

### Features for career services staff include:

**Widely available, secure access to critical information 24x7x365**

**Executive dashboard for real-time access to vital career services statistics and all items pending approval**

**Integrated office calendar shows OCR trigger dates, career fairs, employer information sessions and presentations, workshops and coaching sessions, and other staff events**

**State-of-the-art employer\contact\student\alumni management**

- Integrated tabbed records show all related applications, interviews, employment, etc.
- Activity summary logs all record activity
- Notes management tools
- Follow-up action tracking

**Easy-to-use job postings**

- Complete control over job postings
- Access to job postings and employer accounts from one of the largest networks, boasting more than 600 college career centers
- View job hits and applications in real time

**Seamless online resume book generation (limit to 5 active)**

**Comprehensive management of student and employer notes**

**Event management: Career fair, information session, and workshop management with RSVP**

**University managed dropdowns and pick lists**

**Ad hoc report builder for seamless access to all data with export capabilities**

**Seamless importing of student data from all major student information systems (PeopleSoft, Banner, Datatel, and more)**

**Participate in the largest career center user community**

**Dedicated account manager for training and customer support**

**Communication tools**

- E-mail message manager tool allows staff to mass e-mail users
- HTML e-mails with merge capabilities and unlimited attachments
- Targeted employer and student announcements

### Features for students include:

**Easy-to-use interface with comprehensive and attractive homepage for students**

- Announcements and alerts
- Question/feedback module

**Site is branded with the school's look and feel**

**Personal calendar**

- Shows all scheduled interviews, career fairs, information
- Easy download to Outlook
- Set reminder emails

**My profile**

- Personal profile and academic information
- Privacy settings to opt-in resume books

**Document management (limit of 10)**

- Upload resume cover letters, transcripts, writing samples, and all other document types
- Supports up to 300 file-types, with real-time PDF conversion
- Wizard-based Resume Builder allows students to create resumes on-the-fly

**Comprehensive employer profiles**

**Easy-to-use job postings**

- Seamless online application submission stores application history automatically
- Archives shows past job and internship opportunities
- Advanced filtering and flexible, dynamic, and intuitive job search
- Job-search agents that e-mail students jobs that match their specific interests
- Access to 4.5 million jobs from dozens of national job boards

**Integrated online application functionality**

**Workshop RSVP with time slot sign-up**

**Multi-media Library enables staff to post podcasts, presentations, and documents**

**Streaming training videos on all modules**

### Features for employers include:

**Easy-to-use interface with comprehensive and attractive homepage for employers**

- Announcements and alerts
- Question/feedback module

**Site is branded with the school's look and feel**

**Integrated account management**

- Auto-fill contact account information and employer profile
- One username and one password for all NACElink Network schools

**Job posting management**

- Online job submissions
- Receive job applications online, via e-mail, direct

**Affordable access to post jobs to one of the largest networks, boasting more than 600 college career centers**

**Employer profile management**

- Employer profile features key statistics and company logo

**Batch communication tools**

**Personal calendaring**

- Online information session requests
- View student RSVPs

**Resume management**

- Rich candidate search capabilities include resume keyword search and profile filters

**Online Information Session requests with automatic invoice generation**

## Optional features in CSM Modular Edition

### On-Campus Recruiting Package:

- Automates on-campus recruiting processes
- Built-in workflow showing when and by whom a record was edited
- Virtual interview room management
- Activity summary that logs all student and employer activities
- Automatic interview session generation
- Automatic interview packet generation
- Seamless online resume book generation

### Student Appointment Management:

- Integrated appointment calendaring, meeting notes, counseling/advising note management, and follow-up action functionality

### Experiential Education Package:

- Provides comprehensive management of co-op/internship programs.

### Employment Tracking and Evaluation:

- Provides students and staff members with ability to submit employment information and evaluations and conduct graduation surveys.

### Professional Network:

- Provides an exclusive, school branded database of professionals, alumni, and mentors, which includes comprehensive search tools and network member confidentiality controls.

### Resume Books Upgrade:

- Users can create and save an unlimited amount of student resume books

### Student Tracking System:

- Features integrated kiosks with swipe-card capabilities

### Credentials:

- Allows students, professors, and career center staff to manage entire letter of reference process from student request to generation of reference packets.

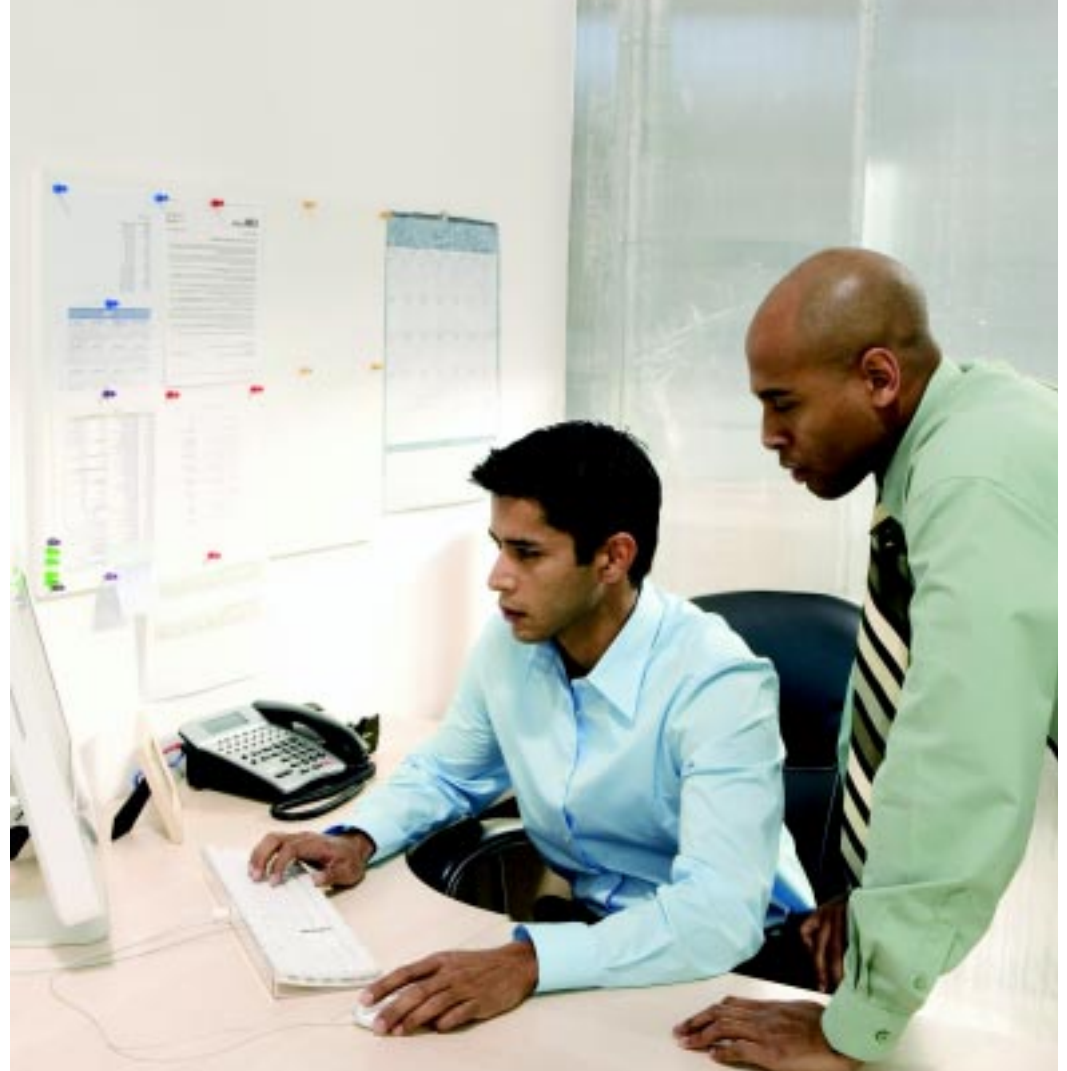
### Expanded Career Fair Manager

Featuring:

- Auto-generated career fair directory
- Public employer registration form
- Public attending employer list with online profiles
- Booth management
- Comprehensive sponsorship package marketing and billing
- Integrated career fair job postings

### LDAP Integration

- Integration with campus authentication and single sign-on infrastructure.



**For a free demonstration, visit  
[www.nacelink.com/nl\\_central\\_school.php](http://www.nacelink.com/nl_central_school.php)**

**■ For more information on CSM Modular Edition,  
contact [network@nacelink.com](mailto:network@nacelink.com) ■**

The NACELink Network, the result of an alliance between the National Association of Colleges and Employers, DirectEmployers Association, and Symplicity Corporation, is a national recruiting network and suite of web-based recruiting and career services automation tools serving the needs of colleges, employers, and job candidates.