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, access resources, and register for 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.

To access Yale Career Link on mobile devices, please download the “Symplicity Jobs and Careers” app available through Apple and Android.

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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 recommended events, announcements and jobs; jump to important resources; and navigate all other aspects of the system from the toolbar on the left.
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. In particular, please complete the Personal, Academic, and Privacy sections of your account.
1. Specific Email Distributions (Health Professions, On-Campus Recruiting, and Common Good & Creative Careers)

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 Health Professions, On-Campus Recruiting (OCR), and Common Good & Creative Careers.
2. Career Interests
Towards the bottom of the Academic tab under My Account, please fill out the Career Interests section to indicate the types of jobs, functions, industries, and locations you are interested in. These Career Interests will help recommend to you particular jobs in the system, as well as allow you to receive targeted emails from OCS staff regarding events and opportunities.

![Career Interests Form](image-url)
Requesting an Appointment with an Office of Career Strategy Adviser

Students may request, review, reschedule, or cancel an advising appointment. Under the Advising & Calendar tab, click on the Advising Appt sub-tab, and then the “Request New Appointment” button.
Set your scheduling criteria using the available fields. It is important that you select an **Appointment Type** and **Location** (if you have a location preference). Click on “Check Availability.”

<table>
<thead>
<tr>
<th>Agenda</th>
<th>Day View</th>
<th>Week View</th>
<th>Month View</th>
<th>Year View</th>
<th>Personal Events</th>
<th>Counseling Appt</th>
</tr>
</thead>
</table>

**Appointment Type Requested**

- General Career Appointment

**Date Range Requested**

- 2018-08-06
- 2018-08-27

**Time Range Requested**

- 08 ‧ 30 ‧ am ‧ clear
- 08 ‧ 30 ‧ pm

**Length of Appointment Available**

-

**Location**

- 55 Whitney Avenue, 3rd floor

**Adviser - Hover Over Each Name for Details**

- [Denise Byrnes](#)
- [Elayne Mazzarella](#)
- [Julia Bourque](#)

0 of 9 selected [show selected]  [show all]

**Appointments are Available Monday - Friday Only**

- Mon  Tue  Wed  Thu  Fri

- [Check Availability]  [Back]
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 approved, it will be listed as an Approved Appointment under the Counseling Appt. tab.
My Documents

Under the Documents tab, students can upload application materials for positions. Please note that you may also add your application documents for a specific position when applying to that opportunity through the Jobs module, as discussed below. Choose “Add New” to upload your document.

Name your document under Label, select the Document Type, and then click “Choose File” 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 by clicking the star icon on the listing. This is a database of all employers and contacts in the system, not just those with currently open positions.

1. Search the Employer Directory to find the Yale recruiting contact at thousands of organizations.
2. Connect with Yale students and recent graduates to talk about their employment experiences by searching the Peer Networking Lists under Resources, Document Library, Type "Peer Networking Lists."
3. Reach out to Yale alums through the Yale Career Network found on the homepage of this account.
Search for Internship/Full-time Opportunities

In the Jobs tab, students can search and apply to open positions; designate favorite jobs; and set up job alerts. On the initial screen, you will see recommended, recently posted, and trending jobs in the system. Click on “See all jobs” to search by additional criteria.
Some positions in Yale Career Link are posted directly by the employer, while others are posted as part of the On-Campus Recruiting Program. You can designate the types of positions you want to view by clicking on the drop-down arrow next to “All Job Postings (including OCR positions).” This will show the following options: All Job Postings (including OCR positions); On-Campus Recruiting (OCR) Positions Only; and Job Postings (without OCR positions). This next section discusses each of these position types with specific instructions.
1. Employer-Direct Job Postings (Internship, Part-time and Post-Graduate Positions)

These positions are posted directly by employers in the system and are not part of the On-Campus Recruiting program. This is the largest group of positions in the system during any one time and includes opportunities across all interest areas. In the initial search view, you can search by keyword, location, position type, industry, and job function. Utilize the “More Filters” option to filter by additional criteria, including posting date and deadline. You can also search for “Preferred Yale Partners” in the system, which indicates employers with a direct relationship to OCS, including alums.
After running a search in the system, you can create a job alert to receive emails when positions are posted that meet your designated criteria by clicking the Create Job Alert button.

Click on a job listing to see more details about the position, as well as find instructions on how to apply by clicking the Apply button. If the employer is taking application materials directly through Yale Career Link, you’ll see a pop-up box that prompts you to select your application documents. If you have not already uploaded your materials under the Documents module, you can simply select “Add New” to find and upload your relevant documents for this position.
2. On-Campus Recruiting (OCR) Program

Applying to Positions

It is highly recommended that students review information on the OCS website regarding the On-Campus Recruiting program before applying for positions - https://ocs.yale.edu/get-hired/campus-recruiting-0. OCR opportunities typically have a deadline date of the Wednesday two weeks prior to when the employer will be on campus. Select the option for “On-Campus Recruiting (OCR) Positions Only” to view positions recruiting through this program.

If you see a note that you are not qualified for a position, it may be that it is a position recruiting for a different class year or a specific work authorization. Please ensure your My Account data is correct.
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 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 and 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 add the interview to your calendar, as well as view your interview materials. Click on the interview date to view the interview details.

<table>
<thead>
<tr>
<th>interviews</th>
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</thead>
<tbody>
<tr>
<td><strong>Interview Details</strong></td>
</tr>
<tr>
<td><strong>Date</strong></td>
</tr>
<tr>
<td><strong>Time</strong></td>
</tr>
<tr>
<td><strong>Location</strong></td>
</tr>
<tr>
<td><strong>Employer</strong></td>
</tr>
<tr>
<td><strong>Submitted Documents</strong></td>
</tr>
</tbody>
</table>

| **Add to Calendar** |

| **Position Information** |
| **Employer** | Test OCR Company [view profile] |
| **Title** | Test OCR Position |
| **Description** | Test OCR Position |
| **Location** | New Haven, Connecticut United States |
| **Position Type** | Post Graduate Job |
| ** Desired Major(s)** | All Majors |
| **Work Authorization** | Permanent Work Authorization in the U.S. (U.S. Citizen or Permanent Resident), Temporary Work Authorization in the U.S. |
Housed under the Resources tab in the Document Library are many important resources, including access codes for external sites; employer application information; and the Yale Class Lists/Peer Networking Lists of Yale students who have volunteered to talk about their experiences.
View and Sign-Up for Career Events

Under the Events tab, students can sign-up to attend OCS events and career fairs, as well as events hosted by individual employers. New events are added throughout the year, so be sure to check back often for additional opportunities!
Interactive Mock Interviews

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

The Interview Questions sub-tab includes groups of interview questions created by the Office of Career Strategy. My Recorded Mock Interviews contains groups 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. In the screen that appears, name the interview or copy questions from an existing mock interview and then click “save and continue.”

View the categories and click the arrow to open the related questions within each category.
Click the “Add” button while hovering over a question to include that question in the interview. Each question has a max time to respond. The duration will show the total time of the entire mock interview. Scroll over the added questions to remove any questions from your interview or adjust the order as necessary. Click save and continue once completed.
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 the questions you can review the interview.

![Mock Interview](image-url)
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. 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.
CareerShift

Through Yale Career Link, you can access CareerShift, a job aggregator that searches internship and full-time positions posted across thousands of employer websites and other public sites.

To access CareerShift, click on the link under My Shortcuts from the homepage; you can also access it under the Resources tab. Also review the link on “Tips for Using CareerShift” for best practices on utilizing this resource.