

# 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](mailto:career@usd.edu) Phone: (605) 658-3600  
[www.usd.edu/acpc](http://www.usd.edu/acpc)



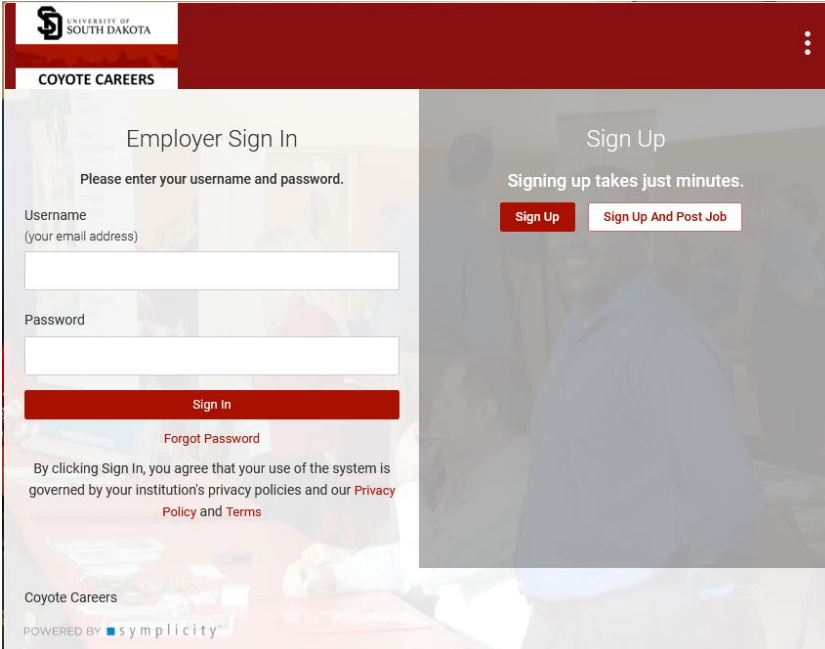
## What is Coyote Careers?

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](http://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.



The screenshot shows the Coyote Careers website interface. At the top, there is a red header with the University of South Dakota logo and the text "UNIVERSITY OF SOUTH DAKOTA" and "COYOTE CAREERS". Below the header, the page is split into two main sections. The left section is titled "Employer Sign In" and contains a form with the following elements: a heading "Employer Sign In", a sub-heading "Please enter your username and password.", a "Username" field with the note "(your email address)", a "Password" field, a red "Sign In" button, and a "Forgot Password" link. Below the form, there is a disclaimer: "By clicking Sign In, you agree that your use of the system is governed by your institution's privacy policies and our [Privacy Policy and Terms](#)". The right section is titled "Sign Up" and contains the text "Signing up takes just minutes." and two buttons: a red "Sign Up" button and a white "Sign Up And Post Job" button. At the bottom of the page, it says "Coyote Careers" and "POWERED BY [s y m p l i c i t y](#)".

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.symphlicity.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.

The screenshot shows the Coyote Careers website interface. At the top, there is a dark red header with the University of South Dakota logo on the left, the text "Create a single username, password, and profile across hundreds of Symphlicity schools." in the center, and "SYMPPLICITY RECRUIT" with a user icon "HJ" on the right. Below the header is a navigation menu with icons and labels: Home, Employer Profile, Jobs, OCR, Events, Resume Books, Calendar, and My Account. The main content area is divided into three columns. The left column is titled "Announcements" and features a white box with a large "P" icon, the text "UNIVERSITY OF SOUTH DAKOTA HAS MADE AN ANNOUNCEMENT", and "Welcome to Coyote Careers-Employers". Below this is a paragraph of welcome text and a "View All Announcements" link. The middle column is titled "Career Exploration" and contains a white box with three links: "Post a Profile", "View OCR Wait-List", and "View Information Session". The right column is titled "Jobs & Internships" and contains a white box with three links: "Create Job Posting", "View Job Postings", and "View Applicants". Below this is another white box titled "Interviews" with four links: "Create New Schedule Request", "View OCR Schedules", "View OCR Applicants", and "View OCR Interviews". At the bottom right, there is a white box titled "Events" with a link "Request New Information Session" and a feedback box that says "Your feedback is welcome." with a feedback icon.

## 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.

### 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

## 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](mailto:career@usd.edu). We will walk you through the process of customizing your on-campus interview posting.