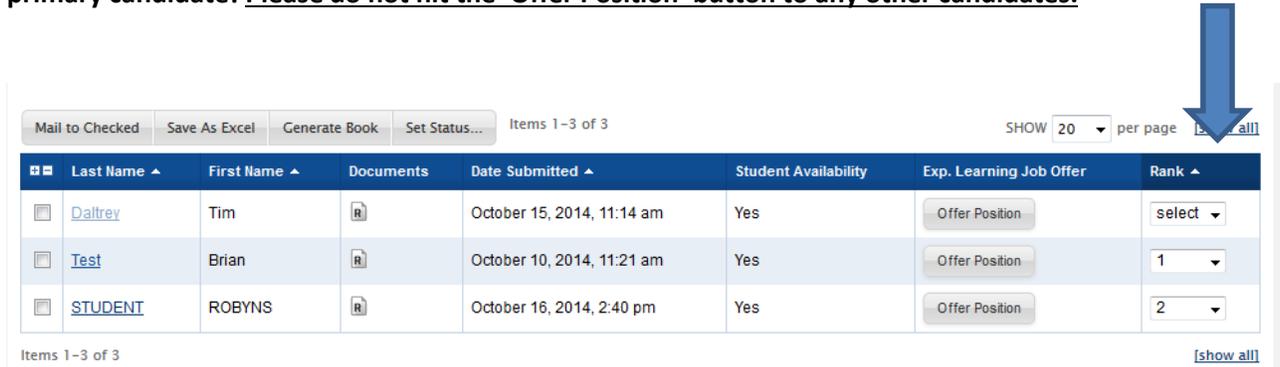
Items 1–3 of 3 [show all](#)

EXTENDING OFFERS TO STUDENTS: If you have already received the applicants’ information and are interested in extending an offer, it is important to first identify if your desired student has already accepted an offer with another organization. This can be found under the column “Student Availability”. If the student has accepted another offer, it will state “no”. If the student is still available, it will say “yes”. **Yale OCS asks that you do not extend offers to students who have already accepted other offers.**

When interviewing multiple candidates, Yale OCS recommends that you keep track of your interviewees by using the ranking feature. **Through this feature, you can identify a primary candidate, as well as alternates, in case your primary candidate declines your offer.** You can keep track of this by using the “Rank” column on the right. Here you can rank your primary candidate as “1” and supplemental candidates as follows.

IMPORTANT NOTE: By ranking a candidate, this indicates that you are willing to hire the candidate. If you do not want to hire the candidate or they are no longer available, do not provide a rank for them.

Once an offer has been extended by clicking “Offer Position”, your primary candidate will have 2 business days to accept or reject your offer. If the offer is rejected or if the offer receives no response after 2 business days, the offer will **AUTOMATICALLY** be extended to the next ranked candidate. This process will continue until a candidate accepts the position or you run out of potential candidates. The system is set for this automated process and will begin once you extend your initial offer to the candidate ranked “1” (please see the notification included in the screen shot below). **You will only need to extend an offer to your primary candidate! Please do not hit the ‘Offer Position’ button to any other candidates.**



☐	Last Name ^	First Name ^	Documents	Date Submitted ^	Student Availability	Exp. Learning Job Offer	Rank ^
☐	Daltrey	Tim		October 15, 2014, 11:14 am	Yes	Offer Position	select ▾
☐	Test	Brian		October 10, 2014, 11:21 am	Yes	Offer Position	1 ▾
☐	STUDENT	ROBYNS		October 16, 2014, 2:40 pm	Yes	Offer Position	2 ▾

Items 1-3 of 3 SHOW 20 per page [\[show all\]](#)

Items 1-3 of 3 [\[show all\]](#)

When your cursor is held over the “Offer Position” button, the system will remind you that this process is automated. Regarding this message, a manager’s (Yale OCS) rejection of an offer will only occur if a student has withdrawn entirely from the program. To reiterate: **ONLY CLICK “OFFER POSITION” TO YOUR PRIMARY CANDIDATE. DO NOT EXTEND OFFERS TO YOUR OTHER RANKED CANDIDATES.**

Welcome, ROBYN.

job postings

Test Internship - Bulldogs by the Bayou Student Resumes (non-OCR) Preview

To view PDF files, you may need [Adobe Acrobat Reader](#); To view Excel files, you may need [Excel Viewer 2003](#).

Search Clear

Mail to Checked Save As Excel Go To Applicant List Set Status... Items 1-3 of 3 SHOW 20 per page [show all](#)

Last Name	First Name	Documents	Date Submitted	Student Availability	Exp. Learning Job Offer	Rank
Daltrey	Tim		October 15, 2014, 11:14 am	Yes	Offer Position	select
Test	Brian		October 10, 2014, 11:21 am	Yes	Offer Position	1
STUDENT	ROBYN					

Items 1-3 of 3 [show all](#)

Go To Applicant List

Clicking "Offer Position" will offer this job to this student.
Should the student decline the offer, or if a Manager rejects this offer, or if the system auto expires the offer, an offer will be extended to the next ranked student.

After extending your offer to your primary candidate, you can see (in the screenshot below) that the offer has gone through. Note the time stamp, indicating how much time remains for the candidate to accept or reject your offer. **Once you have extended an offer to your primary candidate, do not extend offers to any other candidates for that position.** The system will automate this process for you, if needed.

Welcome, ROBYN. ROBYN @ ROBYN'S TEST EMPLOYER NACElink NETWORK software by simplicity™

job postings

Test Internship - Bulldogs by the Bayou **Student Resumes (non-OCR)** Preview

To view PDF files, you may need [Adobe Acrobat Reader](#). To view Excel files, you may need [Excel Viewer 2003](#).

Search Clear

Mail to Checked Save As Excel Generate Book Set Status... Items 1-3 of 3 SHOW 20 per page [show all](#)

	Last Name	First Name	Documents	Date Submitted	Student Availability	Exp. Learning Job Offer	Rank
<input type="checkbox"/>	Daltrey	Tim		October 15, 2014, 11:14 am	Yes	Offer Position	select
<input type="checkbox"/>	Test	Brian		October 10, 2014, 11:21 am	Yes	Offer Extended (Offer Made: October 27, 2014, 12:04 pm) (Offer Expires: October 29, 2014, 12:04 pm) Withdraw Offer	1
<input type="checkbox"/>	STUDENT	ROBYNS		October 16, 2014, 2:40 pm	Yes	Offer Position	2

Items 1-3 of 3 [show all](#)

As the employer, you will receive notification by email if a candidate accepts **OR** rejects an offer. If the offer is rejected, the employer will receive a 2nd email, notifying them of the new candidate (ranked “2”) being offered the position. As you can see below, the primary candidate declines the offer and the secondary candidate was automatically extended the offer by the system.

Mail to Checked Save As Excel Generate Book Set Status... Items 1-3 of 3 SHOW 20 per page [show all](#)

	Last Name	First Name	Documents	Date Submitted	Student Availability	Exp. Learning Job Offer	Rank
<input type="checkbox"/>	Daltrey	Tim		October 15, 2014, 11:14 am	Yes	Offer Position	select
<input type="checkbox"/>	Test	Brian		November 03, 2014, 1:00 pm	Yes	Offer Declined (Offer Made: November 03, 2014, 1:00 pm)	1
<input type="checkbox"/>	STUDENT	ROBYNS		November 03, 2014		Offer Extended (Offer Made: November 03, 2014, 1:02 pm) (Offer Expires: November 05, 2014, 1:02 pm) Withdraw Offer	2

Items 1-3 of 3 [show all](#)

Once a candidate accepts the position, you will be able to see that result on the same screen where the offers were initially extended. An automated email will notify you that the position has been filled and will provide specific information to identify your new hire!

Mail to Checked Save As Excel Generate Book Set Status... Items 1-3 of 3 SHOW 20 per page [show all](#)

	Last Name ^	First Name ^	Documents	Date Submitted ^	Student Availability	Exp. Learning Job Offer	Rank ^
<input type="checkbox"/>	Daltrey	Tim		October 15, 2014, 11:14 am	Yes	Limit Reached	select
<input type="checkbox"/>	Test	Brian		November 03, 2014, 1:00 pm	Yes	Offer Declined (Offer Made: November 03, 2014, 1:00 pm)	1
<input type="checkbox"/>	STUDENT	ROBYNS		November 03, 2014, 1:00 pm	No	Offer Accepted (Offer Made: November 03, 2014, 1:02 pm)	2

Items 1-3 of 3 [show all](#)

If you have any questions along the way, please contact the Yale Office of Career Strategy by email (careerstrategy@yale.edu) or phone (203-432-0811).