

USD COYOTE CAREERS QUICK START GUIDE

Coyote Careers is an online resource housing hundreds of internship and job opportunities. Some of the features you will be able to take advantage of by using this system include:

- *The ability to review and save job and internship postings*
- *Upload resumes and other career documents*
- *Apply for positions*
- *Sign up for on-campus interviews*

TO REGISTER AND ACCESS COYOTE CAREERS:

- Log into your myU student portal and click on the “Academics” tab, then select the “Academic & Career Planning Center.”
- Click on “Jobs, Internships, and Work Study”
- Scroll down and select “Coyote Careers”
- Select “Click here to register”
- Complete the Profile Information and click the “Register” button. Your user ID is your student ID number followed by the letters “usd” (ie: 1234567usd). The password is “CDC” for everyone.
- Once you have registered, you will complete the first two steps and then log in with your user ID and password to access the system.

UPDATE YOUR PROFILE

You can change your personal, demographic, or skills information at any time.

- Go to the “My Account” tab and select “My Profile”
- Click “Edit” at the top of the section that you would like to update and make the appropriate changes.

UPLOAD YOUR DOCUMENTS

You may upload resumes, cover letters, transcripts, references, and letters of recommendation to the Coyote Careers system for employers to view. If you upload a resume, it must be reviewed and approved by an Academic and Career Advisor.

- Go to the “My Account” tab and select “My Documents”
- Choose the type of document you wish to upload and click “Upload File”
- Use the browse feature to locate the document and click “Open”
- Give the document a name and click “Upload”

SEARCH FOR JOBS & INTERNSHIPS

Coyote Careers is the place to find hundreds of internships and jobs. Students not only have the opportunity to search for positions posted with USD and other South Dakota higher education institutions, but can also search national databases such as MonsterCollege (job board for college students and recent graduates), Internships.com (the nation’s largest internship marketplace), and Career Rookie/Career Builder (posts entry-level positions with the nation’s top employers) from within the system.

To access USD’s postings:

- Go to the “Job Search” tab
- Complete as many fields as you like and select “Search”
- You will get a listing of jobs or internships matching your search requirements. If you do not get any results, you may want to broaden your search and make it less specific. The fewer boxes you select, the more positions that will be displayed.
- You can customize how positions are sorted in your search results page. Simply click on the column title to sort using that field.
- Click on the job title to retrieve the position description and application instructions.

- You can keep track of your favorite positions to view later. For any positions you wish to save, click “Add to Favorites.” You will be able to retrieve your favorite jobs by going to your Home page and clicking “My Favorites”
- Each position will have specific application instructions
- Click “Job Search” in the upper left corner of the screen to return to the jobs list.

To access positions posted on Monster College:

- Go to the “Job Search” tab
- Click “Search”
- Select the “Monster College Jobs” tab
- Enter search requirements and click “Search”

To access positions posted on Internships.com or Career Rookie/Career Builder.com:

- Go to the “Home” tab and select “I want to Register with Partner”
- Click “Sign me up”
- After registering, you will be able to access these partner sites from your Home page by clicking “My Partners”

SEARCH FOR EMPLOYERS

Coyote Careers also provides a comprehensive list of employers who have requested to be in the database. Not all employers continually post positions, so this is another place to search for potential opportunities.

- Go to the “Employer Directory” tab
- Select the types of employers you would like to search for and click “Search”
- Click on the organization name to view the company profile. You can also view any positions currently posted by the organization and the contact information for the recruiter.

SIGNING UP FOR AN INTERVIEW

This section includes a list of organizations conducting on-campus interviews at USD.

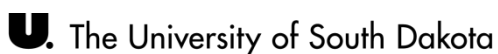
- Go to the “Interview Schedules” tab and select either “Sign up for interviews I qualify for” or “View all upcoming interviews.”
- You will be presented with a list of employers who are conducting interviews on the USD campus. Click on the organization name to open the profile of the organization.
- Click on the interview date and a list of available time slots will be displayed.

If the schedule is currently available for sign-up, you will see options in the Action column. Otherwise you can just view the timeslots that will be available when sign-up becomes active.

TO ACCESS THE RESOURCE LIBRARY

Coyote Careers contains a library of resources on various job search topics.

- Go to the “Home” tab and select “Resource Library.”
- Click on the “+” next to the category you wish to expand.
- Select the document or webinar you would like to view.



The University of South Dakota

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