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.symphlicity.com/employers/
**Username:** Email address of designated primary contact  
**Password:** Email address of designated primary contact  
**Homepage:** 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 Symplicity) account. From your homepage, choose the “View Job Postings” link found in the column on the right (see below).
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).

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).
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).
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.
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.**
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.

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.
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!

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).