Employer Guide: USING COYOTE CAREERS

Need help? Questions?
University of South Dakota Academic & Career Planning Center
Academic Commons, First Floor I.D. Weeks Library
Email: career@usd.edu  Phone: (605) 677-5381
www.usd.edu/acpc
What is Coyote Careers?

Coyote Careers is USD’s very own career services network. It will allow you to manage your on-campus recruitment and connect with the incredible talent we have here at USD among our students and alumni. Through this system you will be able to:

1) Post your job openings for full time and part time jobs, internships, and on-campus employment.
2) Collect resumes and other documents for open positions
3) Review and request resume books
4) Schedule on-campus interviews
5) Register for Career Fairs
6) Promote your company through our Employer Directory

Registering for An Account in Coyote Careers

Go to www.usd.edu/coyotecareers and click on Employer Login For Coyote Careers. The first time you access the system you will need to click Register or Register and Post Job to set up your account.

Complete the fields and click submit. Our office reviews every employer registration within Coyote Careers. This means that your employer status will be “Pending” until we have approved it. The approval process usually occurs within one business day. When your account is approved, you will receive an email with instructions for logging in. Your username will be your email address and you will set your password upon first log in. You will also be prompted to complete your profile upon initial login.

Accessing My Account in Coyote Careers

After initially setting up your account, you can access it anytime by going to www.usd.edu/coyotecareers and clicking the Employer Login link.
Your Home Page
Your home page includes quick links for posting jobs, viewing job postings, viewing applications to your job postings, and requesting information sessions.

My Account
This section allows you to edit your profile and password

Calendar
Learn about upcoming career events

Employer Profile
Complete this section to provide students with additional information about your company.

Jobs
Manage your job postings here.

Resume Books
Search resumes of current Students and alumni

Events
Use this link to register for career events.
Posting Jobs

Click on the Jobs tab, the Job Postings (non-OCR) and then Add New. Complete the job profile and determine how you would like to receive candidates’ application materials. You can choose to have them emailed to you each time a candidate applies through the system, or have the materials collected in the system for you to review when logged in to Coyote Careers. If you don’t want candidates to apply to the position through Coyote Careers, select Other and you will be able to enter application instructions.

You can also easily repost a position by selecting the position under Copy or Repost Position.

When your job is approved, our office will change the status to Active and the job will be viewable. We try to approve pending jobs within one to two business days.

When you have filled a position, please remember to log into the system and deactivate it by clicking on the Jobs tab, Job Postings (non-OCR), and Deactivate.
Viewing Student Applications
To view the materials of students who have applied to your job through the Coyote Careers system, go to the Jobs tab and click on Student Resumes/Applications (non-OCR). There you will find a list of students who have applied to the position. You can also keep track of your response to students via the status drop down menu (Sent Email, Review, Interested).
Resume Books
To view the resumes of students who have included their resume in the Coyote Careers resume book, click on the Resume Books tab and Current Resumes. From this list you will be able to view student resumes by clicking the resume icon next to each student’s name. You can easily email students by clicking on their name.

You can use the **Advanced Resume Search** tab to search for resumes based on keywords, graduation date, class level, major, degree, grade point average, etc. If you use an advanced search often, you can save it by clicking the **save as** box and giving your search a title. That will allow you to quickly conduct the same search in the future.
On-Campus Interviews

Through Coyote Careers, employers are able to set up on-campus interviews to take place at the University of South Dakota. As an employer, you can post a position, gather resumes, screen applicants and determine who should be interviewed. The interview schedule can be coordinated and set up using the Coyote Careers system.

If you would like to create an on-campus interview schedule, please contact Kasandra Girard, Employer Relations Coordinator for the Academic & Career Planning Center at (605) 677-8854 or email Kasandra.Girard@usd.edu. She will walk you through the process of customizing your on-campus interview posting.