

COYOTE CAREERS

STUDENTGUIDE



UNIVERSITY OF
SOUTH DAKOTA

**UNIVERSITY OF SOUTH DAKOTA
CENTER FOR CAREER DESIGN**

MUENSTER UNIVERSITY CENTER – FIRST FLOOR

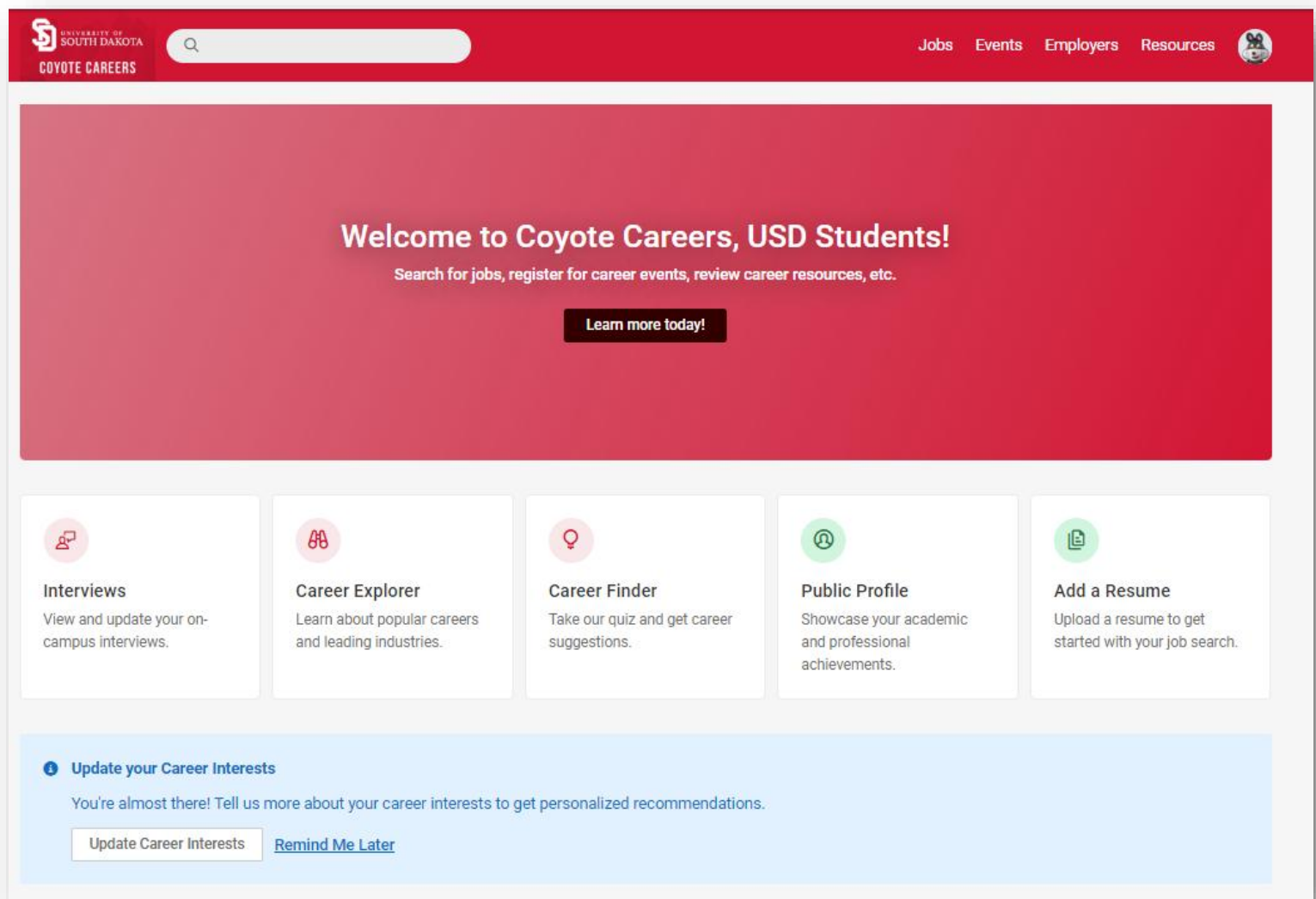
(605) 658-6273

CAREER@USD.EDU

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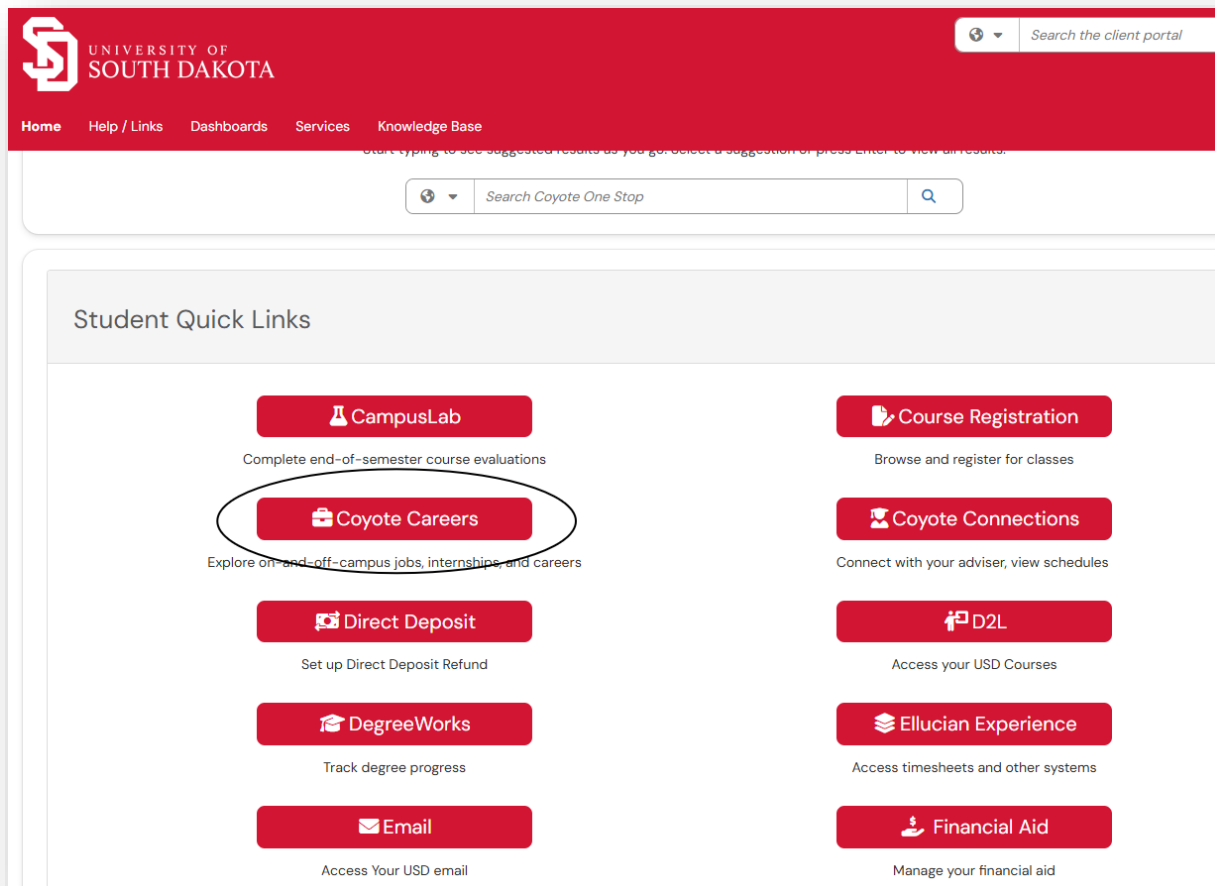
WHAT IS COYOTE CAREERS?

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), learn about career events and access career resources. Based on information you include in your profile, as well as your job search history, Coyote Careers will curate jobs that match your skills and interests. You can also manually filter jobs by search terms – the preferred way to find the work-study and on-campus jobs or to conduct any search with specific criteria.

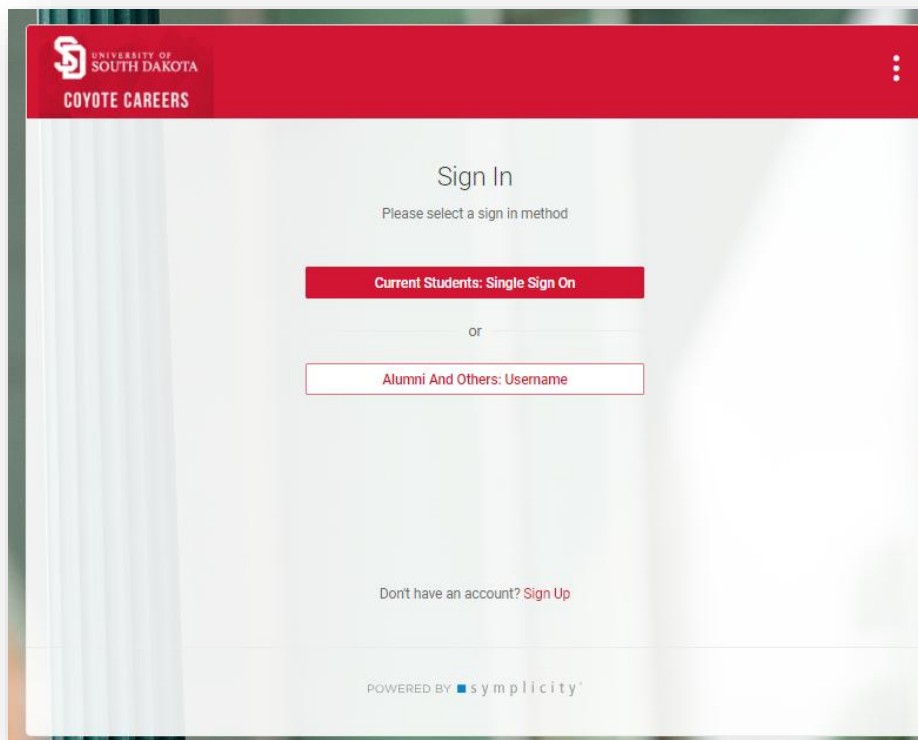


ACCESSING COYOTE CAREERS

CURRENT STUDENTS: Log into your student portal [Coyote One Stop Home](#) and click on the **red Coyote Careers** quick link. Click on **Current Students: Single Sign On** tab to access your Coyote Careers account.



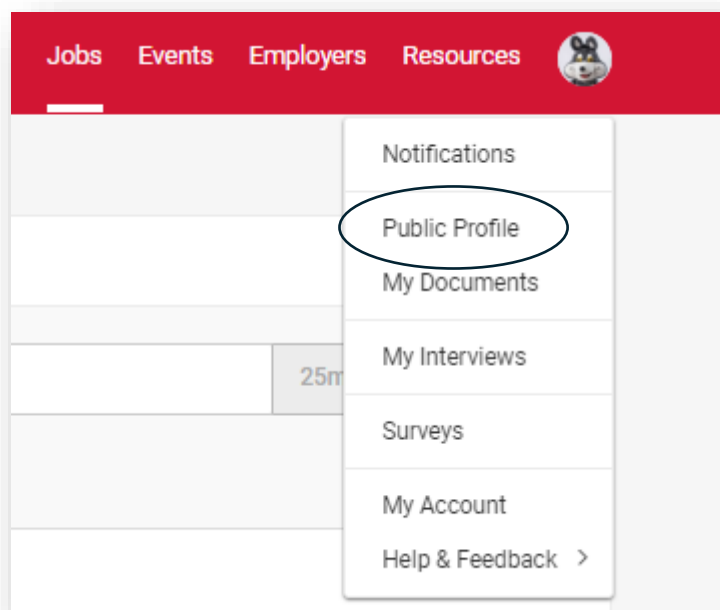
CAREER DESIGN PAGE ACCESS: Go to [Center for Career Design | University of South Dakota](#), scroll down to **COYOTE CAREERS**, click the **Current Students: Single Sign On** tab and log in using Single Sign On.



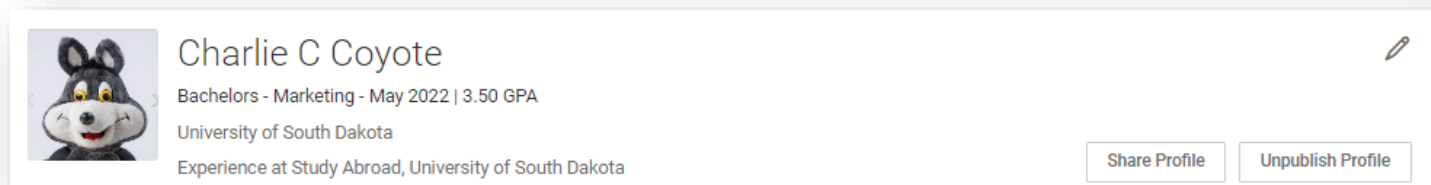
PROFILE SET UP

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 and Projects
- Organizations and activities
- Honors and awards
- Licenses and certifications
- Languages
- And more...



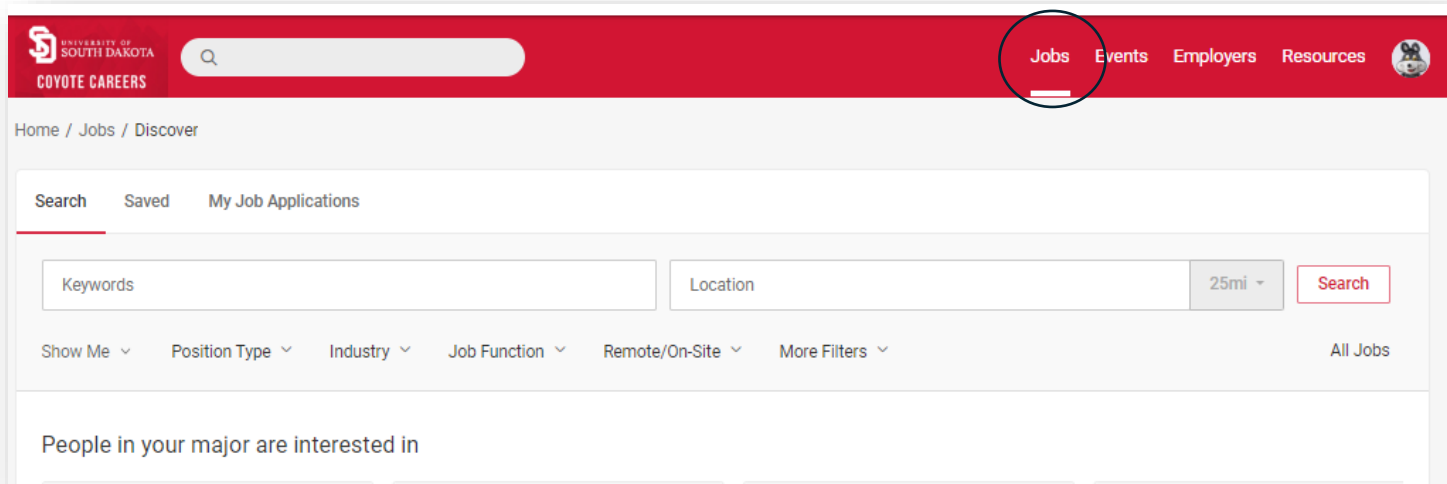
This can serve as an “online” resume or profile that can be shared with employers by clicking on the **Publish** button. You can also click the **Share Profile** button to get a weblink to direct others to your online profile if they have access to Coyote Careers.



A user profile card for Charlie C Coyote. On the left is a cartoon coyote avatar. To its right, the name "Charlie C Coyote" is displayed in a large font. Below the name, the text "Bachelors - Marketing - May 2022 | 3.50 GPA" and "University of South Dakota" are shown. At the bottom left, it says "Experience at Study Abroad, University of South Dakota". On the top right, there is a small edit icon. At the bottom right, there are two buttons: "Share Profile" and "Unpublish Profile".

SEARCHING FOR JOBS

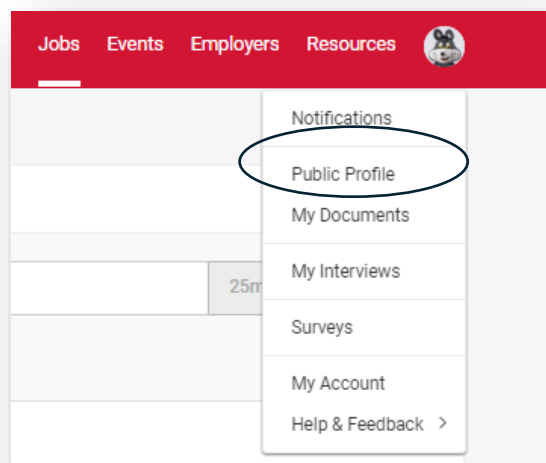
Click on **Jobs** at the top of the page. You will be able to search positions by keyword or location, or filter by position type, industry, job function, and more. The system will also suggest jobs for you based on your interests. When you click on a job title, you can view the job details as well as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



A screenshot of the Coyote Careers website's job search interface. The top navigation bar is red and contains the University of South Dakota logo, a search bar, and links for "Jobs", "Events", "Employers", "Resources", and a user profile icon. The "Jobs" link is circled. Below the navigation bar, the breadcrumb "Home / Jobs / Discover" is visible. The main content area has tabs for "Search", "Saved", and "My Job Applications". The "Search" tab is active. It features input fields for "Keywords" and "Location", a "25mi" radius selector, and a red "Search" button. Below these are several filter dropdowns: "Show Me", "Position Type", "Industry", "Job Function", "Remote/On-Site", and "More Filters". An "All Jobs" link is on the right. At the bottom, a section titled "People in your major are interested in" is partially visible.

UPLOADING DOCUMENTS

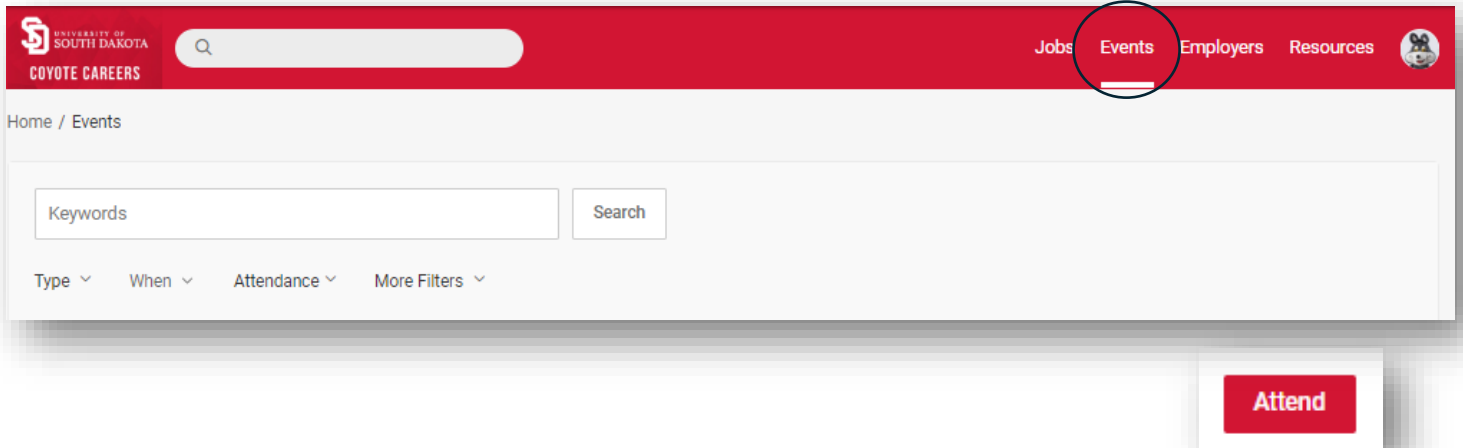
Users can upload their résumés, cover letters, and writing samples to Coyote Careers by clicking on their profile and selecting **My Documents**.



A screenshot of the user profile dropdown menu on the Coyote Careers website. The menu is open, showing a list of options: "Notifications", "Public Profile", "My Documents", "My Interviews", "Surveys", "My Account", and "Help & Feedback". The "Public Profile" option is circled. The background shows the top navigation bar with "Jobs", "Events", "Employers", "Resources", and the user profile icon.

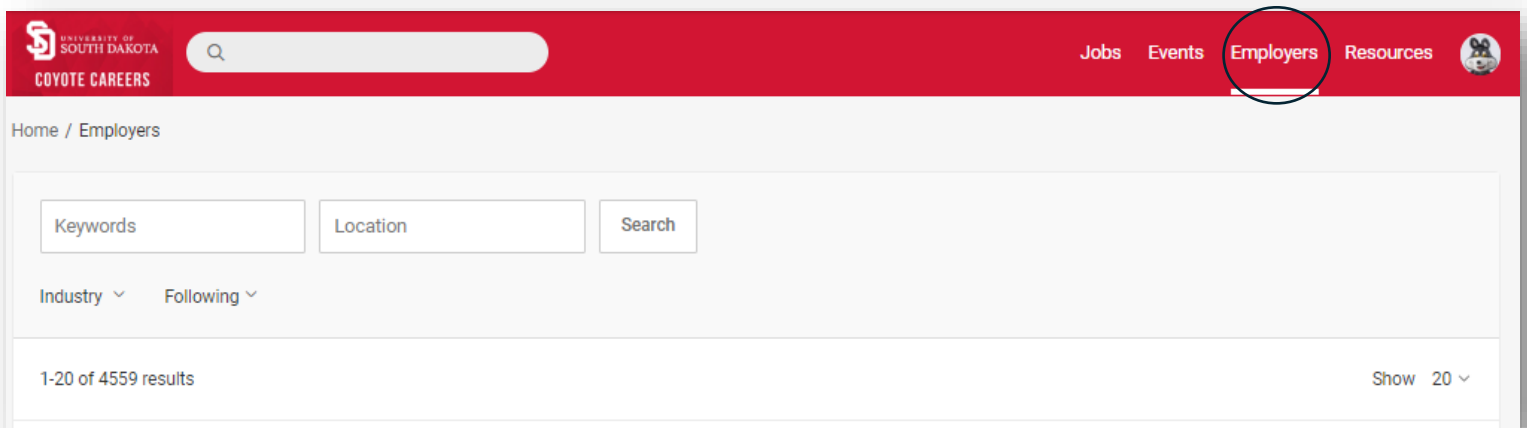
RSVP FOR EVENTS

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. (Pathways is not currently being utilized.)

