



SONOMA STATE UNIVERSITY CAREER SERVICES

STUDENT REFERENCE GUIDE TO SEAWOLF JOBS

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A. How to Log In

1. To log into Seawolf Jobs, visit <https://sonoma-csm.symphlicity.com/students/> (direct web address), or visit the Career Services website <http://www.sonoma.edu/sas/crc/> and click on "Search for Job/Internship" (located in the left-hand column).
2. Enter your username (9 digit Student ID number) and password (your last name as it appears on your Student ID card) in the boxes provided. Your PASSWORD IS CASE SENSITIVE!
3. Press the [Go] button to log on.
4. If you have forgotten your password, click the [Forgot My Password] tab. Enter your username (9 digit Student ID number) and a new password will be sent to your email address

The screenshot shows a Safari browser window displaying the Seawolf Jobs login page. The address bar shows the URL <https://sonoma-csm.symphlicity.com/students/>. The page header includes the Sonoma State University logo and the Seawolf Jobs logo. Below the header is a navigation bar with links for Home, Career Home, Contact Us, and FAQ. The main content area features a login form with fields for Username and Password, and buttons for Go, Reset, and Forgot Password. A footer contains information about the NACElink Network.

B. Register with Seawolf Jobs

1. When you log into Seawolf Jobs the first time, you'll see the registration page.
2. Enter your information into the form. Some information is required and has a red asterisk (*) beside it. (e.g. "Graduation Date" and "Year in School" is required and has a red asterisk next to field on the form.) You will not be able to proceed with registration until this information has been provided.

profile

NACElink NETWORK software by simplicity

Personal Information

Academic Information

Privacy

Password/Preferences

Help

save changes

* INDICATES A REQUIRED FIELD

Save Changes And Continue

cancel

Graduation **Enter the expected date of your graduation**

Date*: May 2010

Year in **Choose your current year in school.**

school*: Sophomore (30-59 units completed)

Completion Status

Personal Information

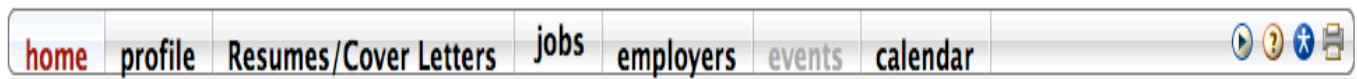
Academic Information

✓ Graduation Date

✓ Year in school

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C. Navigation Bar



To use the many features of Seawolf Jobs, you'll need to use the navigation bar. The navigation bar can be found at the top of every page in Seawolf Jobs. Here's a breakdown of each button on the navigation bar and what services they offer.

Home: Contains the announcements, shortcuts, calendar and comments or questions section.

Profile: Contains your personal information, academic information, change password and activity summary. Only career services staff can view your profile. No employers will see your profile.

Resumes/Cover Letters: Contains list of all documents YOU upload; including resume, cover letter, etc. in the system.

Jobs: Contains Seawolf Jobs

Seawolf Jobs: Search for on- and off-campus full-time, part-time, & seasonal jobs, internships, and volunteer opportunities listed specifically for SSU students and alumni – both local jobs as well as opportunities nationwide.

Bay Area Employer Research: Valuable employer research & links to job listings from JobStar.org.

Employers: Contains employers and favorite employers.

Employers: List of all employers within the system. Search feature gives you the option to sort by industry, keywords and alphabetical order.

Favorite Employers: Bookmarks employers that student find interesting.

Events: Lists information sessions and workshops for you to attend.

Calendar: Contains a calendar in day, week, month and year view as well as a section for personal events.

D. Navigating the Homepage

1. View Announcements, Calendar, Shortcuts, and more by clicking on the [Home] button on the top navigation bar.
2. Messages from Career Services will be displayed under Announcements.
3. Access Jobs/Qualify For and Activity Summary by clicking on Shortcut links.
4. View important event dates (information sessions, career fairs, receptions, workshops, etc.) by clicking on highlighted days in the Calendar.
5. Provide feedback in the comments and questions section.

The screenshot shows the NACElink Network homepage. At the top is a navigation bar with links: home, profile, Resumes/Cover Letters, jobs, employers, events, and calendar. Below the navigation bar is a user status bar showing 'Sverre Tysl A | Tuesday, June 30, 2009 | 12:11 pm' and '(account blocked) Show in a se'. The main content area is divided into several sections:

- Announcements:** A yellow arrow labeled '2' points to the 'announcements' section, which includes a megaphone icon, the text 'Check out additional Job Search Tools!', a 'CHECK THIS OUT!!!' banner, and several yellow-highlighted job search tool titles: 'ADDITIONAL JOB SEARCH TOOLS UNDER JOBS:', 'NACELINK NETWORK: FIND SPECIFIC JOBS WITHIN DESIRED LOCATION', and 'BAY AREA EMPLOYER RESEARCH: JOB SEARCH GUIDES, RESUME TEMPLATES (CAREER BUILDER), SALARY INFO AND MUCH MORE!!!'. A link for 'CareerConnections - Career Services ezine' is at the bottom.
- Shortcuts:** A yellow arrow labeled '3' points to the 'shortcuts' section, which features a green arrow icon and two links: 'Jobs I Qualify For' and 'Activity Summary'.
- Calendar:** A yellow arrow labeled '4' points to a calendar for June 2009. The calendar shows dates from 1 to 30, with the 30th highlighted in red.
- Feedback:** A yellow arrow labeled '5' points to a feedback section titled 'any comments or questions?' with a speech bubble icon. Below the title is the text 'Your feedback is welcome.', a text input field, and a 'Submit' button.

E. Create a Personal Profile

1. Build a personal profile (contact information, academic information, etc.) by clicking on [Profile] button on the top navigation bar.
2. Click on the [Personal Information] tab to update email address and other contact information.
3. To change your password, click the [Password/Preferences] tab.
4. Update Privacy settings by clicking on [Privacy] tab. Choose "yes" to receive important emails from Career Services. On occasion, employers ask us to search for students who meet specific criteria. Symplicity has the capacity to generate Resume Books—that is packets of resumes grouped together. For example, it can search for students who have a background in science or accounting, or recent graduates interested in a particular practice area. If you are willing to have your resume in the Resume Books click "Yes". Only if you select "Yes" will we be able to forward your resume to an employer via the Resume Book feature.

1

home profile Resumes/Cover Letters jobs employers events calendar

Sverre Tysl A | Tuesday, June 30, 2009 | 12:18 pm (account blocked) Show in a separate window

profile

2 Personal Information Academic Information Privacy Password/Preferences Help 3

4

save changes Save Changes And Continue reset form cancel * INDICATES A REQUIRED FIELD

Student Information

Completion Status

Personal Information

- ✓ Full name
- ✓ First Name
- ✓ MI

F. Manage Resumes/Cover Letters

1. Upload and view documents (e.g. resumes, cover letters and unofficial transcripts) by clicking on the [Documents] tab (on the top navigation bar). You may scan transcript information into a Word document for upload.
2. Click on [Add New] to upload new document.
 - a. System will convert the document to a PDF file automatically.
3. The [Make Default] button designates a main resume that will be the first option when applying to employers, and with your permission, will appear in employer resume books.

1

Core Documents Employment Activity Login As

Items 1-2 of 2 Showing 20 per page Page 1

Document Title	Document Type	View	Last Modified	Status	Private	Options
Resume	Resume		10/25/2008 04:20:00 pm	ready	No	make default delete
Resume	Resume		10/04/2008 09:16:00 pm	ready	No	delete

2

3

Add New Items 1-2 of 2 Showing 20 per page Page 1

4. After clicking the [Add New] button, enter a document title in the "Label" field.
5. Select a "Document Type".
6. Click on [Browse] button, select a file to upload and then click the [Submit] button.

G. Apply for Jobs

1. View job postings by clicking on [Jobs] from the top navigation bar then "Seawolf Jobs". To find job postings outside of those posted on "Seawolf Jobs", click "NACElink Network" or "Bay Area Employer Research".
2. Within "Seawolf Jobs", sort the list by Major Concentration, Position Type, etc. by utilizing the dropdown menus at the top.
3. Find a specific job or on campus interview by inputting details into the Keyword Search box on the top right, and then click the [Apply Search] button.
4. Mark a posting as a "favorite" by clicking on the [Add to Favorites] icon on the right.
5. View all favorite jobs under the [Favorites] tab.
6. Review Position Details by clicking on a link in the Title column.
 - Within the job posting, review the Posted Date and Resume Submission deadline by utilizing the Important Dates feature on the right.
 - Within the job posting, submit a resume, if qualified, by highlighting the proper resume name from the Resume dropdown, inputting Cover Notes, and clicking the [Submit] button from Application Status on the right.
 - When using Bay Area Employers Research follow the directions posted in the job posting. You will not be able to forward your resume and cover letter from Seawolf Jobs directly.



The screenshot shows the NACElink Network job search interface. At the top, there is a navigation bar with tabs for 'home', 'Resumes/Cover Letters', 'jobs', 'employers', 'events', and 'calendar'. The 'jobs' tab is selected, and a dropdown menu is open showing 'Seawolf Jobs', 'NACElink Network', and 'Bay Area Employer Research'. A yellow arrow labeled '1' points to the 'jobs' tab. Below the navigation bar, there is a search area with a 'Show Me' dropdown set to 'All Job Listings'. A yellow arrow labeled '2' points to the 'Position Type' dropdown menu. To the right of the search area, there is a legend with '✓+ = Applied' and 'J = Job Listing'. A yellow arrow labeled '3' points to the 'Search' button. Below the search area, there is a 'Batch Options' section with a 'View Printable Job List' button. At the bottom, there is a table of job listings. A yellow arrow labeled '4' points to the 'ADD FAVORITE' icon in the 'Options' column of the first row. A yellow arrow labeled '5' points to the 'job postings' link in the top left. A yellow arrow labeled '6' points to the 'Job Title' column header in the table.

Job Title	ID	Employer	Location	Position Type	Posted	Deadline	Status	Options
<input type="checkbox"/> 1st grade Teacher (part time)	4059	LIVE OAK CHARTER SCHOOL	Petaluma, California	Part Time: off-campus	May 29, 2009	Aug 21, 2009	✓	ADD FAVORITE
		Direct Flow Medical /			May 27	Jul 31		

H. Important Dates and Personal Calendar

1. View important dates for the upcoming weeks by clicking on [Calendar] on the top navigation bar.
2. Review important dates by clicking on the highlighted dates in the inset calendar on the right.
3. Click on a link in the Event to view event details. (e.g. Click on [Resume Workshop](#) to learn more about this workshop.)
4. Create, review and/or update events that do not automatically appear on the calendar by clicking on the [Personal Events] tab.

The screenshot shows a web-based calendar interface. At the top, a navigation bar contains links for 'home', 'profile', 'Resumes/Cover Letters', 'jobs', 'employers', 'events', and 'calendar'. A yellow arrow labeled '1' points to the 'calendar' link. Below the navigation bar, the user's name 'Aimee Bethany Abadilla' and the date 'Tuesday, June 30, 2009 | 4:15 pm' are displayed. A 'Show in a separate window' button is also present. The main calendar area has a 'calendar' icon and a yellow arrow labeled '4' pointing to it. Below this, there are tabs for 'Today', 'Day View', 'Week View', 'Month View', 'Year View', 'Personal Events', and 'Help'. The 'Personal Events' tab is selected. A 'View: Normal' dropdown is visible. The main calendar grid shows the current date as 'Thursday, April 30'. A yellow arrow labeled '2' points to the right side of the calendar, where three inset calendars for 'March 2009', 'April 2009', and 'May 2009' are displayed. A yellow arrow labeled '3' points to a date in the April 2009 inset calendar.