

“MODERN AND STREAMLINED. I FEEL CONFIDENT USING THIS TOOL FOR FINDING JOBS AND INTERNSHIPS.”

—Dylan R., Temple University

W H A T

“EASY TO FIND JOBS YOU’RE INTERESTED IN.”

—Gabriella B., Stockholm School of Economics

I S

Succeeding in the “real world” might seem daunting, and you might be tempted to push off worrying about it until later—you’ve got assignments to stress about and exams to pass that may seem more pressing, right? But trust us—employability is something you need to start focusing on way before you graduate. The ability to land a job after graduation is one test where cramming won’t help.

Luckily, your career center has provided you with a comprehensive tool like CSM to help you build connections with employers, apply for jobs, find and attend career-related events on campus, and manage just about anything else you would need to start preparing for a successful career.

Your school is allowed to rename their CSM system to make it unique to your school, so they probably call it something else other than CSM. Don’t let this confuse you; no matter what it’s called, it’s still a CSM system, the one tool you need to start focusing on employability now.

“CRISP, MODERN, EASY-TO-USE.”

—Shannen B., New York University

CSM?

When an employer posts a job within your CSM system, it's because they're specifically looking for students from your school. This means that **you're connected to an entire network of employers** who are already interested in learning more about you. Use the job board within CSM to find and apply to jobs and internships – the search filters will help you narrow down your results and pinpoint positions that interest you most or that you are most qualified for.

CSM will even provide you with **personalized job recommendations** based not only on your information (like your major, qualifications, interests and application history), but also on information gathered from the actions of students who are similar to you.

You can link your student profile to your social media accounts to help you **network and make connections with mentors**.

CSM allows you to **research employers before you reach out**. You can view a company's employer profile to see their key statistics, browse information about what the company does, learn about the culture there, find out about opportunities for advancement and more. Once you decide that you're interested in a particular company, you can use CSM to "follow" that employer and receive notifications whenever they post a new job opening or are holding an upcoming event.

In your CSM system, you can **find, sign up for and manage career fairs, information sessions and other events** held on campus by the employers that interest you the most. Not only can you use CSM to register or RSVP for events, but it will also guide you through every other step of the process, from navigating the booth map at career fairs to following up with your favorite employers afterwards.

In addition to personalizing your profile with your experience and supporting documents to show off projects you've worked on, you can also promote your profile so **employers can come to you**. By promoting yourself in Global Search, you're allowing employers to find you and reach out to you when it turns out you're exactly what they're looking for.

You can do all your job **searching right from your smartphone or tablet** by downloading the Careers by Symplicity app.

CONNECT WITH TOP EMPLOYERS

We're sure you've heard of the "you need experience to get experience" conundrum—a frustrating paradox for many recent grads. But remember, you can combat this experience loop by completing internships before you graduate. CSM allows you to manage the entire internship lifecycle, from searching and applying to internships all the way to completing self-evaluations at the end of it.

Whether you want to learn more about writing a cover letter, dressing for success or networking on LinkedIn, CSM lets you find and sign up for any career center-hosted workshops available to you on campus so you can constantly be sharpening your employability skills.

Interviews can be intimidating, and they can make or break you when it comes to getting the job. With the optional mock interview module, you can practice interviewing in a no-pressure environment by recording interviews and submitting them to your career counselors for constructive criticism.

MAKE SURE YOUR EMPLOYABILITY IS IN TOP SHAPE

If your school offers the resume module, you can use a pre-made template to make sure your resume not only looks great, but includes everything you need to impress employers. You can even submit your resume to be reviewed by your career center to receive feedback on how you can improve it.

CSM allows you to manage every type of career-related appointment, from meetings with your career counselor to career fairs and interviews. Not only will you be able to view everything on your calendar, but you'll even get notifications reminding you so you never miss an important date.

Within CSM, you can take assessments to help you explore various careers and decide which path is right for you.

* Keep in mind that some modules in CSM are add-ons, and your school might not offer all of these. If any of these modules are not currently offered within your system, speak to your career center and let them know that you think they would be valuable to have.