section 1: home

1.1 Navigate the Homepage

I. View at-a-glance features (Announcements, Quicklinks, Calendar, Alerts, etc.) by clicking on the Home link in the top toolbar.
II. You can review messages from University Of Maryland’s CDO from Announcements.
III. Access all system sections with one click by clicking on Quick Links.
IV. View important events dates (Information Sessions, Career Fairs, etc.) by clicking on highlighted days in the Calendar.
V. If you cannot click on a section name and/or the name is not bold, this particular section has not been activated for your account. If you would like access, please use the feedback box to request activation.

Homepage Screen

[Image of a webpage with a menu bar and sections labeled: announcements, quick links, alerts.]

I. Home
II. Announcements
III. Quick Links
IV. Alerts
section 2: account

2.1 Build a personal profile

I. Build a personal profile (contact information, change password, etc.) by clicking on Account link on the top navigation bar. *(Please note that a unique email address is required as this is how the system identifies users)*

II. Click on the Personal Profile tab to update email address and other contact information.

III. Update system access by clicking on the Change Password and creating a new password. *The CDO recommends that all users change their password from the one initially generated when your account was created.*
2.2 Review Activity

I. View a log of all the notable actions (registering for a career fair, updating the online profile, etc.) by clicking on the Activity Summary tab.
II. Filter the activity list by Days Back and Activity Type by utilizing the dropdown menus at the top.
III. View specific details about an action such as IP Address, Action Type and User ID by clicking on a link in the Date/Time column.

section 3: calendar

3.1 Important Dates and Personal Events

I. View important dates by clicking on Calendar on the top navigation bar.
II. Review dates by clicking on the highlighted dates in the inset calendar on the right.
III. Click on a link in the Event column to view event details.
IV. Create, review and/or update events that do not automatically appear on the calendar by clicking on the Personal Events tab. (This will not appear to other users, contact the CDO if you want to publish the events)
section 4: profile

4.1 Build an Employer Profile

I. Create comprehensive online profiles describing the organization by clicking on the Profile link in top toolbar.

II. Part 1 - Who We Are: Input general information about the organization such as Achievements, Products and Services, Divisions and Departments, etc.

III. Part 2 - Key Stats: Include employer statistics such as stock symbol, annual revenue, number of employees, etc.

IV. Part 3 - Corporate Culture: Input information such as Working Environment, Career Track, Training, etc.

V. Part 4 – Logo: Include a logo as part of the organization's print and online profile by clicking the Logo tab, clicking the Browse button and uploading a file.

VI. Review which sections are complete (green check) and which are incomplete (red X) by utilizing the Completion Status inset on the right.

Build an Employer Profile
section 5: jobs

If you want to post a job for UMD law students or alumni directly and not through on-campus fall recruiting, you can use this section. This Jobs section enables employer contacts to view non-OCI job postings. Contacts may also view student applications for these positions.

5.1 Manage Job Postings

I. View job postings by clicking on JOBS from the top navigation bar.
II. View and/or edit job postings that do not involve on-campus recruiting (OCI) by clicking on the Job Postings (non-OCI) tab, and then clicking on a job link in the Title column.
III. Create a job posting by clicking the Add New button, inputting a position description and screening criteria (Minimum GPA, Position Type, etc.), and then click the Submit button.
IV. Select method in which resumes should be received (online or via email).
V. Import position descriptions and screening criteria from previously posted jobs by utilizing the Copy Existing dropdown menu.
5.2 Manage Job Postings Applicants (if collecting resumes online rather than via email)

I. View a list of students who have applied for available positions by clicking on the Student Resumes tab.
   - View resumes by clicking on the document icon in the Resume column.
   - Remove resumes by clicking on the Delete button on the right.

II. Communicate with applicants via email by checkmarking target individuals and then clicking Mail to Checked, a web-based mail wizard.
   - Send personalized emails to an unlimited number of recipients by inputting a Subject, Message Body, etc.
   - Utilize the mail merge fields in the Available Fields box.
   - Initiate a mailing by clicking Next, and then clicking the Send Messages button.

III. Generate packet of student resumes by checkmarking desired applicants and clicking generate book.
section 6: resume books

Resume Books enables employers to browse batch student resumes that have been sorted by screening criteria.

6.1 View Resume Books

I. View resume books by clicking on RESUME/SCHEDULE PACKETS from the top navigation bar.

II. View a pre-packaged group of student resumes by clicking on the Resume/Schedule tab, and then clicking on a resume book link in the Name column.

III. Refine the resume list by Major, Year in School and Applicant Type by utilizing the dropdown menus at the top.

IV. View a resume by clicking on the document icon in the Resume column.

V. Refine the resume book list by clicking on the Advanced Search tab, selecting various screening criteria (Work Authorization, Graduation Date, etc.), and then clicking the Submit button.
section 7: on-campus interviewing (OCI)

On-Campus Interviewing (OCI) enables employers to manage the on-campus interview and regional interview program processes. Employer contacts may request interview schedules, select interview candidates, and create resume packets for an interview schedule.

7.1 Manage Schedules

I. View OCI options by clicking on OCI from the top navigation bar.

II. Submit the outcome of past interview sessions by clicking on the Feedback tab.

III. Register for OCI by clicking on the Schedule Request tab, and then clicking on the [Request Schedule] button.
   - You will receive a confirmation message when your multiple requests throughout the process are approved.

OCI Registration Screen (Please note we manually register employers this year. You DO NOT need to request a schedule you can move on to the confirmed schedules tab.)
Review Schedules

IV. View a list of interview confirmed schedules by clicking under the Confirmed Schedules tab.
V. Click on the date to review confirmed schedule information and submit interviewer names.
VI. Review PDF schedule packets with resumes by clicking on the Resume/Schedule Packets tab.
VII. Review student interviews from the Interviews tab.

Confirmed Schedules Screens
Select Students
  VIII. Review OCI applicants by clicking on the Applicants/Waitlist tab.
  IX. Select students that you would like to interview from the Invitations column.
  X. View resumes in PDF format by clicking the document icon in the Resume column.

OCI Applicants Screen
section 8: events

8.1 Register for an Information Session

**Information Session List**

I. Browse Information Sessions by clicking the Events link on the top toolbar and then the Information Sessions tab.

II. Register for an information session by clicking Add New button.
   - You will receive confirmation message when request is approved.

III. If already registered, click the link to view information session details and view students who rsvp’d for the event.

**Events List Screen**

![Events List Screen Image]