

# COYOTE CAREERS **STUDENT & ALUMNI GUIDE**



UNIVERSITY OF  
SOUTH DAKOTA

**UNIVERSITY OF SOUTH DAKOTA  
CAREER SERVICES**

**CENTER FOR CAREER & LIFE DESIGN  
BELBAS CENTER – FIRST FLOOR  
(605) 658-6676**

**CAREER@USD.EDU**

**WWW.USD.EDU/CAREER-SERVICES**

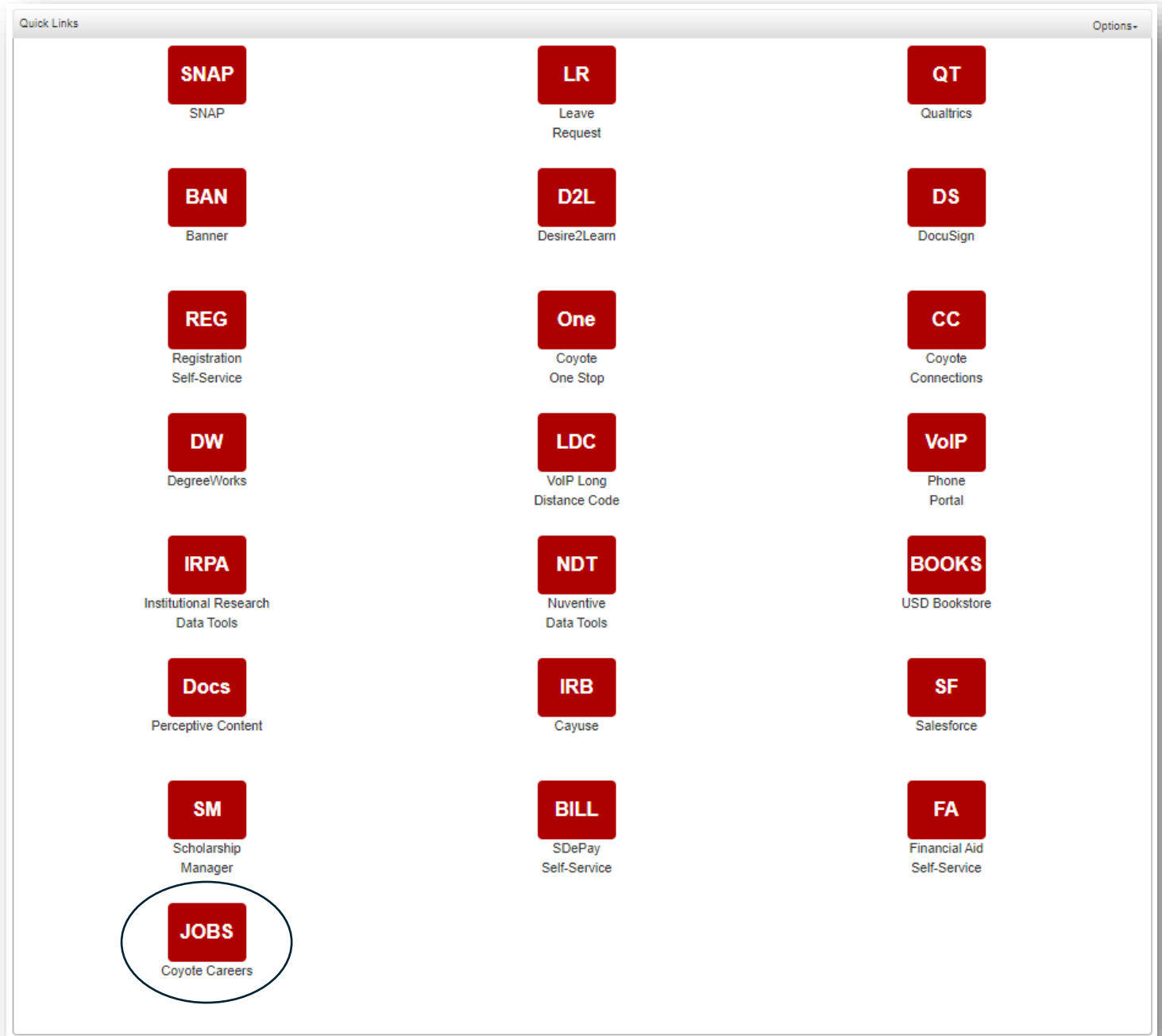
# WHAT IS COYOTE CAREERS?

Coyote Careers is USD's career services manager powered by Symplicity. Students & Alumni use Coyote Careers to apply for all types of jobs (on-campus, work-study, part-time jobs and full-time careers), learn about career events and access career resources. Based on your job search history within Coyote Careers, you will receive email updates with similar jobs curated based on your interests. You can gain valuable experience, earn money and create connections by working during your time at USD.

The screenshot shows the Coyote Careers website interface. At the top, there is a red navigation bar with the University of South Dakota logo and 'COYOTE CAREERS' text on the left, a search bar, and links for 'Jobs', 'Events', 'Employers', and 'Resources' on the right. Below the navigation bar is a large red banner with the text 'Welcome to Coyote Careers, USD Students!' and 'Search for jobs, register for career events, review career resources, etc.' A 'Learn more today!' button is centered in the banner. Below the banner are five white cards with icons and text: 'Interviews' (view and update on-campus interviews), 'Career Explorer' (learn about popular careers and leading industries), 'Career Finder' (take a quiz and get career suggestions), 'Public Profile' (showcase academic and professional achievements), and 'Add a Resume' (upload a resume to get started with your job search). At the bottom, there is a light blue banner with an information icon and the text 'Update your Career Interests' and 'You're almost there! Tell us more about your career interests to get personalized recommendations.' Below this text are two buttons: 'Update Career Interests' and 'Remind Me Later'.

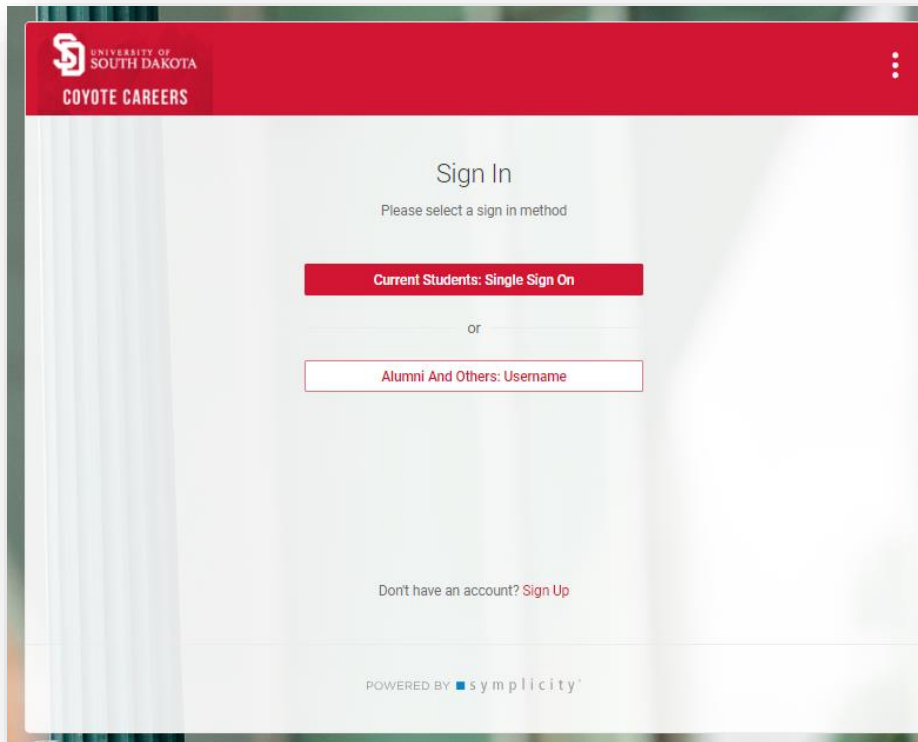
# ACCESSING COYOTE CAREERS

**CURRENT STUDENTS:** Log into your student portal <https://my.usd.edu/> and click on the **red JOBS** quick link. Click on **Current Students: Single Sign On** tab to access your Coyote Careers account.





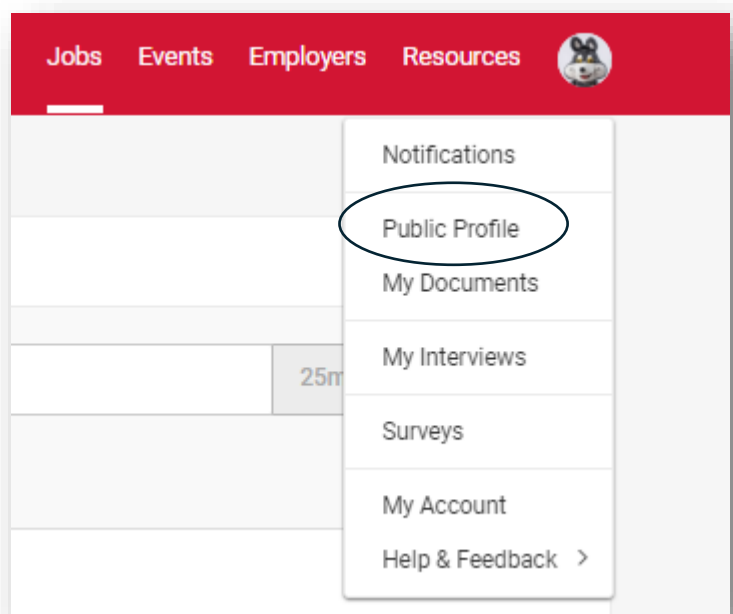
**ALUMNI:** Go to <https://www.usd.edu/Student-Life/Career-Services>, scroll down to **COYOTE CAREERS**, click the **Student & Alumni Access** tab and log in using the credentials you set up when you registered for the account. If this is your first time using Coyote Careers, click **Sign Up**.



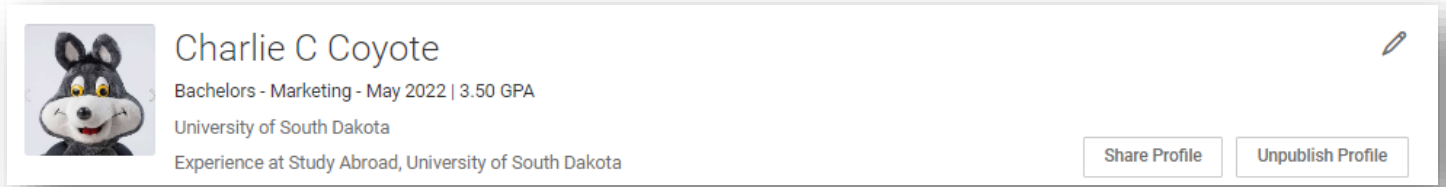
## PROFILE SET UP

The first time you access Coyote Careers, you will be asked to provide profile information. You can add additional information to your profile by clicking on the profile button to the right of Resources and selecting **Public Profile**. You can add the following to your profile:

- A professional headshot
- Personal statement
- Skills
- Education
- Experiences
- Courses
- Projects
- Organizations and activities
- Honors and awards
- Licenses and certifications
- Languages
- And more...



This can serve as an “online” resume or profile that can be shared with employers by clicking on the **Publish** button. You can also click the **Share Profile** button to get a weblink to direct others to your online profile if they have access to Coyote Careers.

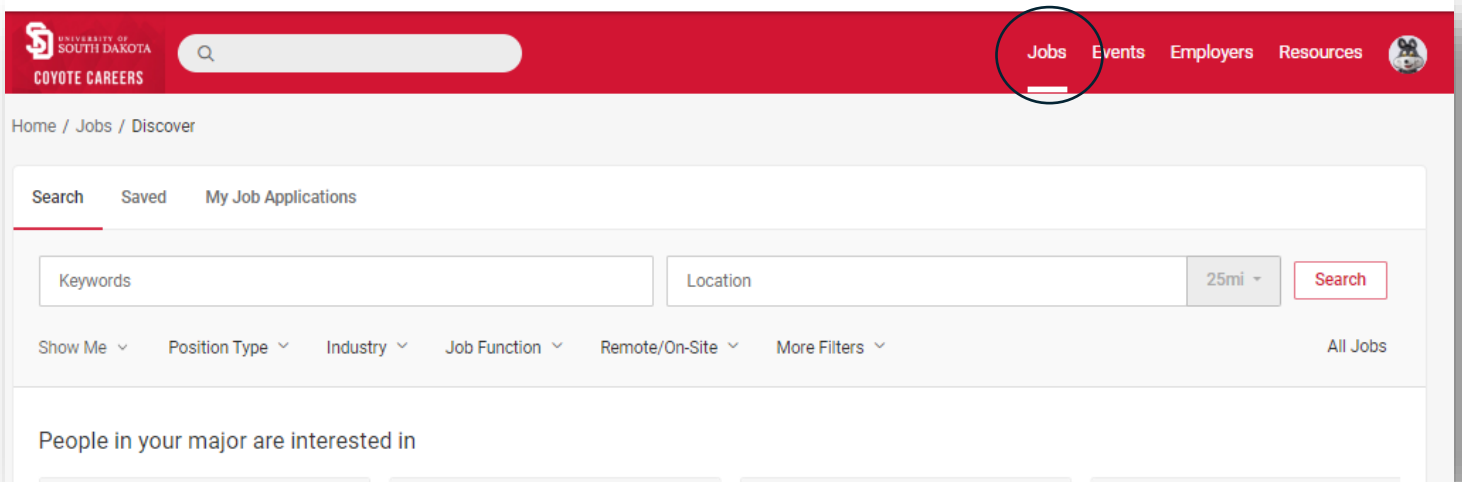


Charlie C Coyote  
Bachelors - Marketing - May 2022 | 3.50 GPA  
University of South Dakota  
Experience at Study Abroad, University of South Dakota

Share Profile   Unpublish Profile

## SEARCHING FOR JOBS

Click on **Jobs** at the top of the page. You will be able to search positions by keyword or location, or filter by position type, industry, job function, and more. The system will also suggest jobs for you based on your interests. When you click on a job title, you can view the job details as well as instructions on how to apply.



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Jobs   Events   Employers   Resources

Home / Jobs / Discover

Search   Saved   My Job Applications

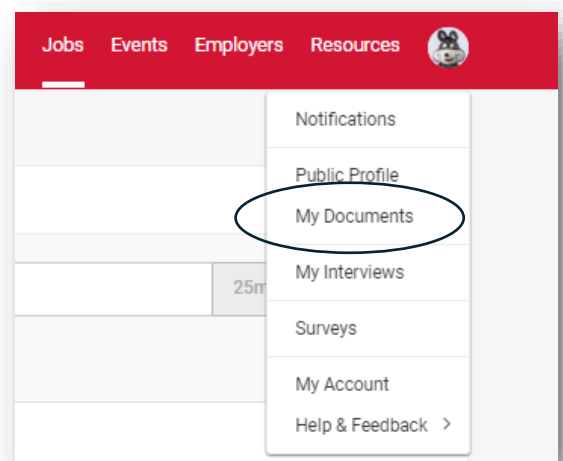
Keywords   Location   25mi   Search

Show Me   Position Type   Industry   Job Function   Remote/On-Site   More Filters   All Jobs

People in your major are interested in

## UPLOADING DOCUMENTS

Users can upload their résumés, cover letters, and writing samples to Coyote Careers by clicking on their profile and selecting **My Documents**.

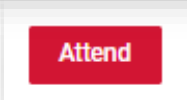
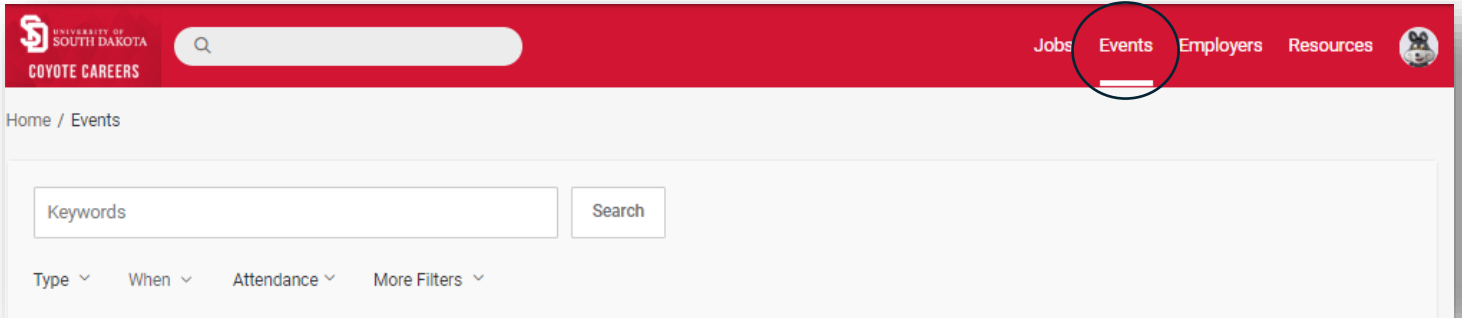


Jobs   Events   Employers   Resources

- Notifications
- Public Profile
- My Documents
- My Interviews
- Surveys
- My Account
- Help & Feedback >

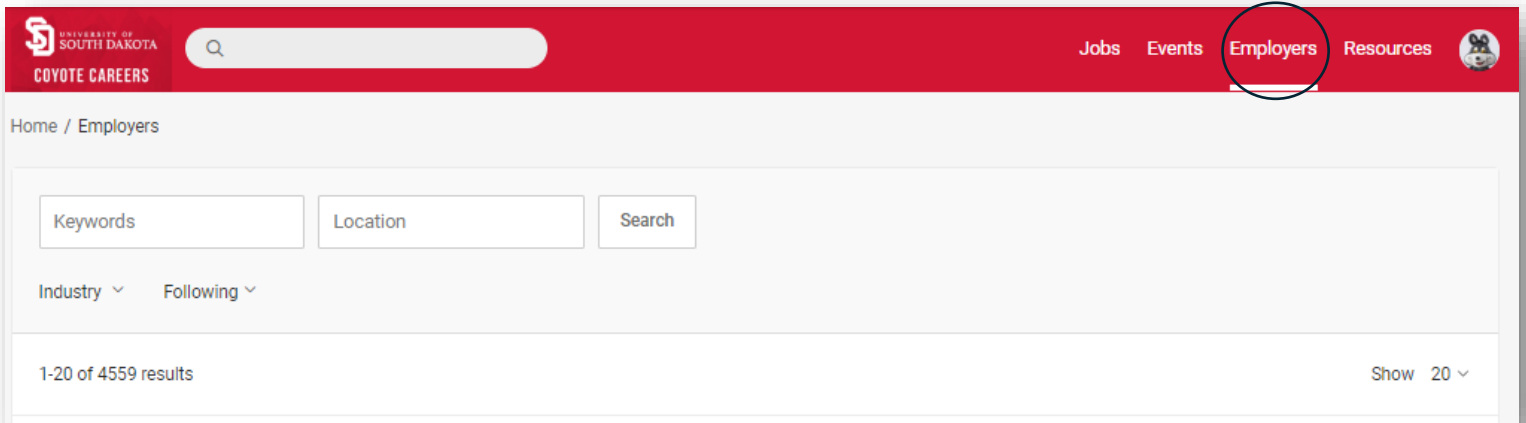
## RSVP FOR EVENTS

You can view and RSVP for upcoming career events by clicking on **Events**, selecting the event you are interested in, and clicking the **Attend** button. You will receive event reminders near the event time.



## EMPLOYER DIRECTORY

Click **Employers** to search for and view a multitude of companies and organizations from across the nation. Find out more about the company, view contact information, and see which jobs they've posted and what events they are planning to attend. You can also choose to follow companies so you will be alerted when they post a new position.



# ADDITIONAL RESOURCES

Click **Resources** to view the Document Library which houses career articles and resources, use the Career Finder to take an interest assessment, and access the Career Explorer to research careers and industries.

The screenshot shows the 'Resources' page of the University of South Dakota Coyote Careers website. The header is red with the university logo and navigation links for 'Jobs', 'Events', 'Employers', and 'Resources' (which is circled). Below the header, there is a search bar and a breadcrumb trail 'Home / Resources'. The main content area is titled 'Resources' and includes a sub-header 'Comprehensive tools, online resources, helpful links and more to help you get started or grow.' There are three filter buttons: 'All', 'Featured Tools', and 'Career Exploration'. The 'Featured Tools' section contains three cards: 'Document Library' (with an illustration of a person at a computer), 'Career Finder' (with an illustration of puzzle pieces), and 'Career Explorer' (with an illustration of two people and lightbulbs). The 'Career Exploration' section contains one card: 'Career Assessment' (with a puzzle piece icon).

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Jobs Events Employers **Resources**

Home / Resources

## Resources

Comprehensive tools, online resources, helpful links and more to help you get started or grow.

All Featured Tools Career Exploration

### Featured Tools

**Document Library**  
Explore and download useful learning resources.

**Career Finder**  
Find out what your interests are and how they relate to the world of work.

**Career Explorer**  
Learn about popular careers and leading industries.

### Career Exploration

**Career Assessment**