

Features for career services staff include:

- Widely available and 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, and 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
- 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
- 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 840 career centers
 - View job hits and applications in real time
- Comprehensive on-campus recruiting administration**
 - Automates on-campus recruiting process
 - Built-in workflow that shows when and by whom a record was edited
 - Virtual interview room management
 - Automatic interview session generation
 - Automatic interview packet generation
- Seamless online resume book generation**
- Information session and workshop management (RSVP subsystem)**
- University managed dropdowns and pick lists**
- Ad hoc report builder—seamless access to all data (export capabilities)**
- Seamless importing of student data from all major student information systems (PeopleSoft, Banner, Datatel, and more)**
- Dedicated account manager for training and customer support**

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 sessions, and workshops
 - Easy download to Outlook
 - Set reminder e-mails
- My profile**
 - Personal profile and academic information
 - Privacy settings to opt-in resume books
- Document management**
 - Upload resumes, cover letters, transcripts, writing samples, etc.
 - Supports up to 300 file types, which convert to PDF
 - 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 employment opportunities
 - Advanced filtering 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**
- Seamless on-campus recruiting management**
 - Real-time interview status updates
- 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:

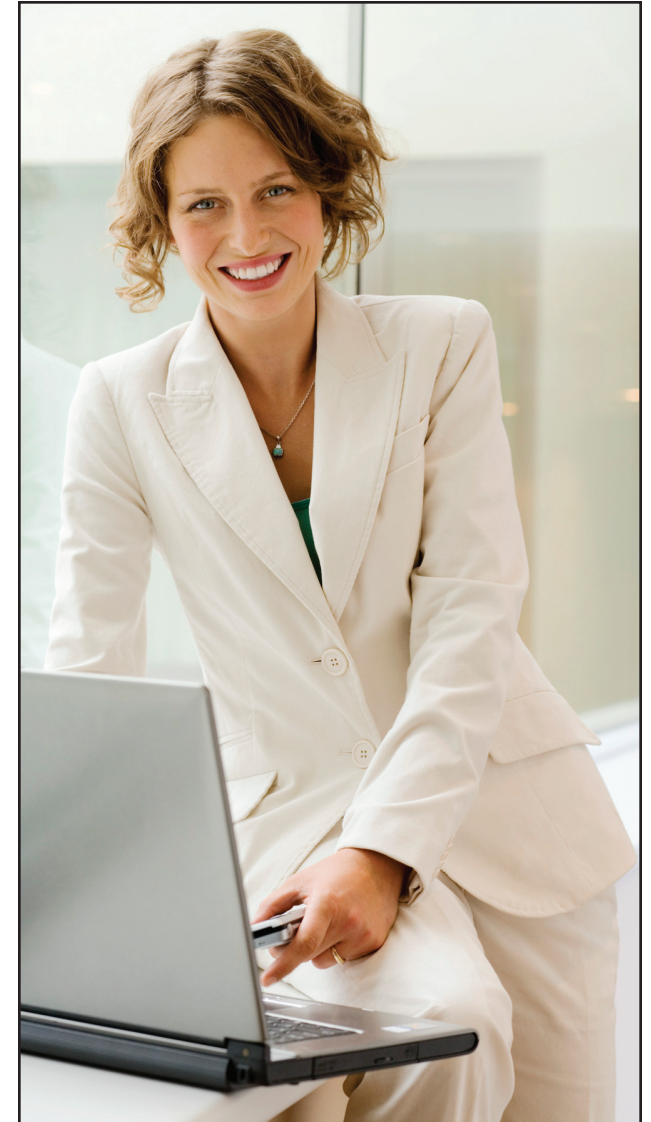
- Easy-to-use interface with comprehensive and attractive homepage for employers**
 - Announcements and alerts
 - Question/feedback module
- Site is branded with the school's look and feel**
- Integrated account management**
 - Auto-fill contact information
 - One username and one password for all NACElink Network schools
- Job posting management**
 - Online job submissions
 - Copy previous postings, check spelling, screening criteria, multi-location, and customer start and end dates
 - Receive job applications online, via e-mail or direct
- Affordable access to post jobs from one of the largest networks, boasting more than 840 college career centers**
- On-campus recruiting management**
 - Publish and print schedule packet PDF
 - Online room reservation
 - Online schedule requests
 - Seamless applicant retrieval and selection
- 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
 - Generate customized resume books
 - Auto-generation of interview packets
- Online Information Session requests with automatic invoice generation**

Advanced CSM Features:

- **Professional Network:**
Provides an exclusive, school branded database of professionals, alumni, and mentors, which includes comprehensive search tools and network member confidentiality controls.
- **LDAP/SSO:**
Integrate with campus authentication and single sign-on infrastructure
- **Event log:**
Shows staff a transaction history and previous versions of all records and an audit trail of all student and employer activities
- **Employment Tracking and Evaluation Module**
Provides students and staff members with ability to submit employment information and evaluations and conduct graduation surveys
- **Experiential learning module:**
Comprehensive management of co-op/internship jobs, placements, and evaluations
- **Counseling:**
Integrated appointment calendaring, meeting notes, and follow-up action functionality
- **Invoices:**
Provides schools with ability to manage invoices for employers and students
- **Job shadow:**
Incorporates functionality that automates job shadow placement processes
- **Permissions management:**
Role-based staff accounts based on specific access levels

Optional Plug-in Modules:

- **Student Tracking System:**
Real-time student activity tracking 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 (CFM)**
Featuring:
 - Online registration
 - Automatic invoicing
 - Accounts receivable management
 - E-mail management
 - Flagging capabilities
 - Comprehensive reporting



For a free demonstration, visit www.nacelink.com/nl_central_school.php

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.