COYOTE CAREERS
EMPLOYER GUIDE

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 use Coyote Careers to apply for all types of jobs (on-campus, work-study, part-time jobs and full-time careers), access career resources, get job recommendations based on their interests, learn about career events and much more. Coyote Careers will allow you to manage your on-campus recruitment and connect with the diverse 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 off/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 https://careers-usd-csm.symplicity.com/employers/. The first time you access the system you will need to click Sign Up or Sign Up And Post Job to set up your account.
Complete the fields and click submit. Our office reviews every employer registration within Coyote Careers. 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 YOUR 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/, entering your information and clicking Sign in. If you forgot your password/cannot log in, email career@usd.edu and we will reset your password for you.

HOME PAGE
Your home page includes quick links for posting jobs, viewing job postings and 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.
- **Resume Books:** If a student has included their resume as public, you are able to see their resume under this link.
- **My Account:** Access your account information and change your password if needed.
POSTING JOBS

Click on the **Post a Job** quick link at the top 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.

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**Application Instructions**

**Resume Submission Method**
How would you like to receive students’ application materials?

- **E-mail**: Each time a student applies to a position, an email will be sent to this address with the application materials attached.

- **Accumulate Online**: Students’ application materials will be collected online and contacts may log in to review them.

- **Other**: Once selected, enter instructions in the "How to Apply" field. If "Other" is the only method selected, students will not have the option to apply through this system.

Please note: You may select more than one "Resume Submission Method" option.

- [ ] Email
- [ ] Accumulate Online
- [ ] Other (enter below)

**Default email address for resumes**
Enter an email address to which submitted non-ori resumes will be sent if desired.

**How to Apply**
If adding a URL, it must be the complete URL and include either "http://" or "https://" for URL Tracking to work. Example: https://www.symplicity.com/about/careers/
You can also easily repost a position that was previously posted in Coyote Careers by selecting the position under **Copy or Repost Position** and update the content and dates.

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 to two business days.

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.

**VIEWING STUDENT APPLICATIONS**

To view the materials of students who have applied for 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 for 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 can 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.

CAREER EVENTS
Register to attend upcoming USD career events and/or request to host an in-person or virtual informational session.