Employer Guide:
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) 658-3600
www.usd.edu/acpc
What is Coyote Careers?
Coyote Careers is the University of South Dakota’s very own career services network. Coyote Careers 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) Schedule on-campus interviews
4) Register for Career Fairs
5) Promote your company through our Employer Directory

Registering for An Account in Coyote Careers
Go to www.usd.edu/acpc and scroll all the way down and click on Employer Support, then click on Employer Access to 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 to two business days. 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 any time by going to https://careers-usd-csm.symplicity.com/employers and entering your information and clicking the Sign in.

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.

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

Jobs-Manage your job postings here.

OCR-Manage your on-campus interview schedules here.

Events-Use this link to register for upcoming career events.

My Account- Access your account information and to change your password.
**Posting Jobs**

Click on the **Create Job Posting** quick link on the right side of the screen. 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 that was previously posted in Coyote Careers 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 make every effort to approve pending jobs within one business day.

When you have filled a position, please remember to log into the system and deactivate the posting by click on **Jobs > Job Postings > Withdraw** under the job.

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**Modern Languages & Linguistics - Office Assistant**

Vermillion, South Dakota United States - Work Study

ID: 40087

Posted On Aug 24, 2020 Expiring on Nov 20, 2020

Withdraw

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**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**. 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).

**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 the Academic & Career Planning Center at (605) 658-3600 or email career@usd.edu. We will walk you through the process of customizing your on-campus interview posting.