

CSTATE CAREERLINK – STUDENT GUIDE

CState CareerLink (CSCL) is Cincinnati State’s Career Services Management (CSM) system for Cooperative Education and the Career Center. CState CareerLink allows students to search for jobs, complete paperwork required for cooperative education/internships, and gain information about upcoming events in the area.

GETTING STARTED

All currently enrolled students and recent graduates have access to CState CareerLink. Your PROFILE has been started for you.

Login at: <https://cincinnati-state-csm.symphlicity.com/students>

Username: Your username is your full SurgeMail email address

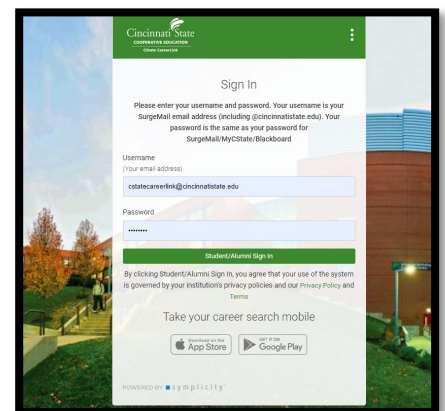
Password: Your password is the same as your password for SurgeMail/MyCState/Blackboard

College Credit Plus (CCP) students do not receive an automatic account in CState CareerLink. Contact the Career Center to request an account.

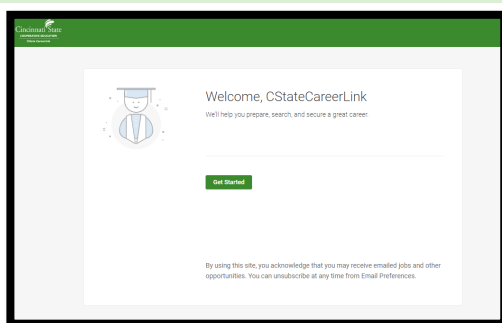
If you **forget your password**, it must be reset through MyCState. Please contact the **ITS Helpdesk** at **(513) 569-1234** for assistance. (option 1)

Or call the Career Center at 513-569-4242 and we can check to make sure you have an active account. (We can't reset your password, that must be done via our ITS Department.)

For Quick Access, Students Can Find A Link On My CState Under Tools



WHERE TO BEGIN



Start By Completing General Information about your job search.

- What types of jobs you are looking for?
- Where would you like to work?
- Which industries are you interested in?
- Which groups do you identify with? (optional)
- Where have you worked?

UPDATE YOUR ACCOUNT INFORMATION

Please review the following areas in your account information and complete anything that is missing.

Click **Save Changes** at the bottom of each page to save your updates to the system.

Some of this information comes from Cincinnati State's ERP system Colleague. Changes to this preloaded information such as address and phone number must be changed through Self-Service in your MyCState account or check with the Registrar's office.

You MUST complete all fields marked with a red asterisk (*)

Areas to Review:

- Personal Information
- Academic Profile

Also review:

- Emails & Notifications
- Social Media
- Privacy Settings

Key Item: Applicant Type in Academic Profile

In this area, you will select your **Applicant Type**. Please only select **one** category. This can be changed as you progress during your time at Cincinnati State and to reflect your job search needs at the time.

Definitions:

- **General Jobs (PT/FT/Temp)** - this category is for students looking for general employment that is not dependent on degree completion. (To have your resume approved - please work with the Career Center.)
- **Co-op/Internship** - this category is for students working with their Co-op Coordinator to secure employment to fulfill their Cooperative Education experience/requirement. (To have your resume approved - please work with your Co-op Coordinator.)
- **Upcoming Graduate/Alumni** - this category is for students who will be graduating in the coming 3-6 months or have recently completed their degree. (To have your resume approved - please work with the Career Center.)

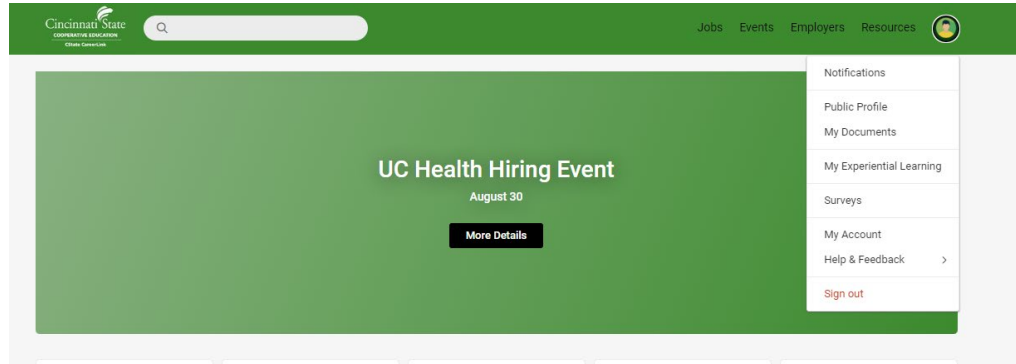
NO NEED TO DO ANYTHING WITH THE PUBLIC PROFILE

There is no need to do anything with the Public Profile. This is a similar feature to LinkedIn, and we do not use this currently.

STUDENTS SEEKING COOPERATIVE EDUCATION/INTERNSHIPS

Go to the icon on the top right of the page (may be your initials)

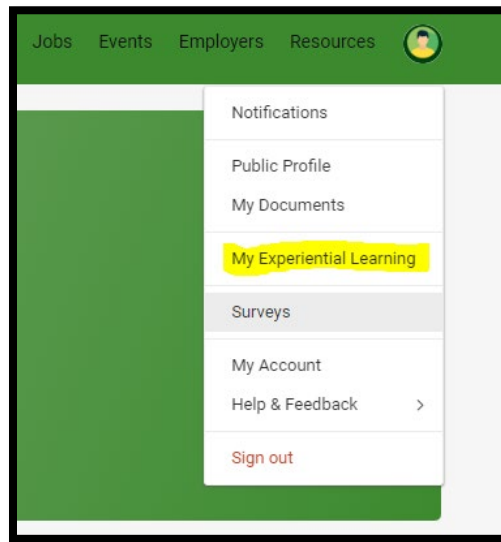
Click on the icon for a pull-down menu



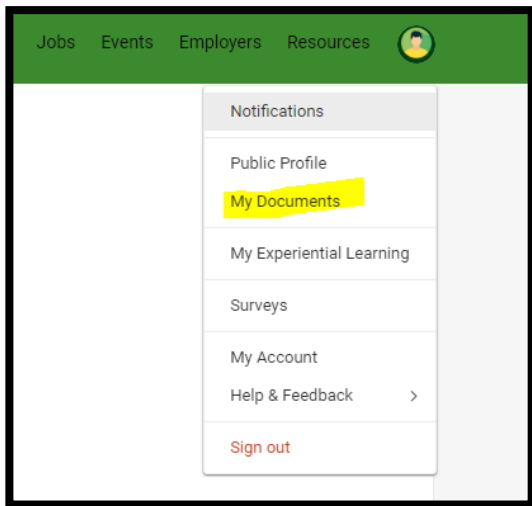
Select **My Experiential Learning** and Complete the **Co-op/Internship Application**

Once completed hit **Submit Application**.

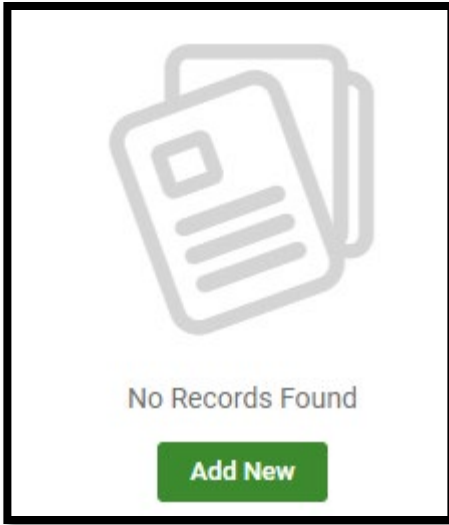
Submit Application



SUBMITTING A RESUME



Go to **My Documents** to submit a resume. Click the **Add New** button.



The system allows you to upload one resume.

Label the document and upload it to the system.

Example of a best practice in labeling your resume.

- First initial of first name
- Full last name
- Type of Document
- Date
- Sample: KTurnerResumeFA23

Then select **Submit**.

Your resume will go into a **Pending** status for review.

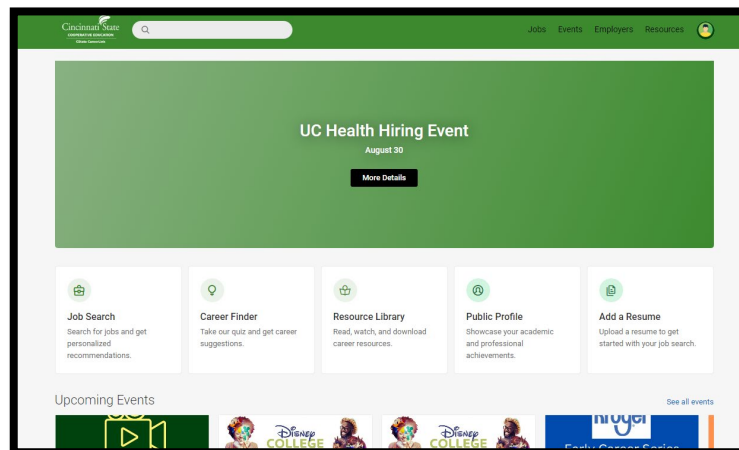
- Applicant Types with **Cooperative Education/Internships** must work with their Co-op Coordinator for review and approval
- Applicant Types with **General Jobs (PT/FT/Temp)** or **Upcoming Graduate/Alumni** will work with the Career Center for review and approval.

Once it has been reviewed (usually within 2-5 business days but this may differ by Co-op Coordinator and Career Center), you will be contacted by your Cincinnati State/Surge email that your resume is either APPROVED or NEEDS REVISIONS.

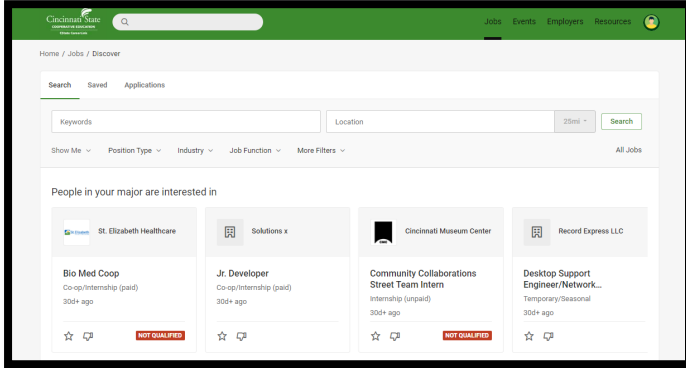
MAIN PAGE

The **Main Page** allows to see an overview of the system:

- General Announcements
- Jobs
- Upcoming Events
- Jobs that may be of interest based on major
- Latest Jobs



SEARCHING FOR JOBS



Jobs can be search by:

- Keywords
- Location
- Position Type
- Industry
- Job Function
- Or, with other filters

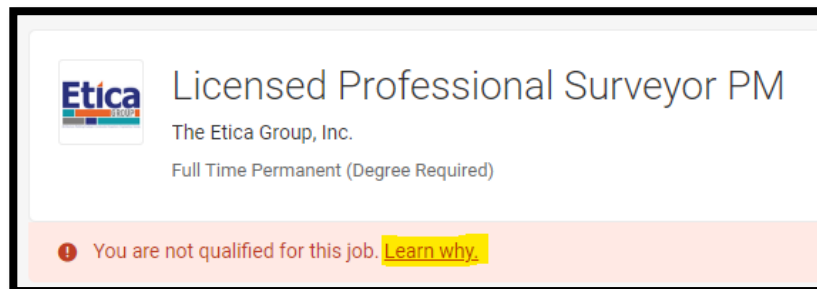
*We are encouraging employers to use **Job Function** over majors to give a broader range of applicants.*

Applying to Jobs

- Click on the position
- You will typically see the job description
- Additional job details
- Apply button
(Employers have the option of letting you send an approved resume directly to them or they give you details on how they want you to apply)

If A Job Says “Not Qualified”

- You are able to see the reason why
- Click on the position and click on the link that says “Learn Why”



Employers typically post this information, not us. If you are running into issues check with your Co-op Coordinator for Co-op/Internship related issues or the Career Center for other applicant types.

EVENTS

CState CareerLink also allows you to see and register for career related events such as employer information sessions, co-op orientations, Career Center events and more. We encourage you to sign up for the Career Center’s weekly newsletter to stay informed.

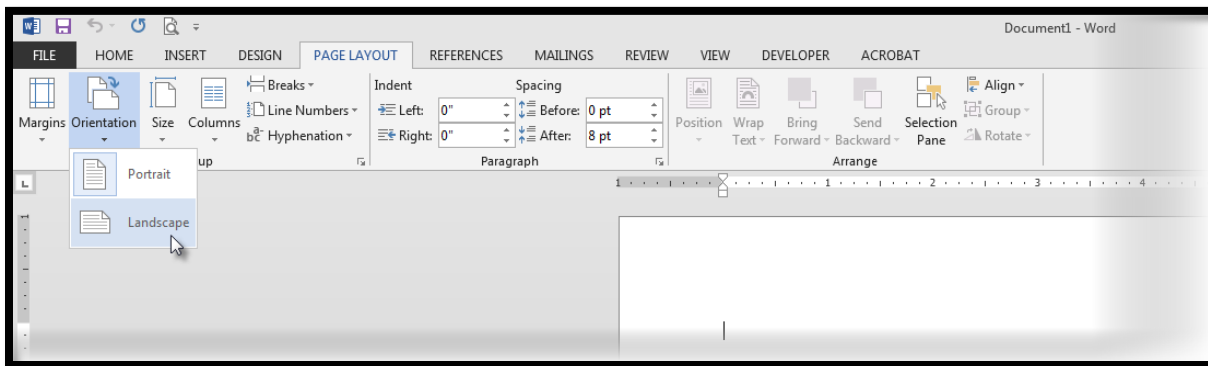
<https://lp.constantcontactpages.com/su/5eik1lr/CareerCenterNewsletter>

Pre-Registering for Co-op Orientations

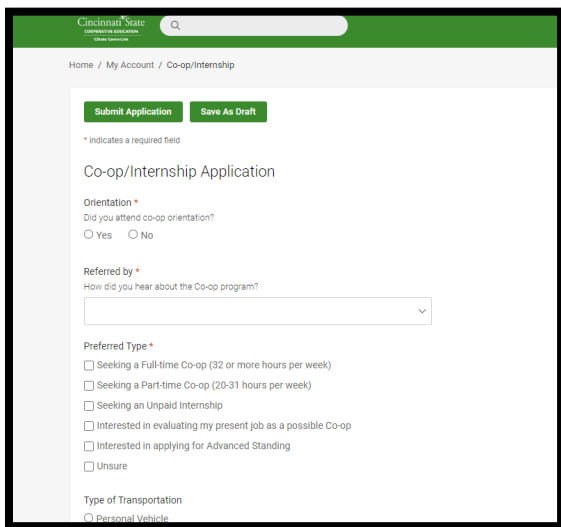
Students have the ability to pre-register for upcoming Co-op Orientations. Attendance of one Co-op Orientation is required. These dates can be found in the EVENTS TAB. Make sure to RSVP within the event.

STEPS TO PRINT YOUR CO-OP/INTERNSHIP APPLICATION FOR 190 CLASSES

1. Open a new WORD Document
2. Change the Page Layout to LANDSCAPE

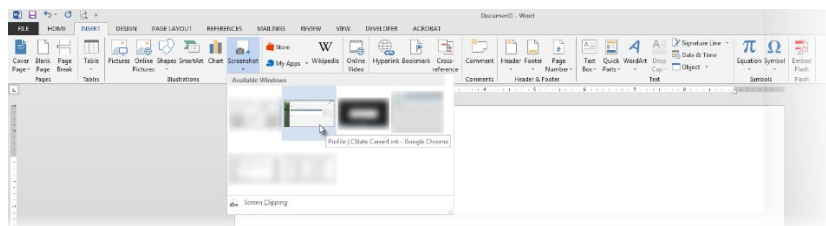


3. INSERT a **Screenshot** of the SUBMITTED APPLICATION and Include Your First and Last Name at the top of the page:



4. Save the document

PRINT this one page for the PROFESSIONAL PRACTICES or if needed in another 190



BUS 190
Assignment
course.