Student Guide: Yale Career Link System (Powered by Symplicity)

https://yale-csm.symplicity.com/students/
careerstrategy@yale.edu

Through this resource you can search and apply for career opportunities, view the employer directory and RSVP to the Office of Career Strategy’s workshops and employer events. This Guide includes detailed instructions about the main features of the system. If you have any questions about your specific account or the system’s capabilities, please contact the Office of Career Strategy at careerstrategy@yale.edu.

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The Homepage

Log in at https://yale-csm.symplicity.com/students/. Your username is your Yale email address and if you do not remember your password choose the “forgot password” button and you will be prompted to reset it.

From the Homepage you can view announcements on the News Feed, jump to important resources under the Getting Started quick links on the right, and navigate all other aspects of the system from the toolbar on the left.
My Account

It is very important that students first review their My Account information to ensure all the data is updated and correct (in particular class year, graduation date and work authorization). If these fields are not correct, you may be blocked from applying to some positions for which you are eligible. Please complete both the Personal and Academic sections of the Profile. If you are a returning undergraduate student, please also complete the Summer Activities section, which is used to create a peer to peer networking resource for undergraduate students.

1. Specific Email Distributions (Career Preferences, Health Professions Advisory Program and On-Campus Recruiting)

Towards the bottom of the Personal tab under My Account, you will find specific Email Communications Settings which when chosen will add you to more specific distribution lists, including for the Health Professions Advisory Program and On-Campus Recruiting.
2. Required Program Tutorials (Yale-Coordinated Internship Programs)

In order to participate in the Yale-Coordinated Internship Programs, students must review and consent to the policies of the programs. The policies can be found under the Resources tab, in the Document Library (further discussed on page 20). Upon completing the review of these policies, students must affirmatively agree to abide by these policies by checking the relevant boxes below. These statements are found under My Account, Academic tab.
3. Tips from Yale students on completing “My Account”

**Personal:** Fairly straightforward. Just make sure to fill out all of the boxes. Click “Save Changes” once you’re done with the tab. Click “Save Changes and Continue” if you are done with the tab and want to move on editing another tab.

**Academic:** Make sure to read the appropriate documents under the Resources tab before checking the two boxes for On-Campus Recruiting and Yale-Coordinated Internship Eligibility. Only by checking these two boxes will you be eligible to apply for positions associated with these programs.

**Privacy:** Click yes in order to receive important emails and resources from the Office of Career Strategy.

**Summer Activities:** This tab will show the summer activities you have completed. Add new ones as you complete new programs so that you can continue sharing your experiences with fellow Yalies.

**Password:** This is straightforward. Use this tab to change your passwords and preferences.

**Activity Summary:** This will have an archive of all of your activity on Simplicity. You can select the range of the dates for which you want to view the activities you’ve completed.
Requesting an Appointment with an Office of Career Strategy Adviser

Students may request, review, reschedule, or cancel a counseling appointment. Under the Calendar / Appointments tab, click on the Counseling Appt sub-tab, and then the “Request New Appointment” button.

Set your scheduling criteria based on days, times, and appointment type. Click on “Check Availability.”
Once criteria are selected, available appointments will populate on the right hand side. Select the one that works best for you.

A Confirm Appointment screen will show. Complete the required fields, and hit “Submit Request.”
Your appointment request will be sent to the Office of Career Strategy advisor.

Once the advisor has approved the request, your appointment will show up under Approved Appointments.
Upload Application Materials

Under the Documents tab students can upload application materials to apply to positions. Choose “Add New” to upload your document(s). **Note that a resume must be uploaded first in order to apply for any position.**

Name your document, and then click “Browse” to find and upload the document. Click “Submit” to complete the process.
Search the General Employer/Contact Directory

Under the Employer/Contact Directory students can search for employers by name, geographic location or industry to find recruiting contacts. Students can also designate Favorites. This is a database of all employers and contacts in the system, not just those with currently open positions.
Search for Internship/Full-time Opportunities

Students can search and apply to open positions under the Jobs tab and can also designate Favorites. Positions may be posted directly by the employer, may be part of the Yale-Coordinated Internship Programs, or may be part of the On-Campus Recruiting Program. This next section discusses each of these with specific instructions.

1. Employer-Direct Positions (Internship, Part-time and Post-Graduate Positions)

These positions are posted directly by employers and are not part of a specific Office of Career Strategy program. This is the largest group of positions in the system during any one time and includes opportunities across all interest areas. All of the positions are screened by Office of Career Strategy staff prior to their being posted in the system. To search for these positions by “Position Type,” use the Advanced Search feature.

2. Yale-Coordinated Internship Programs

Applying to Positions

As a reminder you must first review the Yale-Coordinated Internships Policies & Registration and consent to the policies located in the Document Library (see page 20) in order to apply to positions in this program. When searching for Yale-Coordinated Internships, use the Advance Search feature, “Position Type” field.
From there you will be able to browse all of the Yale-Coordinated Internships. You can further narrow your search by including additional criteria such as industry, geographic location, etc. You can read more about the position itself by clicking on the position title. You can then begin the application process by clicking the “Apply” button.
Once you click “Apply”, you will be prompted to submit the requested documents. Upon completion, click “Submit” to complete the application process.

Receiving an Offer

After the application deadline has passed, employers contact students directly to conduct phone, Skype, or in-person interviews. Please note not all employers will conduct an interview. Employers will then make selections through the Yale Career Link system. If a student is selected for an internship position, he or she will receive an email notifying them of the position offered. Additionally, students will have a message in their Yale Career Link notifications, indicating a pending action and that an Experiential Learning Job (i.e. Internship) Offer is awaiting a decision!

**Important Note**: Students will have two business days to accept or decline this offer. Therefore, please check your email as well as your Yale Career Link account consistently to ensure that you are aware of all offers extended to you. **Offers with no reply after two business days will be automatically rescinded and the position will be offered to another applicant.** There are no exceptions to this policy (see the Yale-Coordinated Internships Policies & Registration document for more details).
Upon clicking the notification, you will see the screen below. You can also access this screen by clicking on the Jobs tab on your homepage, and then the My Job Applications sub-tab. The information provided allows you to review the position, see the deadline by which you must respond, and accept or reject the offer. By accepting or rejecting an offer, you will receive an automated email from Yale Career Link. The employer will also receive an automated email, notifying them of your decision. Please note when you accept or decline through the system, it is a final decision.

Students can manage their offers, as well as keep track of pending, accepted, declined, or expired offers by utilizing the “Experiential Learning Offer Status” dropdown feature.
3. On-Campus Recruiting (OCR) Program

Applying to Positions

It is highly recommended that students read through the OCR tutorial located in the Document Library (see page 20) before applying for positions in this program. OCR opportunities typically have a deadline date of the Wednesday, two weeks prior to when the employer will be on campus. Use the Advanced Search options to narrow your search, and choose Show Me – All Interviews to view only positions recruiting through this program.

If you see a note that you "Do not qualify for this job" it may be that it is a position recruiting for a different class year or a specific work authorization. Please ensure your Account data is correct (see pages 3-5). You also must have a resume uploaded in the Document section (see page 9) in order to apply for any position.
After you apply to an OCR opportunity, it will show as a Requested Interview with a status of “Pending” in the Interviews tab.

Selected for an Interview

If the employer selects you for an interview, you will receive an email from the Office of Career Strategy Yale Career Link system. The Requested Interview in the Interviews tab will now show a status of “Invited.” To sign up for an interview time slot with that employer, click on the 3-dot menu and then select the Schedule Interview option from the pop-up box. The 3-dot menu will also show the option to decline the interview.
After selecting Schedule Interview, the Schedule Interview pop-up box will appear, prompting you to select an available date an interview time. This will also list your submitted documents from your application. Click the Submit button to schedule your interview time slot.
After confirming your interview time, your interview will show up under Scheduled Interviews in the Interviews tab.

By clicking on the 3-dot menu for the scheduled interview, you can select a number of different options for the interview, including Reschedule, Cancel, Add to Calendar, and Interview Materials.
Additionally, from the Scheduled Interviews section, click on the interview date to view the interview details.
Document Library

Housed under the Resources tab in the Document library are many important resources, including sample resumes, interview tips and guides, tips on salary negotiation, Yale Class Lists and Yale Peer Networking lists of Yale students who have volunteered to talk about their experiences. The Document Library also houses the mandatory tutorial required for the Yale-Coordinated Internship Programs, as well as information on the On-Campus Recruiting Program.
View/RSVP to Office of Career Strategy Workshops and Employer Events

Under the Events tab, students can search for events and RSVP right through the system.
Interactive Mock Interviews

The Mock Interview feature is under Resources. There is also a shortcut on the homepage.

An Interview Question is a group of interview questions created by the Office of Career Strategy. My Recorded Mock Interviews contains a group of interview questions created by the user.
Within the My Recorded Mock Interviews section, click the “Create New Mock Interview” button to create a new group of interview questions. Name the interview or copy questions from an existing mock interview.

View the categories and questions within each category. Click the arrow to open and view the related questions.
Click the “Add” button to include the question in the interview. Each question has a max time to respond. The duration will show the total time of the entire mock interview.
<table>
<thead>
<tr>
<th></th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Describe a tough academic decision you had to make and how you went about it.</td>
</tr>
<tr>
<td>2</td>
<td>Have you completed any internships? What did you gain from the experience?</td>
</tr>
<tr>
<td><strong>X</strong></td>
<td>What are your study habits? 3 min</td>
</tr>
<tr>
<td>4</td>
<td>Why do you think you might like to live in the community in which our company is located?</td>
</tr>
<tr>
<td>5</td>
<td>Give me an example of when you have done more than was required in a course.</td>
</tr>
<tr>
<td>6</td>
<td>How will your university education benefit your future career?</td>
</tr>
<tr>
<td>7</td>
<td>What part has research played in your undergraduate experience?</td>
</tr>
<tr>
<td>8</td>
<td>How was your transition from high school to university?</td>
</tr>
<tr>
<td>9</td>
<td>How would you prepare for important tests or exams?</td>
</tr>
</tbody>
</table>
Review the title, number of questions and duration of the mock interview. Change the Interviewer if desired. The system will choose one by default. Click the “Start Your Mock Interview” button to begin immediately. Once the interview is taken, editing the questions will no longer be available.

Answer all interview questions. There is no feature to retry a single response or go back once the interview has started. After completing all of the questions you can review the interview.
Student Public Profile

The My Profile tab allows students to create an enhanced career profile that can be published to employers and the greater public. The profile allows students to upload a personal photo and customize their profile URL, as well as input information for their personal statement, education, experience, projects, and skills. Along the right side of the profile, they may also include links to their social media accounts and personal websites. Students may publish their profiles using the toggle-switch in the upper right-hand corner of the profile. After doing so, they may share their custom profile URL (as listed in the profile header) on their social media accounts. Once their profiles are public, they may also see statistics regarding the number of unique profile views within the past month.

Important Note: Students should use discretion before publishing their profiles. After switching the Publish toggle-switch to “On,” their profiles can be viewed by employers logged into Yale Career Link, as well as any other online user. While personal email addresses will not be shared with employers or the public, employers logged into Yale Career Link will be able to view any resumes for students who have applied to their positions or are part of a resume book. Students may “un-publish” their profile at any time by once again using the toggle switch in the upper right-hand corner of the profile.