

Student 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) 658-3600
www.usd.edu/acpc



What is Coyote Careers?

Coyote Careers is USD's very own career services network. Through this system you will be able to:

- 1) Search and apply for jobs (including full-time, part-time, on-campus, work study, and graduate assistant positions) and internships.
- 2) Upload your resume and other documents to be included in resume books for employers
- 3) Sign up for on campus interviews and other career events and workshops
- 4) Access thousands of company contacts from across the country

Accessing Coyote Careers

STUDENTS: All current students have an established account in Coyote Careers, which you can access via www.usd.edu/coyotecareers. Click on the Student link. You will be prompted to log into your myU portal and then will be signed into Coyote Careers.

ALUMNI: Go to www.usd.edu/coyotecareers and click on the Alumni link. Click on **Sign Up** to set up your account. Complete the registration form and click **Submit**. After submitting your registration, check your email—you should have received a Coyote Careers Email Verification message from the system. Follow the instructions in the email to confirm your account. Note—if you haven't received the email, check your junk mail folder.

Once you have confirmed your account, your registration will be approved by our office, generally within one business day. Once approved, you will receive an email with your username and a link to set up your password. That link will expire within 24 hours. After setting up your password, you will automatically be logged into Coyote Careers and can begin using the system.

The first thing you will want to do once you gain access to Coyote Careers is to set up your profile by clicking on the Profile tab. Some of the information will be pre-populated. After completing your profile, you will be able to apply for open positions, set up email notifications for when new positions are posted, and register for events. The system reviews your profile to recommend jobs matching your qualifications. The more complete your profile is, the better your job alerts will be. Employers are able to review your resume and contact you through the network if you choose to include your resume in the resume books. Now you are ready to begin using Coyote Careers!

Your Home Page

Your home page is where you will read current announcements from us and access your quick links. From the home page you can access tabs that will allow you to quickly and easily navigate the Coyote Career system.

Profile Tab

This tab allows you to edit your personal and academic profile, as well as you privacy and notification settings.

Documents

This tab is where you will upload your resume if you'd like employers to be able to view it or if you want to be included in resume collections that occur through the year.

Jobs

Where you will be able to search and apply for jobs.

Events

This tab will allow you to learn about and register for upcoming career fairs, workshops, and information sessions.

Interviews

Use this tab to sign up for on-campus interviews with companies.

Employers

This tab will allow you to access a huge database of companies and recruiter contact information.

Resources

The Resources tab will take you to additional resources within the system, such as an interest assessment, career information, and handouts.

Calendar

Keep track of upcoming career events here.

Completing Your Profile

The first thing you should do after logging into your Coyote Careers account is to set up your Profile. Do this by clicking on the **Profile** tab. Some of the information for your Profile will be prepopulated. Complete the rest of your Personal Profile and then click on **Save Changes** to move to the Academic Profile to enter your degree information and geographic preferences.

Uploading Documents

Next you will want to begin uploading documents into Coyote Careers, such as resumes, cover letters, transcripts, etc. To do so, click on the **Documents** tab and **Approved**, then click **Add New**.

Give your document a label, then browse to select the document that you wish to upload. Add any notes that you wish and click **Submit**. A member of the Career Services staff will review your document and approve it. In the case of resumes or cover letters, you may receive an email with feedback/suggested changes for you to make to the document before it can be approved. If this occurs, make the changes and re-upload the document to Coyote Careers for approval. You will receive an email when your document has been approved. You will then be able to use the document to apply for jobs, or have it be included in the optional Resume Books that our employers sometimes request.

Your approved documents will show up under the **Approved Documents** tab. **Pending Documents** will show the documents that you have uploaded but which haven't been approved yet.

If you would like Employers to be able to view your resume, you can add it to the online Resume book, which Employers can access 24/7. Click on the **Opt-in Resume Book** tab and select the resume you would like to use, then click **Add Resume**.

Using Resources

The Resources tab includes several resources that you may find useful. Unsure of what to major in or which career path to pursue? Use the **Career Finder** to take a short interest assessment and get a list of careers that might be a good fit for you. You can then click on the careers to learn more about them, including the duties, skills needed, education required, average salary, predicted job growth, similar careers, and more.

The **Career Explorer** will allow you to look up this same information on virtually any career.

Visit the **Document Library** to view resources and handouts from the University of South Dakota career services staff. These handouts are designed to help you in all aspects of your career development.

Searching for Jobs/Internships

Coyote Careers hosts a huge number of job postings. Whether you are searching for a full-time or part-time job, summer job, internship, work study position, or graduate assistantship, this is the place to search.

To begin searching for positions, click on the **Jobs** tab. You can search by keyword, search for all positions of a certain type (ie: all internships), or search the most recent postings. You may also choose to use the Advanced Search feature, through which you can filter the results by several categories. To use this feature, click on **Advanced Search**, fill in the criteria, and click **Search**. Use keyword and/or job function for best results. For example, if you are searching for Accounting positions, type “accounting” in the key word or choose Accounting as a job function.

After you’ve typed in your search terms, click on **Saved Searches** (next to Advanced Search) to name your search and indicate how often you’d like to receive updates. You will receive an email any time we post a new position that meets your search criteria.

From the job posting, you can click on the job title to get more information about the posting and instruction for applying. Once you have identified some postings of interest, you can click the Star icon next to the job title to save that position in your Favorites, which you can easily access later by clicking the **Jobs** tab and then **My Favorites**.

If you see the **Apply** button under the job title, it means that you can apply for the position through the Coyote Careers system. To do this, simply click on the Apply button and follow the instructions. Keep in mind that, you will need to have a resume or campus job application uploaded to your Documents section before you apply to a job through the Coyote Careers system. You will be able to access a list of the positions you have applied to by clicking on the **Jobs** tab and **My Job Applications**.

Any on-campus interviews that you apply for will be reflected under the **My OCR Applications** tab.

The **NACELink Network** tab allows you to access a national network of job postings

The **Recommended Jobs** tab will show you positions that you may be interested in.

Researching Employers

Clicking the Employers tab will take you to more information about the companies who post positions in Coyote Careers. From the **Employer Directory**, you can view the entire list of employers or search for a  specific company. Clicking on the Employer will give you an overview of the company, a listing of positions that the company is currently hiring for, and more. You can also choose to Follow employers to make them Favorites by clicking the  icon.

From the Employers tab, you can also search our entire directory of recruiters and easily connect with recruiters of interest. To do this, click on the Employers tab and **Contact Directory**. Click the  icon to save a contact to your favorites.

Scheduling On-Campus Interviews

Occasionally employers will choose to hold interviews for open positions right on campus. You can search for these opportunities by going to the **Interviews** tab. If you qualify for one of the on-campus interviews, you will be able to click the **Schedule** action below the interview information to select the date and time for your interview and then click **Submit**.

If you need to cancel or reschedule your interview, go to the Interviews tab and click on Scheduled Interviews, then click **Cancel** or **Reschedule** under the interview.

If you have been invited to an on-campus interview but don’t wish to interview for the position, you can click the **Deny** action below the interview information.

Search for Events

If you’d like to know about upcoming workshops, career fairs, or information sessions, go to the **Events** tab. You can click the **RSVP** button to register for the events. (Walk-ins are also welcome at most events).