

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 e-mails
- 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**

**■ For more information on CSM Modular Edition,
contact 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.