

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 840 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 sessions
- 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 840 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

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.