

# Yale School of Management CDO Recruiting System Employer User Guide

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## I. Home

### A. Navigate the Homepage

- I. View at-a-glance features of the CDO Recruiting System (Announcements, Shortcuts, Profile, On-Campus Recruiting (OCR) Applicants, etc.) by clicking on Home in the top navigation toolbar.
- II. Employers can review CDO Recruiting System Announcements.
- III. Access system sections with one click by clicking on Quick Links.
- IV. Send feedback or questions directly to the CDO through the system.

The screenshot shows the homepage of the CDO Recruiting System. At the top is a navigation toolbar with links: Home, Account, Calendar, Profile, Post a Job, Resume Books, On-Campus Recruiting (OCR), and Events. Below the toolbar, the user is logged in as 'Test @ Test account' with a 'Log Out' button. The main heading is 'home' with a house icon. A green banner contains a lightbulb icon and the text: 'PURCHASE A CLASS RESUME BOOK: Please indicate your interest in purchasing a Class Resume Book in the feedback box, below the calendar on this page. A member of the CDO will then contact you promptly.'

On the left, there is an 'announcements' section with a megaphone icon and the text: 'There are no announcements at this time.'

In the center, there is a 'shortcuts' section with a green arrow icon and a list of links: 'Post a profile', 'Create New Schedule Request', 'View OCR Schedules', 'View OCR Interviews', 'View OCR Applicants', 'Create Non-OCR Job Posting', 'View Non-OCR Job Postings', 'View Non-OCR Applicants', and 'Request New Information Session'.

Below the shortcuts is an 'alerts' section with a red warning icon.

On the right, there is a calendar for August 2009. The calendar shows the following dates: 26, 27, 28, 29, 30, 31, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31. The date 3 is highlighted in red.

Below the calendar is a feedback box with a question mark icon and the text: 'Please use this field to order a Resume Book, share comments or ask questions. Your feedback is welcome.' There is a text input field and a submit button.

## II. Account

- I. Build a personal profile with your contact information by clicking on Account link on the top navigation toolbar.
- II. Click on Invoices to view any pending invoices.
- III. Update system access by clicking on the Password/Preferences tab and creating a new password.
- IV. View a log of all the notable CDO Recruiting System actions by clicking on the Activity Summary tab.

The screenshot displays the 'Account' page of the Yale Career Services Management System. The page header includes the Yale School of Management logo and the text 'Career Services Management System powered by simplicity'. A navigation bar contains links for Home, Account, Calendar, Profile, Post a Job, Resume Books, On-Campus Recruiting (OCR), and Events. Below the navigation bar, the user is identified as 'Test @ Test account' with a 'Log Out' button. The main content area features a sub-navigation bar with tabs for Personal Profile, Invoices, Password/Preferences, Activity Summary, Document Library, and Help. The 'Personal Profile' tab is active, showing a form with 'Submit' and 'Cancel' buttons. The form is titled 'Contact Information' and includes a note: 'Please provide as much information as possible'. The form fields are: Title (empty), Salutation: (Mr., Mrs., Ms., etc) (empty), Full Name\*: Enter the contacts full name (first middle last) (containing 'Test'), and First\*: (containing 'Test'). A legend indicates that an asterisk (\*) denotes a required field.

Yale SCHOOL OF MANAGEMENT Career Services Management System  
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Home Account Calendar Profile Post a Job Resume Books On-Campus Recruiting (OCR) Events

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Personal Profile Invoices Password/Preferences Activity Summary Document Library Help

Submit Cancel \* INDICATES A REQUIRED FIELD

### Contact Information

Please provide as much information as possible

Title:

Salutation: (Mr., Mrs., Ms., etc)

Full Name\*: Enter the contacts full name (first middle last)

First\*:

### III. Profile

#### A. Build a Profile

**NOTE:** Employers are encouraged to populate the profile fields with customized information for SOM students, which can serve as an excellent supplement to your website.

Home Account Calendar **Profile** Post a Job Resume Books On-Campus Recruiting (OCR) Events

Test @ Test account [Log Out](#)

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profile

Who We Are Key Statistics Company Culture Logo Auto-Fill ? Help

[Save Changes](#) \* INDICATES A REQUIRED FIELD

### Who We Are (part 1 of 3)

INSTRUCTIONS: Simply fill in the fields below with the appropriate content. Some fields have additional options

Industry: Please select what industry(s) your organization belongs to.

- Aerospace/Aviation/Defense
- Agribusiness
- Automotive
- Consulting
- Consumer Products
- Economic Development/Microfinance
- Education
- Energy/Utilities

Overview: Please submit an overview of your organization.

completion status

**Who We Are**

- ✓ Industry
- ✗ Overview
- ✗ Products and Services
- ✗ Achievements
- ✗ Awards
- ✗ Future of Our Company
- ✗ Competitors
- ✓ Address
- ✗ Attachment

[Key Statistics](#)

[Corporate Culture](#)

[Logo](#)

## IV. Post a Job

- I. Post a non-OCR job position by clicking on Post a Job link on the top navigation bar.
- II. View and manage student resumes posted to the position through the Student Resumes (non-OCR) tab, as well as create resume packets of applications.
- III. View archived jobs you have posted previously that have expired.
- IV. View and download resume packets of applications under the Publications Request tab.

Yale SCHOOL OF MANAGEMENT Career Services Management System  
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Home Account Calendar Profile **Post a Job** Resume Books On-Campus Recruiting (OCR) Events

Test @ Test account [Log Out](#)

job postings powered by simplicity

Job Postings (non-OCR) Student Resumes (non-OCR) Archived post a job Publication Requests Help

Showing 20 at a time: Items 1-2 of 2

Job Title	ID	Description	Type	Major(s)	Start	End	Approved	Options
<a href="#">A great job</a>	70	Cool Finance job	Full Time		Jul 28, 2009	Jul 31, 2009	*	<a href="#">Deactivate</a>
<a href="#">Another Cool Job</a>	71	test	Full Time		Jul 28, 2009	Jul 31, 2009	✓	<a href="#">Deactivate</a>

[Add New](#) Showing 20 at a time: Items 1-2 of 2

Page generated in 0.19s

## V. Resume Books

- V. View class-wide resume books previously purchased from the CDO. **NOTE:** To purchase the resume book, please contact [som.cdo@yale.edu](mailto:som.cdo@yale.edu).
- VI. View any opt-in resumes books made available to employers.
- VII. Within a resume book, search by keyword or industry specialty and create smaller publications.
- VIII. View and download documents under the Publications Request tab.

The screenshot displays the 'Resume Books' section of the Yale Career Services Management System. The page header includes the Yale School of Management logo and the text 'Career Services Management System powered by simplicity'. A navigation menu at the top contains links for Home, Account, Calendar, Profile, Post a Job, Resume Books (highlighted), On-Campus Recruiting (OCR), and Events. Below the navigation menu, the user is logged in as 'Test @ Test account' and there is a 'Log Out' button. The main content area is titled 'resume books' and has two tabs: 'Resume Books' (selected) and 'Publication Requests'. A 'Showing 20 at a time: Items 1-1 of 1' indicator is present above a table. The table has five columns: Name, Description, Creation Date, Expiration Date, and Opt-In. The table contains one row: 'Test Resume Book', 'Test', 'Jul 06, 2009', 'Dec 31, 2009', and 'x'. A second 'Showing 20 at a time: Items 1-1 of 1' indicator is located below the table. The footer of the page states 'Page generated in 0.07 s'.

Name	Description	Creation Date	Expiration Date	Opt-In
<a href="#">Test Resume Book</a>	Test	Jul 06, 2009	Dec 31, 2009	x

## VI. On-Campus Recruiting (OCR)

- I. From the On-Campus Recruiting (OCR) link on the navigation toolbar employers can request an on-campus schedule or manage an existing schedule
- II. Upload job positions to attach to the schedule.
- III. View a list of applicants at the close of the resume drop period.
- IV. From the applicants tab, employers can select students for interview by using the following designations: Invited, Not Invited, Alternate, Pending
- V. All employers are encouraged to designate alternates who can fill the interview spot in the event a student needs to cancel the interview.
- VI. Employers can create resume packets of applicants and schedules, and can download these packets from the Publications Request tab.

Home
Account
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Resume Books
On-Campus Recruiting (OCR)
Events

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Log Out

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Schedules
Positions
Interviews
Applicants
Wait-List
Publication Requests
Help

**INSTRUCTIONS:** Click the date of an existing schedule, or click the "Request a New Schedule" button to create a new Schedule. After clicking a schedule, you can add/attach positions, modify schedule details, and edit rooms and timeslots.

Schedules

Batch Options: Generate Interview Packet

Showing 20 at a time: Items 1-2 of 2

	Date	ID	Timespan	OCR Model	Positions	Options	Approved
<input type="checkbox"/>	<a href="#">Oct 13th</a>	1	8:30 am - 4:45 pm	Preselect to Alternate to Bidding	<a href="#">Education Entrepreneur Fellow</a>	1 applicant	✓
<input type="checkbox"/>	<a href="#">Oct 15th</a>	2	8:30 am - 5:00 pm	Preselect		<span style="border: 1px solid #ccc; padding: 2px 5px;">Attach Position</span>	✗

Request A Schedule Showing 20 at a time: Items 1-2 of 2

## VII. Events

The Events section enables employer to request and manage events including industry networking nights and corporate information sessions.

- I. View upcoming events or request new events by clicking on the Events link on top navigation toolbar.
- II. Click on the specific event to view details and the specific RSVP list.

**NOTE:** Employers are able to view the RSVP list at all times and email candidates through the system.



Career Services Management System  
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Home Account Calendar Profile Post a Job Resume Books On-Campus Recruiting (OCR) **Events**

Test @ Test account
 Log Out

events
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Industry Networking Nights **Corporate Information Sessions** Publication Requests Help

Showing  at a time: Items 1-1 of 1

	Information Session Start Date/Time	Information Session End Date/Time	Description	Location	Approved	RSVPs
Review	Aug 10, 2009 4:00 pm	Aug 10, 2009 5:45 pm		Steinbach Lounge- 52 Hillhouse	✓	2

Add New Showing  at a time: Items 1-1 of 1

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