

## 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:

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- **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:

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- **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

All NACELink Network schools have the option to license additional plug-in module software.\*

\*Please contact [network@nacelink.com](mailto:network@nacelink.com) for pricing.

**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, 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.

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