

COACH GUIDE

LIUCAREER CONNECT

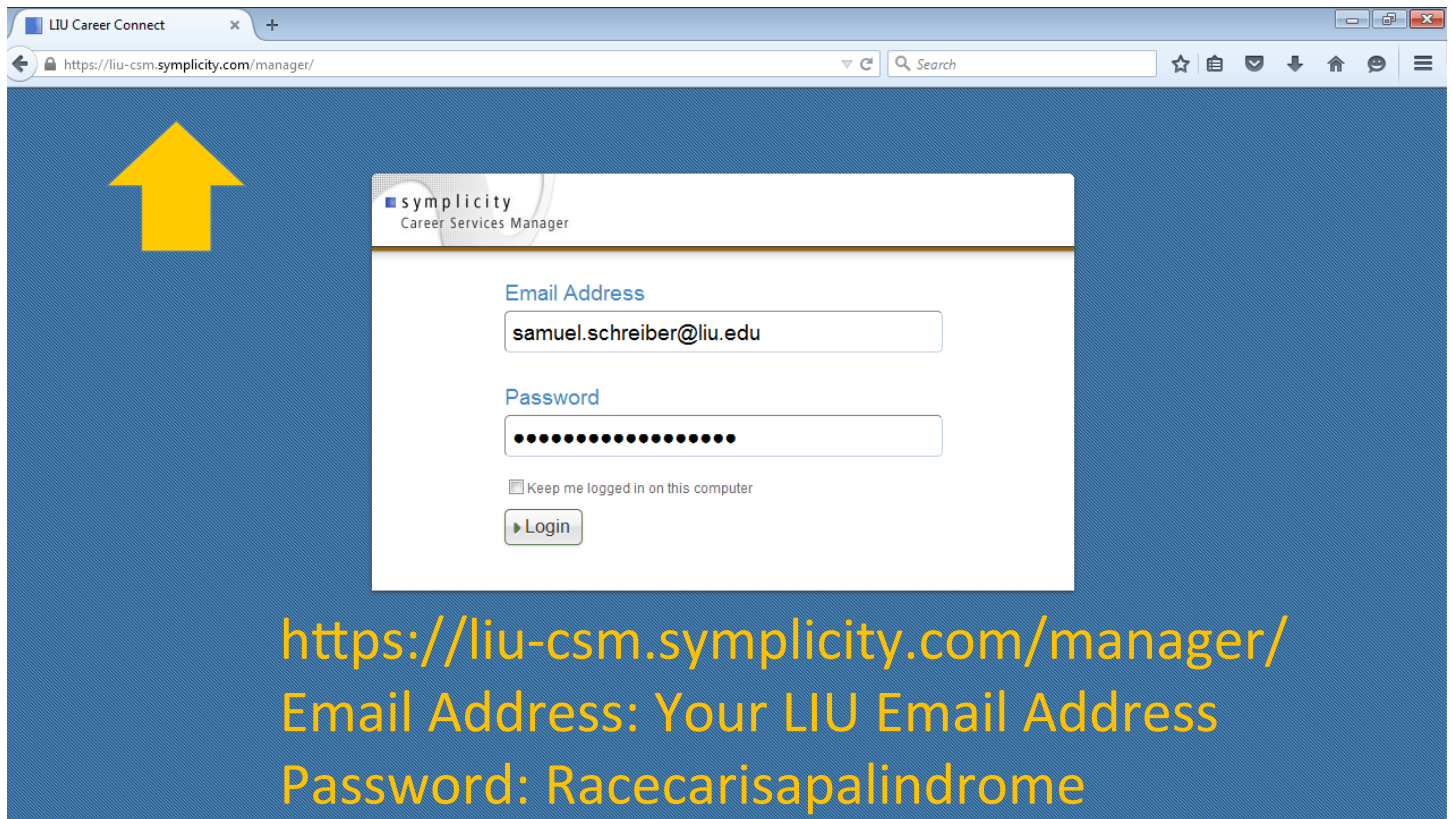


LIU

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► Login Page



The screenshot shows a web browser window with the address bar displaying <https://liu-csm.simplicity.com/manager/>. The page title is "LIU Career Connect". The main content area has a blue background with a white login form in the center. The form is titled "simplicity Career Services Manager". It contains two input fields: "Email Address" with the value "samuel.schreiber@liu.edu" and "Password" with masked characters. Below the password field is a checkbox labeled "Keep me logged in on this computer" and a "Login" button. A large yellow arrow points to the login form.

<https://liu-csm.simplicity.com/manager/>
Email Address: Your LIU Email Address
Password: Racecarisapalindrome

► Home Page

LIU CAREER CONNECT NACElink CAREER SERVICES MANAGEMENT SYSTEM software by symlicity

Monday August 03, 2015 | 10:09 am | Travis Gabriel Logout

CSM Staff Home

ANNOUNCEMENTS

WELCOME TO LIU CAREER CONNECT!

"Go Live" Date:
August 17, 2015

Transition Specialist:
Charlie Johnston
cjohnston@symplicity.com / 703-351-0200 ext. 8291

GoToMeeting:
<https://global.gotomeeting.com/join/246024117>

You can also dial in using your phone.
United States +1 (872) 240-3412

Access Code: 246-024-117

RECENT ITEMS

Joy Banks

PENDING ACTIONS SUMMARY

New Employer Registrations	1
Pending One Stop Registrations	0
New OCR Schedule Requests	0
Pending Schedules	0
New Job Postings	1
New Job Shadow Postings	0
New Information Session Request	0
New Alumni Registrations	0
Pending Files	3
Pending One Stop Employer Updates	0
Assigned to Me / All Pending Appointments	0/0
New Faculty Registrations	0
Pending Mock Interview Feedback	0

CSM STATISTICS AS OF 9:19 AM

Registered Employers	1770
Registered Employer Contacts	1773
Registered Faculty	1
Registered Students	24248

QUICKLINKS

- Create a New Contact
- Create a New Employer
- Create a New Student
- Create a New Faculty
- Create a New Job
- Create a New OCR Schedule
- Create a New Information Session
- Create a New Workshop

This is your LIU Career Connect Home Page. It is the hub of Symplicity functions, including those dedicated to Students, Employers, Events, Recruiting and Experiential Learning.

From a Success Coach's perspective, the system allows you to operate as a Manager, work with your caseload, and explore employment and internship opportunities as well as on-campus events.

► Symplicity Neighborhood and Helpdesk

https://liu-csm.symplicity.com/manager/?

Joy Banks

Resume Book
Quick View Reports
Resume Builder
Publications
Mock Interviews
Reporting
Document Library
Application Synch
My Account

Users Online
(2) Manager

Support

symplicity NEIGHBORHOOD
Client Support Portal
Take me there!

Call Help Desk:
1-703-373-7040

Hours:
Mon-Fri 9am-8pm ET
(except holidays)

Email Support

OneStop Profile

NEW Faculty Registrations

Pending Mock Interview Feedback 0

CSM STATISTICS AS OF 10:22 AM

Registered Employers	1770
Registered Employer Contacts	1773
Registered Faculty	1
Registered Students	212186
Job Postings	10
Multi-School Postings	0
Scheduled Interviews	0
Pending Interviews	0
Wait-Listed Students	0
Scheduled Information Sessions	0

ONESTOP REFERRAL STATISTICS AS OF 10:22 AM

Total Employer Contacts Utilizing the OneStop Network	392507
Total Employer Contacts Utilizing OneStop Integrated Accounts at Your Institution	0
Total OneStop Job Postings to Your Institution (Year to Date)	0

Create a New Job
Create a New OCR Schedule
Create a New Information Session
Create a New Workshop

Symplicity's Neighborhood is a resource you can use if you have questions about LIU Career Connect and its operations. You can also contact the Symplicity Helpdesk by email or by phone (csm-support@symplicity.com, 703-373-7040).

Before you log a ticket, make sure to touch base with your office Symplicity contact:

Amy Rothenberg

Samuel Schreiber

► Managing Your Account

The screenshot shows the LIU-Career Connect Manager interface. The left sidebar contains a navigation menu with the following items: Resume Book, Quick View Reports, Resume Builder, Publications, Mock Interviews, Reporting, Document Library, Application Synchronizer, and My Account (circled in red). Below the menu are sections for Users Online (2 Manager) and Support (including a Client Support Portal link, call help desk information, and email support). The main content area displays the user's name, Joy Banks, and a list of links for creating new job, OCR schedule, information session, and workshop. Below this are two statistics tables: CSM Statistics and OneStop Referral Statistics.

Category	Count
Registered Employers	1770
Registered Employer Contacts	1773
Registered Faculty	1
Registered Students	212186
Job Postings	10
Multi-School Postings	0
Scheduled Interviews	0
Pending Interviews	0
Wait-Listed Students	0
Scheduled Information Sessions	0

Category	Count
Total Employer Contacts Utilizing the OneStop Network	392507
Total Employer Contacts Utilizing OneStop Integrated Accounts at Your Institution	0
Total OneStop Job Postings to Your Institution (Year to Date)	0

Scroll down to “My Account” in order to access your Profile, your Custom Settings, and Update Your password.

► Completing Your Manager Profile

The screenshot displays the 'My Account' section of the NACElink Career Services Management System. The 'My Profile' tab is active, showing a form for updating the manager's profile. The form includes a 'Picture' field with a file upload interface (File #1) and a 'Bio' field. Both fields have 'Submit' and 'Cancel' buttons. A sidebar on the left lists various system features like Home, Communications, Calendar, etc. The top of the page shows the user is logged in as Travis Gabriel on Monday, August 03, 2015.

My Account

My Profile | My Custom System Settings | Update Password

* indicates a required field

Profile

The Information below can be seen by Students when making a counseling appointment

Picture

File #1

Select:

No file selected.

Bio

Your profile will be visible to students and system managers. You may wish to add a picture of yourself to your profile. You should definitely fill out your Bio.

► Customizing Your Settings

The screenshot shows the LIU Career Connect Manager interface. The browser address bar displays https://liu-csm.symlicity.com/manager/index.php?myaccount_tab=1. The page header includes the LIU Career Connect logo, NACElink Career Services Management System, and the user's name Travis Gabriel with a Logout button. The date and time are Monday August 03, 2015 | 11:18 am.

The left sidebar contains a navigation menu with the following items: Home, Communications, Calendar, Contacts, Professional Network, Employers, Survey, Students / Alumni, Counseling, Exp. Learning, OCR, Job Postings, Events, Job Shadow, Resume Book, Quick View Reports, Resume Builder, Publications, Mock Interviews, and Reporting.

The main content area is titled "My Account" and has three tabs: My Profile, My Custom System Settings (selected), and Update Password. Below the tabs are "Save Selections" and "Reset" buttons.

The "My Custom System Settings" section contains two main parts:

- 1. Specify System Title**
Enter your system title here. This can be your school **name**/nickname or the name you give your recruiting system (for example, "JobsLink"). The name will be displayed as the browser page title.
The input field contains "LIU Career Connect".
- 2. Change Home Page Layout**
This setting controls the default layout of the Manager home page. Individual users may override the default and specify their own layout through My Account.
 1. Choose a template for your homepage
 2. Drag-and-drop modules into the cells of the selected template
 3. To remove modules from home page, click the delete icon

Below the instructions, there is a section for "Unused Modules:" with a list of templates: Sydney (selected), Boston, Amsterdam, New York, Rome, Tokyo, and Kinshasa.

The layout configuration area shows a grid of modules that can be added to the homepage. The modules are:

- Announcements
- Recent Items
- Pending Actions Summary
- Event Registration Summary
- CSM Statistics
- Calendar
- Quicklinks

A "Reset" button is located at the bottom of the layout configuration area.

Your Custom System Settings allow you to organize your homepage according to your personal preferences. The default setting is "Sydney."

► Changing Your Password

The screenshot shows a web browser window with the URL `https://liu-csm.symplicity.com/manager/index.php?myaccount_tab=2`. The page header includes the LIU Career Connect logo, NACElink logo, and the text "CAREER SERVICES MANAGEMENT SYSTEM" and "software by sympathy". The date and time "Monday August 03, 2015 | 11:20 am" and the user name "Travis Gabriel" are displayed, along with a "Logout" button. A left sidebar contains a list of navigation links: Home, Communications, Calendar, Contacts, Professional Network, Employers, Survey, Students / Alumni, Counseling, Exp. Learning, OCR, Job Postings, Events, Job Shadow, Resume Book, Quick View Reports, Resume Builder, Publications, Mock Interviews, and Reporting. The main content area is titled "My Account" and has three tabs: "My Profile", "My Custom System Settings", and "Update Password". The "Update Password" tab is active. It contains a "Submit" button and a "Cancel" button. Below these is a section titled "User Account" with two required fields: "Enter New Password*" and "Verify Password*", each with a text input box. A note states "* indicates a required field". Below the password fields is a section titled "Accessible Mode" with the text "Improve compatibility with screen reader software for visually impaired users" and two radio buttons: "yes" (selected) and "no". At the bottom of the form are "Submit" and "Cancel" buttons.

You can –and should!– change your password once you are signed into LIU Career Connect. If you find that you have been locked out of the system and need to have your password reset, contact the LIU Helpdesk.

► Students / Alumni

The screenshot shows the LIU Career Connect CSM Staff Home interface. The left sidebar contains a list of navigation options, with 'Students / Alumni' highlighted by a red circle. The main content area is titled 'CSM Staff Home' and includes sections for announcements, pending actions, recent items, and statistics.

LIU CAREER CONNECT NACElink CAREER SERVICES MANAGEMENT SYSTEM
software by symlicity

Monday August 03, 2015 | 11:21 am | Travis Gabriel Logout

Home CSM Staff Home

ANNOUNCEMENTS

WELCOME TO LIU CAREER CONNECT!

"Go Live" Date:
August 17, 2015

Transition Specialist:
Carlie Johnston
cjohnston@symplicity.com / 703-351-0200 ext. 8291

GoToMeeting:
<https://global.gotomeeting.com/join/246024117>

You can also dial in using your phone.
United States +1 (872) 240-3412

Access Code: 246-024-117

PENDING ACTIONS SUMMARY

New Employer Registrations	1
Pending One Stop Registrations	0
New OCR Schedule Requests	0
Pending Schedules	0
New Job Postings	1
New Job Shadow Postings	0
New Information Session Request	0
New Alumni Registrations	0
Pending Files	3
Pending One Stop Employer Updates	0
Assigned to Me / All Pending Appointments	0/0
New Faculty Registrations	0
Pending Mock Interview Feedback	0

RECENT ITEMS

[Joy Banks](#)

QUICKLINKS

- [Create a New Contact](#)
- [Create a New Employer](#)
- [Create a New Student](#)
- [Create a New Faculty](#)
- [Create a New Job](#)
- [Create a New OCR Schedule](#)
- [Create a New Information Session](#)
- [Create a New Workshop](#)

CSM STATISTICS AS OF 10:22 AM

Registered Employers	1770
Registered Employer Contacts	1773

The "Students / Alumni" button on your homepage leads you to a list of all students and alumni who have been imported into LIU Career Connect.

Most of a Success Coach's Symplicity-related responsibilities will be carried out through the Students / Alumni hub, so make sure this button remains in your favorites if you customize your settings.

► Managing Students / Alumni

LIU CAREER CONNECT NACElink CAREER SERVICES MANAGEMENT SYSTEM

Monday August 03, 2015 | 11:26 am | Travis Gabriel Logout

Student List Detailed Search Saved Searches Duplicate Search Archived Students New Alumni Registrations Document Review

To view PDF files, you may need [Adobe Acrobat Reader](#). To view Excel files, you may need [Excel Viewer 2003](#).

Keywords searches student name and email address.

Apply Search Clear Save Defaults More Filters

0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y .

Go Batch Options Add New Items 1-20 of 10024 Showing 20 per page | Page 1

Actions	Last	First	Campus	Email	Student ID	Class Level	Major	Graduation Date	Resume	Status	Email Verified	Log
	Aal	Erika	LIU Post	erika.aal@my.liu.edu	100076204			-		(disabled)		0
	Aamiema	Abdellah	LIU Brooklyn	abdellah.aamiema@my.liu.edu	100262167			-		(disabled)		0
	Aaron	Benjamin	LIU Post	benjamin.aaron@my.liu.edu	100331550			-		(disabled)		0
	Aaron	David	LIU Post	david.aaron@my.liu.edu	100323082			-		(disabled)		0
	Aaron	Delano	LIU Brooklyn		100230095			-				0
	Aaron	Devorah	LIU Brooklyn	devorah.aaron@my.liu.edu	100107609			-		(disabled)		0
	Aaron	Eric	LIU Post		100133828			-		(disabled)		0
	Aaron	Fred	LIU Brooklyn	fred.aaron@my.liu.edu	100323253			-		(disabled)		0

While you will be primarily working with students on your caseload, you can locate individual students outside your caseload using the Keywords search. You can also find groups of students meeting a variety of criteria using the “More Filters” and “Detailed Search” tabs.

► Detailed Search - Saving Your Search

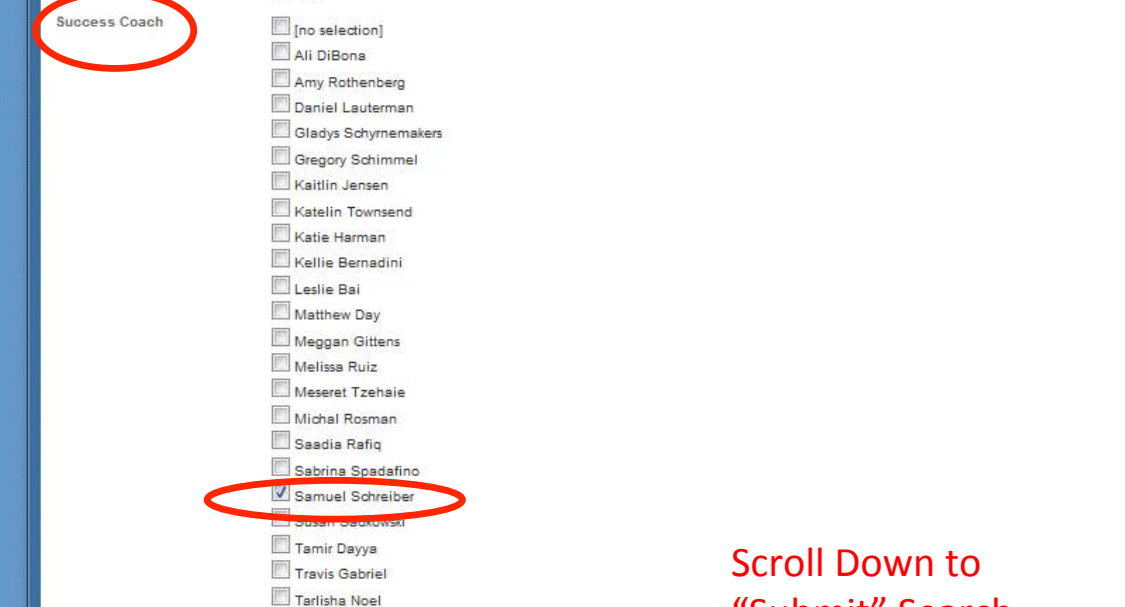
The screenshot shows the LIU Career Connect interface. The top navigation bar includes tabs for 'Student List', 'Detailed Search', 'Saved Searches', 'Duplicate Search', 'Search Results', 'Archived Students', 'New Alumni Registrations', and 'Document Review'. The 'Detailed Search' tab is selected. Below the navigation bar, there is a 'Saved Searches' section with a dropdown menu for '[select existing]' and a 'save as' dropdown menu. The 'save as' dropdown menu is open, showing a list of names: 'Ali DiBona', 'Daniel Lauterman', 'Gregory Schimmel', 'Kaitlin Jensen', and 'Katelin Townsend'. A red circle highlights the 'save as' dropdown menu, and a large red arrow points downwards from it, indicating the next step in the process.

**Scroll Down to find the
"Success Coach" section.**

One of the first things you should do as a Success Coach on LIU Career Connect is find your caseload. You do this by using the "Detailed Search" tab in the Students / Alumni section. To save time, check off the "save as" box and name the search as your caseload.

NOTE: This saved search will be viewable and accessible by other Managers, including other Success Coaches.

► Finding Your Caseload & Submitting Your Search



The screenshot shows the Symplicity Manager interface. On the left, a blue sidebar contains the text "Success Coach" circled in red. The main area displays a list of coaches, each with a checkbox. The name "Samuel Schreiber" is circled in red, and a red arrow points to the "Submit" button at the bottom right. The URL in the browser address bar is "https://liu-csm.symplicity.com/manager/index.php?students_tab=search".

Success Coach

Yes

[no selection]

Ali DiBona

Amy Rothenberg

Daniel Lauterman

Gladys Schynemakers

Gregory Schimmel

Kaitlin Jensen

Katelin Townsend

Katie Harman

Kellie Bernadini

Leslie Bai

Matthew Day

Meggan Gittens

Melissa Ruiz

Meseret Tzehaie

Michal Rosman

Seadia Rafiq

Sabrina Spadafino

☒ Samuel Schreiber

Susan Sadkowski

Tamir Dayya

Travis Gabriel

Tarlisha Noel

Student ID

Account Disabled

[no selection]

Scroll Down to "Submit" Search.

Has Enabled Search Agent	<input type="radio"/> No <input type="radio"/> Yes <input checked="" type="radio"/> Ignore
Has Resume	<input type="radio"/> yes <input type="radio"/> no
Has Default Resume	<input type="radio"/> yes <input type="radio"/> no
Has Approved Resume	<input type="radio"/> yes <input type="radio"/> no
Has Mock Interview	<input type="radio"/> yes <input type="radio"/> no
Resume included in Packet	August ▾ 03 ▾ 2015 ▾ to August ▾ 03 ▾ 2015 ▾
Has Major	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Does Not Matter
Email Undeliverable	<input type="radio"/> yes <input type="radio"/> no
Completed Career Finder	<input type="radio"/> yes <input type="radio"/> no
Created	<div> <input type="text"/> ▾ <input type="text"/> ▾ <input type="text"/> ▾ <input type="text"/> ▾ <input type="text"/> ▾ <input type="text"/> ▾ <input type="text"/> ▾ <input type="text"/> ▾ </div> <div> <input type="button" value="Clear"/> to <input type="text"/> ▾ <input type="text"/> ▾ <input type="text"/> ▾ <input type="text"/> ▾ <input type="text"/> ▾ </div>
Created by	<div>AI Brussey Amy Rothenberg Jason Cascone Kiichi Takeuchi</div>
Last Modified	<div> <input type="text"/> ▾ <input type="text"/> ▾ <input type="text"/> ▾ <input type="text"/> ▾ <input type="text"/> ▾ <input type="text"/> ▾ <input type="text"/> ▾ <input type="text"/> ▾ </div> <div> <input type="button" value="Clear"/> to <input type="text"/> ▾ <input type="text"/> ▾ <input type="text"/> ▾ <input type="text"/> ▾ <input type="text"/> ▾ </div>
Modified By	<div>AI Brussey Kiichi Takeuchi</div>
Resume Text Search	
full text resume search.	
<input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Clear"/>	
<input type="button" value="Save Defaults"/>	

► Saved Searches

The screenshot shows the LIU Career Connect NACElink interface. The top navigation bar includes the URL https://liu-csm.symplicity.com/manager/index.php?students_tab=agents, a search bar, and user information: Monday August 03, 2015 | 11:54 am | Travis Gabriel | Logout. The left sidebar contains a menu with options like Home, Communications, Calendar, Contacts, Professional Network, Employers, Survey, Students / Alumni, Counseling, Exp. Learning, OCR, Job Postings, Events, Job Shadow, Resume Book, Quick View Reports, Resume Builder, Publications, Mock Interviews, Reporting, Document Library, Application Synch, and My Account. The main content area is titled 'Students' and features a tabbed interface with 'Saved Searches' selected. Below the tabs, there is a table with 7 items. The table has columns: Label, Agent Type, Modified, and Options. The 'Options' column contains 'Edit', 'Run', and 'Delete' buttons. The row for 'Sam's Caseload' is highlighted, and its 'Edit' button is circled in red. The table also shows pagination: 'Items 1-7 of 7' and 'Showing 20 per page Page 1'.

Label	Agent Type	Modified	Options
Caseload MDay	Staff Student Search	July 29, 2015, 12:54 pm	Edit Run Delete
Caseload MR	Staff Student Search	July 29, 2015, 12:04 pm	Edit Run Delete
S	Staff Student Search	August 03, 2015, 11:51 am	Edit Run Delete
Sam's Caseload	Staff Student Search	August 03, 2015, 11:51 am	Edit Run Delete
success coach brooklyn	Staff Student Search	July 24, 2015, 10:26 am	Edit Run Delete
success coach list for brooklyn	Staff Student Search	July 24, 2015, 11:12 am	Edit Run Delete
test	Staff Student Search	June 22, 2015, 3:12 pm	Edit Run Delete

Now that your caseload is a saved search, you can access it in the “Saved Searches” tab. Click “Run” to access your caseload.

NOTE: Any students added to your caseload on PeopleSoft after you create the saved search will be added to your Symplicity caseload automatically when you run the search within 48 hours.

You can create additional saved searches using the Detailed Search function and edit the parameters by clicking the “Edit” button. You can also delete saved searches using the “Delete” key.

► Finding Student Profiles

https://liu-csm.symplicity.com/manager/index.php?mode=list&

Monday August 03, 2015 | 1:29 pm | Travis Gabriel Logout

Students

To view PDF files, you may need [Adobe Acrobat Reader](#). To view Excel files, you may need [Excel Viewer 2003](#).

Go Batch Options Items 1-20 of 234 Showing 20 per page | Page 1

Actions	Last	First	Student ID	Major	Email	Year	Grad	Resume	Status	Logins	Email Verified	Created	Last Modified
	Acosta	Mayra	100470745		mayra.acosta@my.liu.edu		-			0	✓	Jul 06, 2015, 4:31 pm	Jul 22, 2015, 6:09 pm
	Atifi	Dina	100470433		dina.atifi@my.liu.edu		-			0	✓	Jul 06, 2015, 4:31 pm	Aug 03, 2015, 1:29 pm
	Ahmad	Summer	100470212		summer.ahmad@my.liu.edu		-			0	✓	Jul 06, 2015, 4:31 pm	Jul 22, 2015, 6:10 pm
	Amin	Amjad	100469395		amjad.amin@my.liu.edu		-			0	✓	Jul 06, 2015, 4:30 pm	Jul 22, 2015, 6:10 pm
	Andriopoulos	Andriana	100471395		andriana.andriopoulos@my.liu.edu		-			0	✓	Jul 06, 2015, 4:31 pm	Jul 22, 2015, 6:09 pm
	Badillo	Xena	100532764		xena.badillo@my.liu.edu		-			0	✓	Jul 22, 2015, 4:29 pm	Jul 22, 2015, 4:29 pm
	Bakhronova	Malika	100458783		malika.bakhronova@my.liu.edu		-		(disabled)	0	✓	Jul 06, 2015, 4:13 pm	Jul 30, 2015, 5:52 pm
	Balsoro	Jessica Joy	100471199		jessicajoy.balsoro@my.liu.edu		-			0	✓	Jul 06, 2015, 4:31 pm	Jul 22, 2015, 6:09 pm
	Becker	Miriam	100470495		miriam.becker@my.liu.edu		-			0	✓	Jul 06, 2015, 4:31 pm	Jul 22, 2015, 6:09 pm
	Berry	Karen	100211815		karen.berry@my.liu.edu		-			0	✓	Jul 06, 2015, 2:05 pm	Jul 23, 2015, 12:21 am
	Binaminova	Daniella	100470004		daniella.binaminova@my.liu.edu		-			0	✓	Jul 06, 2015, 4:30 pm	Jul 22, 2015, 6:10 pm
	Carley	Keith	100470516		keith.carley@my.liu.edu		-			0	✓	Jul 06, 2015, 4:31 pm	Jul 22, 2015, 6:09 pm
	Castillo	Stephanie	100452770		stephanie.castillo2@my.liu.edu		-		(disabled)	0	✓	Jul 06, 2015, 4:05 pm	Jul 30, 2015, 6:01 pm
	Challenger	Khalid	100452688		khalid.challenger@my.liu.edu		-		(disabled)	0	✓	Jul 06, 2015, 4:05 pm	Jul 30, 2015, 6:01 pm
	Chan	Krystle	100509731		krystle.chan2@my.liu.edu		-			0	✓	Jul 08, 2015, 12:52 pm	Jul 22, 2015, 5:23 pm
	Chowdhury	Farzana	100469771		farzana.chowdhury2@my.liu.edu		-			0	✓	Jul 06, 2015, 4:30 pm	Jul 22, 2015, 6:10 pm
	Decunha	Tiffany	100471090		tiffany.decunha@my.liu.edu		-			0	✓	Jul 06, 2015, 4:31 pm	Jul 22, 2015, 6:09 pm

You can adjust the Search Results tab to display as many as 250 students at a time. You can also navigate the pages with the controls in the upper right-hand corner of the search field.

The Search Results displays some basic information about the students in the Symplicity system. For a more detailed overview, click student's last name to access their Student Profile.

In later sections, we will review the "Batch Options" menu in the upper lefthand corner.

► Detailed Search - Other Search Criteria

The screenshot shows the 'Detailed Search' tab in the LIU Career Connect system. The left sidebar contains navigation links: Home, Communications, Calendar, Contacts, Professional Network, Employers, Survey, Students / Alumni (selected), Counseling, Exp. Learning, OCR, Job Postings, Events, Job Shadow, Resume Book, Quick View Reports, Resume Builder, Publications, Mock Interviews, Reporting, Document Library, Application Synch, My Account, Users Online (1 Manager), and Support. The main content area is titled 'Students' and includes tabs for Student List, Detailed Search (active), Saved Searches, Duplicate Search, Archived Students, New Alumni Registrations, and Document Review. The 'Detailed Search' form includes: 'Saved Searches' with a dropdown and 'save as' button; 'Flags' for 'CSM Super Tester' and 'Test'; 'Keywords' with a 'searches name' field; 'Search last name by letter' dropdown; 'Has Password' with radio buttons (No, Yes, Ignore); 'Password Assigned On' and 'Account expires on' date ranges; 'Counselors' dropdown with a list of names; 'Counseling Notes' text area; 'Image' dropdown; 'Graduation Date' range; 'Major' section with a checkbox to 'Check this box to search for records with no option selected' and a list of majors (Biology, Computer Science, Accounting, Campus 1, Chemical, Advertising, Civil, Maior); and a 'Keyword Search' bar at the top right.

In addition to finding your caseload, the Detailed Search tab allows a Success Coach to select groups of students based on a broad variety of criteria. This includes major, undergraduate career, class level, GPA, whether or not they have opted to receive email notifications or job blasts, whether they have resumes in need of approval, or whether they already have approved resumes.

Saving these Detailed Searches will allow you to develop routines as a LIU Career Connect Success Coach make sure proactive counseling takes place.

► Managing Your Search Results

https://liu-csm.symplicity.com/manager/index.php?mode=list&

Monday August 03, 2015 | 1:29 pm | Travis Gabriel Logout

Students

Student List Detailed Search Saved Searches Duplicate Search **Search Results** Archived Students New Alumni Registrations Document Review

To view PDF files, you may need [Adobe Acrobat Reader](#). To view Excel files, you may need [Excel Viewer 2003](#).

Go Batch Options Items 1-20 of 234 Showing 20 per page | Page 1

Actions	Last	First	Student ID	Major	Email	Year	Grad	Resume	Status	Logins	Email Verified	Created	Last Modified
	Acosta	Mayra	100470745		mayra.acosta@my.liu.edu		-			0	✓	Jul 08, 2015, 4:31 pm	Jul 22, 2015, 6:09 pm
	Affi	Dina	100470433		dina.affi@my.liu.edu		-			0	✓	Jul 08, 2015, 4:31 pm	Aug 03, 2015, 1:29 pm
	Ahmad	Summer	100470212		summer.ahmad@my.liu.edu		-			0	✓	Jul 08, 2015, 4:31 pm	Jul 22, 2015, 6:10 pm
	Amin	Amjad	100469395		amjad.amin@my.liu.edu		-			0	✓	Jul 08, 2015, 4:30 pm	Jul 22, 2015, 6:10 pm
	Andriopoulos	Andriana	100471395		andriana.andriopoulos@my.liu.edu		-			0	✓	Jul 08, 2015, 4:31 pm	Jul 22, 2015, 6:09 pm
	Badillo	Xena	100532764		xena.badillo@my.liu.edu		-			0	✓	Jul 22, 2015, 4:29 pm	Jul 22, 2015, 4:29 pm
	Bakhronova	Malika	100458783		malika.bakhronova@my.liu.edu		-		(disabled)	0	✓	Jul 08, 2015, 4:13 pm	Jul 30, 2015, 5:52 pm
	Balaoro	Jessica Joy	100471199		jessicajoy.balaoro@my.liu.edu		-			0	✓	Jul 08, 2015, 4:31 pm	Jul 22, 2015, 6:09 pm
	Becker	Miriam	100470495		miriam.becker@my.liu.edu		-			0	✓	Jul 08, 2015, 4:31 pm	Jul 22, 2015, 6:09 pm
	Berry	Karen	100211815		karen.berry@my.liu.edu		-			0	✓	Jul 08, 2015, 2:05 pm	Jul 23, 2015, 12:21 am
	Binaminova	Daniella	100470004		daniella.binaminova@my.liu.edu		-			0	✓	Jul 08, 2015, 4:30 pm	Jul 22, 2015, 6:10 pm
	Carley	Keith	100470516		keith.carley@my.liu.edu		-			0	✓	Jul 08, 2015, 4:31 pm	Jul 22, 2015, 6:09 pm
	Castillo	Stephanie	100452770		stephanie.castillo2@my.liu.edu		-		(disabled)	0	✓	Jul 08, 2015, 4:05 pm	Jul 30, 2015, 6:01 pm
	Challenger	Khalid	100452688		khalid.challenger@my.liu.edu		-		(disabled)	0	✓	Jul 08, 2015, 4:05 pm	Jul 30, 2015, 6:01 pm
	Chan	Krystle	100509731		krystle.chan2@my.liu.edu		-			0	✓	Jul 08, 2015, 12:52 pm	Jul 22, 2015, 6:23 pm
	Chowdhury	Farzana	100469771		farzana.chowdhury3@my.liu.edu		-			0	✓	Jul 08, 2015, 4:30 pm	Jul 22, 2015, 6:10 pm
	Decunha	Tiffany	100471090		tiffany.decunha@my.liu.edu		-			0	✓	Jul 08, 2015, 4:31 pm	Jul 22, 2015, 6:09 pm

You can adjust the Search Results tab to display as many as 250 students at a time. You can also navigate the pages with the controls in the upper right-hand corner of the search field.

The Search Results display some basic information about the students in the Symplicity system, but for a more detailed overview, click student's last name.

In later sections, we will review the "Batch Options" menu in the upper left-hand corner.

► Student Academic and Personal Profiles

The screenshot shows the LIU Career Connect Manager interface. The top navigation bar includes 'Overview', 'Core', 'Documents', 'Counseling', 'Employment', 'Exp. Learning', 'Activity', 'Mock Interview', and 'Login As'. The 'Login As' button is circled in red. Below the navigation bar, the 'Academic Profile' tab is selected, and the 'Personal Profile' tab is also circled in red. The form contains various fields for student information, including 'Campus', 'Success Coach', 'Degree Level', 'Graduation Date', 'Class Level', 'Major/Concentration', 'Minor', and 'Other Major(s) I'm Considering'. A red arrow points down with the text 'Scroll Down to Complete the Personal Profile.'

When you meet with a student on your caseload for the first time, you should take the opportunity to fill out his/her Personal and Academic Profiles. Students can do this on their own, but some may require your assistance.

These profiles can be filled out in Manager view or in Student View, which you can access by clicking the “Login As” tab.

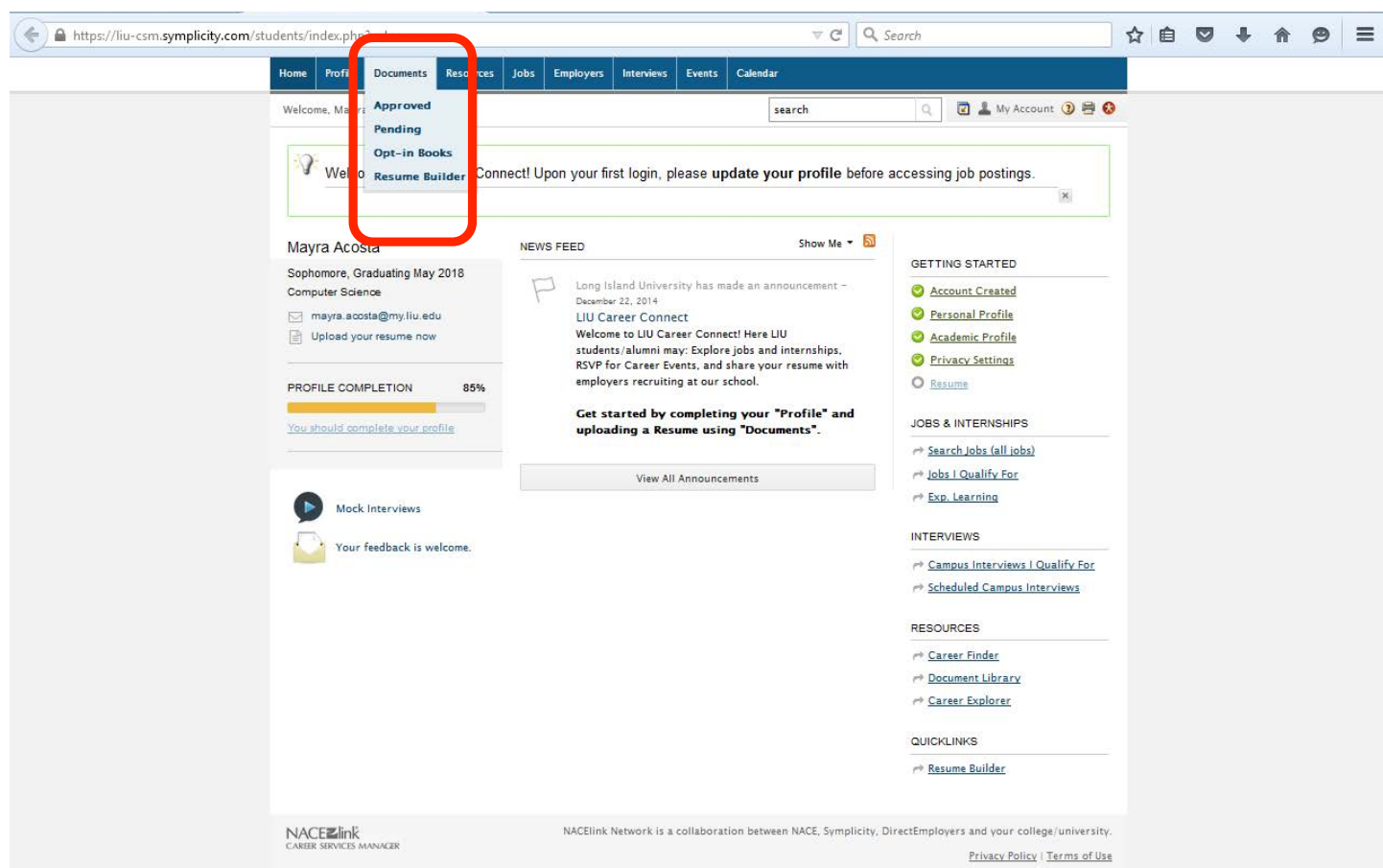
► Login as Student

The screenshot shows the LIU Career Connect web application interface. At the top, the browser address bar displays the URL: https://liu-csm.symplicity.com/manager/index.php?students_tab=loginas. The page header includes the NACElink logo, the text "NACElink CAREER SERVICES MANAGEMENT SYSTEM is software by sympathy", and the date/time "Monday August 03, 2015 | 2:07 pm | Travis Gabriel" with a "Logout" button. A left sidebar contains navigation links: Home, Communications, Calendar, Contacts, Professional Network, Employers, Survey, Students / Alumni (highlighted), Counseling, Exp. Learning, OCR, Job Postings, Events, Job Shadow, Resume Book, Quick View Reports, Resume Builder, Publications, Mock Interviews, Reporting, Document Library, Application Synch, My Account, Users Online, (2) Manager, and Support. The main content area is titled "Mayra Acosta" with a "back" link. It features a top navigation bar with tabs: Overview, Core, Documents, Counseling, Employment, Exp. Learning, Activity, Mock Interviews, and "Login As" (highlighted). Below this is a sub-navigation bar with tabs: Home, Profile, Documents, Resources, Jobs, Employers, Interviews, Events, and Calendar. The main content area displays a welcome message: "Welcome to LIU Career Connect! Upon your first login, please update your profile before accessing job postings." It shows the user's profile information: Mayra Acosta, Sophomore, Graduating May 2018, Computer Science, with email mayra.acosta@my.liu.edu and a link to "Upload your resume now". A "PROFILE COMPLETION" bar shows 85% completion with a note: "You should complete your profile". A "NEWS FEED" section shows an announcement from Long Island University dated December 22, 2014. A "GETTING STARTED" section lists links: Account Created, Personal Profile, Academic Profile, Privacy Settings, and Resume. A "JOBS & INTERNSHIPS" section lists links: Search Jobs (all jobs), Jobs I Qualify For, and Exp. Learning. An "INTERVIEWS" section lists links: Campus Interviews I Qualify For and Scheduled Campus Interviews. A "RESOURCES" section lists links: Career Finder, Document Library, and Career Explorer. A "QUICKLINKS" section lists a link: Resume Builder. At the bottom, the NACElink logo and text "NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university." are displayed, along with links to "Privacy Policy" and "Terms of Use".

Clicking the “Login As” button allows you to see a Student Profile from the student’s perspective. More importantly, it allows you to access tools like Resume Builder and Job Search as a student.

Click the arrow-shaped button in the upper right-hand corner to open the Student Profile in a new tab.

► Student Documents



The “Documents” section is available in both the Student view and the Manager view. However, documents may only be approved while in Manager view.

Students can see the status of their documents (approved, not approved, or pending) as well as opt into various Resume Books. If you click on the “Documents” button instead of any of the items in the dropdown menu, you will see the items displayed as tabs as well as the Document Upload option.

► Adding Student Documents

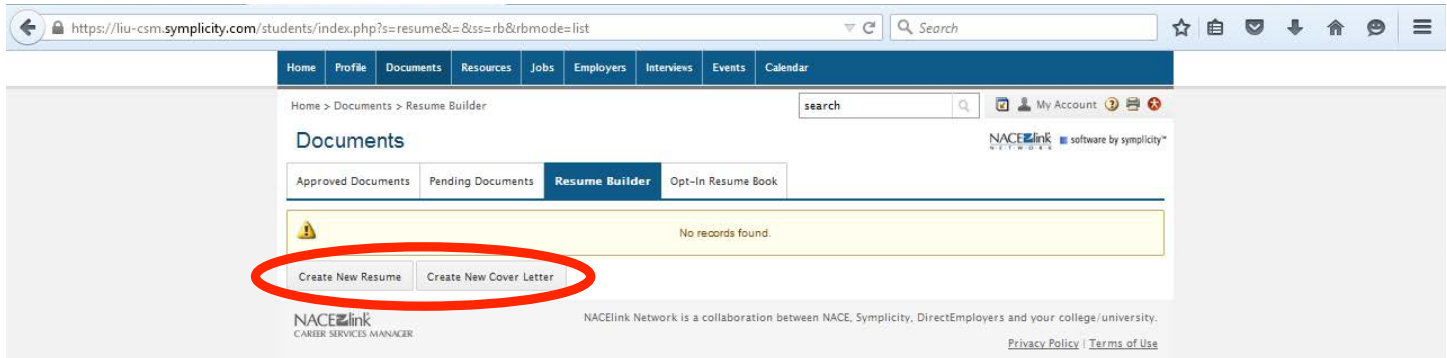
The top screenshot shows the LIU Career Connect Documents page. The 'Documents' tab is selected. A red circle highlights the 'Resume Builder' link. Another red circle highlights the 'Add New' button. A red arrow points from the 'Add New' button to the bottom screenshot.

The bottom screenshot shows the 'Add New' form. The 'Document Type' section is highlighted with a red circle. It includes radio buttons for 'Resume', 'Cover Letter', 'Unofficial Transcript', 'Writing Sample', and 'Other Documents'. Below the radio buttons is a file upload area with a 'File*' label and a 'Browse...' button.

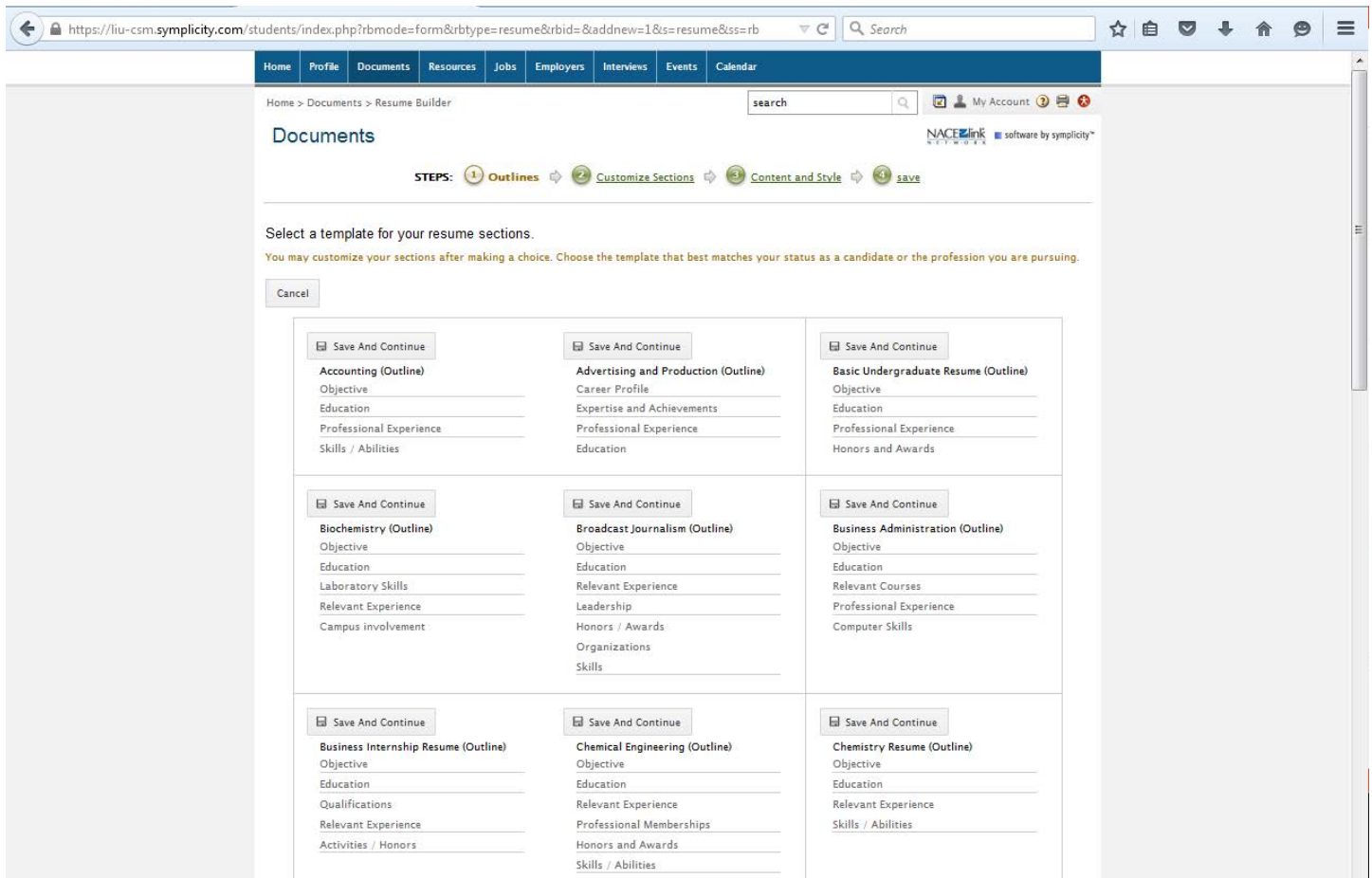
Students can upload a resume or a cover letter directly from the desktop of a computer they are using. In many cases, this is the best approach. It should be noted that these uploaded documents must be approved the first time they are submitted. This is also true of the documents created using the Resume Builder tool.

NOTE: Students should upload PDF versions of their resumes while their cover letters should be uploaded as .docx, .doc or .rtf files.

► Getting Started with Resume Builder & Resume Templates



The Resume Builder tool can be used to create Resumes and Cover Letters. The “Create New Resume” and “Create New Cover Letter” buttons both lead to a menu of template options.



Search through the template menu to find a template that fits your student’s background and goals. If there isn’t a perfect fit, don’t worry. The fields in the template can be edited or deleted once they are selected.

Clicking “Save and Continue” over one of the templates will take you to the next step in the Resume Building process. “Cancel” will take you back to the previous screen.

► Editing Section Titles

The screenshot shows the Symplicity Resume Builder interface. The browser address bar displays the URL: https://liu-csm.simplicity.com/students/index.php?subtab=sections&use_template=66e7701750e3d67be9d3c086d7eced5b&is=rx. The top navigation bar includes links for Home, Profile, Documents, Resources, Jobs, Employers, Interviews, Events, and Calendar. The main content area is titled 'Documents' and shows the 'Resume Builder' path. A progress bar indicates four steps: 1. Outlines, 2. Customize Sections (current step), 3. Content and Style, and 4. Save. The 'Customize Your Sections' section contains instructions: 'Customize your resume sections by changing their name, type, and position. You may add or remove sections by pressing the Delete or Add Section buttons.' Below this is a table with three rows: 'Professional Experience' (Type: Experience), 'Education' (Type: Education), and 'Technical Skills' (Type: General). Each row has up/down arrow icons and a 'Delete' button. An 'Add Section' button is located below the table. At the bottom, there are 'Cancel', 'Back', and 'Save And Continue' buttons. The footer includes the NACElink logo, the text 'NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university.', and links for 'Privacy Policy' and 'Terms of Use'.

Section Title	Type		
Professional Experience	Experience	▲ ▼	Delete
Education	Education	▲ ▼	Delete
Technical Skills	General	▲ ▼	Delete

Buttons: Add Section, Cancel, Back, Save And Continue ►

In this step of the Resume Builder process, you can edit the section titles as well as add or delete sections. When your sections are where you want them, click “Save and Continue” to move to the next step of the Resume Building process. “Cancel” or “Back” will take you to the previous screen.

RESUME BUILDER

Still working with Sarah from Symplicity support on how the Resume Builder tool will work from a Manager's perspective. What follows is a series of screen shots from the Super User's perspective. I would like to get us to a point where this is what Managers are capable of as well, but I'm not sure it's in the cards. Will update.

https://liu-csm.symplicity.com/students/index.php?rbmode=form&subtab=stylesave&ss=resume&ss=rb

Home Profile Documents Resources Jobs Employers Interviews Events Calendar

Home > Documents > Resume Builder

Documents

STEPS: 1 Outlines 2 Customize Sections 3 Content and Style 4 save

Enter Content and Customize Resume Styles

Click on a section below to enter content. Then click the Select Layout button to choose a resume layout, and the Customize Style button to change font, margin or other styles to make your resume unique.

Cancel Back Select Layout Customize Style Save And Continue

Mayra Acosta
123 Street Avenue
Brooklyn, NY 11213
516 328-2008
mayra.acosta@my.liu.edu

PROFESSIONAL EXPERIENCE

Organization, Location
Position, August 2015 - August 2015
Description of your experience

Editing Organization

* indicates a required field

Employer The name of the employer
Organization

Location (City, State)
Location

Position Position

Department or Unit (if applicable)

Starting Date August 2015

Current Employer (Present) ☐ Current Employer (Present) yes ☒ Current Employer (Present) no

End Date August 2015

Date Text Optional: Text entered in this field will replace the date shown above (i.e. instead of April you may want Summer - you would then enter Summer in the box below).

Experience Description

Description of your experience

Working with your student, you can fill in the details of their work history, including the name of their Employer, their position title, etc. You can also use this text box to add new positions.

Please note the formatting options below, including the option for bullets.

https://liu-csm.symplicity.com/students/index.php?rbmode=form&subtab=stylesave&ss=resume&ss=rb

Mayra Acosta
123 Street Avenue
Brooklyn, NY 11213
516/528-2008
mayra.acosta@my.liu.edu

PROFESSIONAL EXPERIENCE
Organization, Location
Position, August 2015 - August 2015
Description of your experience

EDUCATION
Long Island University, ,
Bachelors Computer Science, May 2018
GPA 2.90

Editing Long Island University * indicates a required field

School* Long Island University

Location

Starting Date August 2015

Currently Enrolled* ☒ Currently Enrolled yes ☐ Currently Enrolled no

GPA 2.90

Major(s) Computer Science

Degree Received or Expected Ex: LL.M. Candidate, B.A. cum laude, Juris Doctor, J.D. Be consistent with abbreviation throughout.
Bachelors

Graduation Date Enter month followed by the year, separated by a comma.
Ex: June, 2011.

Minor(s) Do not complete this field for Law School.

Second Major

back cancel save and continue

Page boundary (approximate)

NACElink
CAREER SERVICES MANAGER

NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university.

[Privacy Policy](#) | [Terms of Use](#)

The Education Section of the Resume auto-populates from the student's Academic Profile, but can be edited if necessary.

Continue through all the sections you included in the previous phase of the Resume Building process.

The screenshot shows the Symplicity Resume Builder interface. The browser address bar displays the URL: <https://liu-csm.symplicity.com/students/index.php?rbmode=form&subtab=stylesave&ss=resume&ss=rb>. The navigation bar includes links for Home, Profile, Documents, Resources, Jobs, Employers, Interviews, Events, and Calendar. The main content area is titled 'Documents' and shows the 'Content and Style' step of the resume building process. A 'Select a Base Layout' window is open, displaying a list of resume templates. The selected template, 'Cambria 1 (New)', is shown in a preview window. The preview window displays a resume for Mayra Acosta, with the following content:

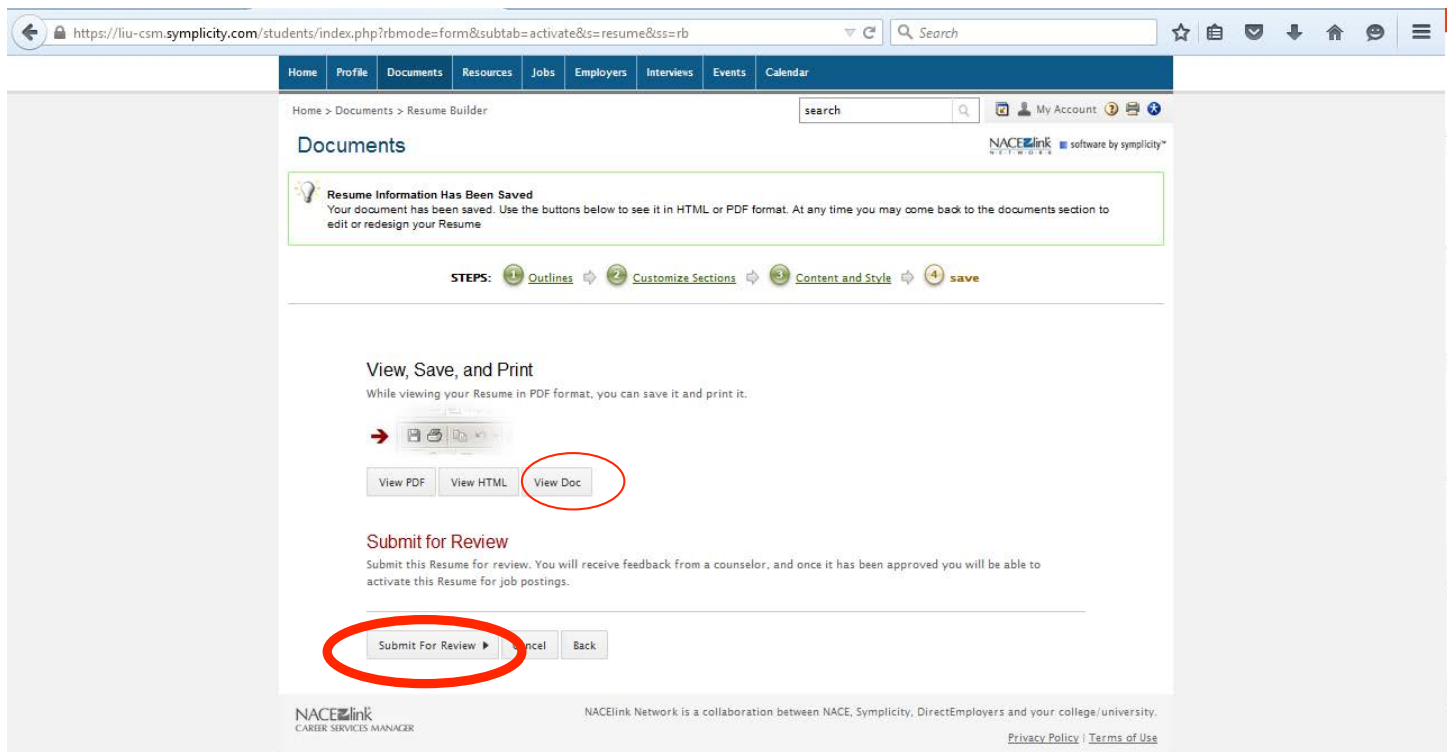
Mayra Acosta
123 Street Avenue
Brooklyn, NY 11213
516-528-2008
mayra.acosta@my.liu.edu

PROFESSIONAL EXPERIENCE
Organization, Location
Position, August 2015 - August 2015
Description of your experience

EDUCATION
Long Island University, ,
Bachelors Computer Science, August 2015 - Present
GPA 2.90

TECHNICAL SKILLS
Please describe your Skills / Abilities

Select your layout from the options available. At the moment, the style of the resume cannot be customized in Resume Builder.



Once your student has finished writing their Resume and selected a template, they must submit the document for review. Once a resume has been approved by their Success Coach, they are free to activate new resumes at their discretion. This is true of cover letters as well.

Students and Success Coaches can view their student's submitted documents as pdfs or edit them as .docs.

Microsoft Word interface showing a document titled "_dlcache_538eaadef5256322ffad70c4d43d1ce_Mayra_Acosta_1 [Read-Only] - Word". The ribbon is set to the HOME tab, and the Styles section shows "Heading 1" selected. The document content is centered and reads:

Mayra Acosta
123 Street Avenue

Brooklyn, NY 11213
516/528-2008
mayra.acosta@my.liu.edu

The screenshot shows the Symplicity Resume Builder interface. The browser address bar displays the URL: <https://liu-csm.symplicity.com/students/?rbmode=form&subtab=activate&setreview=1&rbid=5ccbfb760720e4db6af4eae5bf6z>. The navigation bar includes links for Home, Profile, Documents, Resources, Jobs, Employers, Interviews, Events, and Calendar. The main content area is titled "Documents" and features a confirmation message: "Resume Information Has Been Saved. Your document has been saved. Use the buttons below to see it in HTML or PDF format. At any time you may come back to the documents section to edit or redesign your Resume." Below this message is a progress bar with four steps: 1. Outlines, 2. Customize Sections, 3. Content and Style, and 4. save. The "View, Save, and Print" section provides instructions on how to view the resume in PDF, HTML, or Doc format. A "Resume is under review" message states that the resume is being reviewed by a counselor and will be approved for job postings. The footer includes the NACElink logo and the text "NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university." along with links to the Privacy Policy and Terms of Use.

Once a student submits a resume or cover letter for review, it is incumbent upon the Success Coach to either approve or reject the submitted document. Students will see their resume or cover letter in the "Pending Documents" tab until it is approved, at which point it will move to the "Approved Documents" tab.

RESUME BUILDER

From this point on, we are back in Manager view.

► Student Overview

The screenshot shows the LIUCareerConnect interface. The top navigation bar includes the LIUCareerConnect logo, the NACElink logo, and the text "CAREER SERVICES MANAGEMENT SYSTEM". The user is logged in as Travis Gabriel on Tuesday, August 04, 2015, at 9:18 am. The main content area displays the profile for Mayra Acosta, a Sophomore in Computer Science, with a graduation date of May 2018. The profile includes tabs for Overview, Core, Documents, Counseling, Employment, Exp. Learning, Activity, Mock Interviews, and Login As. The Overview tab is active, showing statistics for Job Applications (0), Recent Logins (0), Event RSVPs (0), OCR Interviews (0), Appointments (0), and documents (1). A sidebar on the left lists various navigation options, and a right sidebar shows flags, upcoming appointments, employer engagement, and experience learning status.

LIUCareerConnect NACElink CAREER SERVICES MANAGEMENT SYSTEM
Tuesday August 04, 2015 | 9:18 am | Travis Gabriel Logout

Home
Communications
Calendar
Contacts
Professional Network
Employers
Survey
Students / Alumni
Counseling
Exp. Learning
OCR
Job Postings
Events
Job Shadow
Resume Book
Quick View Reports
Resume Builder
Publications
Mock Interviews
Reporting
Document Library
Application Synch
My Account

Users Online
(1) Manager

Support
NEIGHBORHOOD Client Support Portal
Call Help Desk: 1-703-373-7040
Hours: Mon-Fri 9am-8pm ET (except holidays)

Mayra Acosta back
Overview Core Documents Counseling Employment Exp. Learning Activity Mock Interviews Login As

Mayra Acosta
mayra.acosta@my.liu.edu
Sophomore in Computer Science
Graduating May 2018
Student ID: 100470745
Username: mayra.acosta

0 Job Applications
0 Recent Logins
0 Event RSVPs

0 OCR Interviews
0 Appointments
1 documents

Notes
Add quick note
No notes for this student

Activity
No activity for this student

Flags
No flags set

Upcoming
No upcoming appointments / events

Employer Engagement
No engagements

Exp Learning

Experiences	0 Pending	0 Approved
Self Evaluations	0 Pending	0 Approved

In the Overview tab of the Student Profile, you can see that the student has submitted a document. To view the student's documents, either click the "1 documents" button or the "Documents" tab.

NOTE: The number of documents in the Overview tab does not reflect the number of Approved or Pending documents – it is simply the total number of submitted documents.

► Document Review

The screenshot shows the LIUCareerConnect NACElink Career Services Management System interface. The user is logged in as Travis Gabriel on Tuesday, August 04, 2015, at 9:19 am. The interface displays a list of documents for Mayra Acosta. A red circle highlights the 'Review' and 'Approve' buttons in the 'Options' column.

Options	Document Title	Document Type	Last Modified	Private	Default Resume	Resume Books	Compatible with Publications	Conversion Status	Status	Review Status	Reviewed By
Review Approve Lock Delete	Mayra Acosta 1	Resume	August 04, 2015, 9:17 am	no	no		yes	ready	Pending		

While it is possible to approve a pending document sight unseen with the “Approve” button, Success Coaches are strongly encouraged to click the “Review” button to read the Resume or Cover Letter to determine whether it is employer-ready or not.

► Approving and Rejecting Student Documents

The screenshot shows the LIU Career Connect NACElink interface. The top navigation bar includes the LIU Career Connect logo, the NACElink logo, and the text "CAREER SERVICES MANAGEMENT SYSTEM software by symlicity". The top right corner shows the date and time "Tuesday August 04, 2015 | 2:29 pm | Travis Gabriel" and a "Logout" button. The main content area is titled "Mayra Acosta" and has a "back" link. The "Documents" tab is selected, showing a list of documents. The first document is "Mayra Acosta 1.pdf", which is a "Resume" document. The document is currently in "Review" status. The "Reviewed By" dropdown menu is set to "Sam Schreiber". The "Review Status" dropdown menu is set to "Not Approved". The "Comment" field is empty. A red arrow points to the "preview: Resume: Mayra Acosta 1.pdf" link. Another red arrow points to the "Document Review Information" section.

You can preview a student's document as a pdf in Review. If you decide it is employer ready, select your name in the "Reviewed By" dropdown menu, select "Approved" in the "Review Status" dropdown menu and submit. If, on the other hand, you decide not to approve the document, you should still select your name in the dropdown menu before selecting "Not Approved." It is strongly advised to use the "Comment" section if you are rejecting a resume a cover letter. NOTE: You have the option of suppressing the email notification of an acceptance or rejection by checking the box next to "Suppress Email."

The screenshot displays the LIU Career Connect student dashboard. At the top, a navigation bar includes links for Home, Profile, Documents, Resources, Jobs, Employers, Interviews, Events, and Calendar. The 'Jobs' menu is currently open, showing options for 'My Job Applications', 'My OCR Applications', and 'NACElink Network'. A welcome message for Mayra Acosta is visible, along with a notification to update the profile. The dashboard is divided into several sections: a user profile for Mayra Acosta (Sophomore, Graduating May 2018, Computer Science) with a profile completion bar at 85%; a news feed featuring a welcome message from LIU Career Connect; a 'GETTING STARTED' section with links for Account Created, Personal Profile, Academic Profile, Privacy Settings, and Resume; a 'JOBS & INTERNSHIPS' section with links for Search Jobs, Jobs I Qualify For, and Exp. Learning; an 'INTERVIEWS' section with links for Campus Interviews I Qualify For and Scheduled Campus Interviews; a 'RESOURCES' section with links for Career Finder, Document Library, and Career Explorer; and a 'QUICKLINKS' section with a link for Resume Builder. The footer includes the NACElink logo and a statement about the network's collaboration.

Now that the student has created a Resume (and possibly a default Cover Letter as well), they may apply for jobs using the job search function.

► Job Search

The screenshot shows the LIU Career Connect Job Search interface. The 'Job Postings' tab is highlighted with a red box. The 'Advanced Search' button is also highlighted with a red circle. The page displays a list of job postings with details such as job title, employer, location, and application deadline.

Job Title	Employer	Location	Application Deadline	Posted	Position Type	Experience Level
LIU Promise Office Assistant	LIU Promise	Brookville, New York	December 31, 2015	July 29, 2015	LIU Budget, LIU Work Study	12
Benefits, Compensation & HRIS Manager	YMCA of Greater New York	New York, New York	September 28, 2015	July 28, 2015	Full Time	Experienced
Marketing & Advertising Manager	YMCA of Greater New York	New York, New York	September 28, 2015	July 28, 2015	Full Time	10
Payroll Supervisor	YMCA of Greater New York	New York, New York	September 28, 2015	July 28, 2015	Full Time	Entry Level

While job categories are sorted in tabs, the best way for students to find positions that are right for them is by using the Advanced Search button.

► Advanced Search

The screenshot shows the Symplicity website's 'Advanced Search' page for students. The browser address bar displays the URL: `https://liu-csm.symplicity.com/students/index.php?s=jobs&ss=jobs&mode=list`. The page features a top navigation bar with links: Home, Profile, Documents, Resources, Jobs, Employers, Interviews, Events, and Calendar. Below this, a 'Job Postings' section includes tabs for 'Jobs', 'My Favorites', and 'Applications'. A sub-navigation bar allows filtering by 'All Position Types', 'Full Time Entry Level', 'Internship', and 'Part Time'. The main search area is titled 'Find jobs by description, location and more' and includes a 'Search' button and a link to 'Advanced Search'. A 'Saved Searches' dropdown is also present. The search criteria are organized into several sections: 'Show Me' with a dropdown set to 'All Jobs & Interviews'; 'Jobs located within' with a text input for 'U.S. jobs only (maximum 150 miles)' and a 'miles of zip code' field; 'Exclude Jobs I've Applied For' with radio buttons for 'yes' and 'no'; 'Job Function' with a list including 'Management/Administration', 'Marketing/Sales', 'Research', 'Social Services', and 'Other'; and an 'Industry' list with checkboxes for various fields such as Accounting, Advertising, Aerospace, Agriculture, Architecture/Urban Planning, Arts, Automotive, Banking, Biotech & Pharmaceuticals, Business Services, Chemicals, Communications/Media, Computers, Construction, Consulting, Consumer Products, Education (which is checked), Electronics, Energy, Engineering, Entertainment, Entrepreneurial/Start-Ups, Environment, Fashion, Financial Services, Food Science, and Food Services.

Using the “Advanced Search” function, students can create an up-to-date list of jobs a set distance from any given zip code in a broad range of industries.

► Saved Searches

The screenshot shows the LIU Career Connect Job Postings page. The URL in the browser is <https://liu-csm.simplicity.com/students/index.php?s=jobs&ss=jobs&mode=list>. The page has a navigation bar with links: Home, Profile, Documents, Resources, Jobs, Employers, Interviews, Events, and Calendar. Below the navigation bar, there's a search bar and a "My Account" link. The main content area is titled "Job Postings" and includes tabs for "Jobs", "My Favorites", and "Applications". Under the "Jobs" tab, there are sub-tabs for "All Position Types", "Full Time Entry Level", "Internship", and "Part Time". A search bar is present with a "Search" button and a link to "Advanced Search". Below the search bar, there's a section for "Saved Searches" which is circled in red. It shows a list of saved searches with columns for "Show Me", "All Jobs", "Interviews", "Industry", and "Clear all". The first search is "LIU Promise Office Assistant" with an "Apply" button. Below the search results, there's a table with columns for "EMPLOYER", "POSITION TYPE", "LOCATION", and "ID". The table shows one result: "LIU Promise" for "LIU Budget, LIU Work Study" at "Brookville, New York" with ID "12". The page also includes a "View Printable Job List" and "Save As Excel" button, and a "SORT BY: Date Posted" dropdown. The footer contains the NACElink logo and text: "NACElink Network is a collaboration between NACE, Simplicity, DirectEmployers and your college/university." and links to "Privacy Policy" and "Terms of Use".

Now that the list of jobs matching the student's criteria has been selected, they may want to take the opportunity to save the search.

► Editing Saved Job Searches

The screenshot shows the LIU Career Connect website interface. The top navigation bar includes links for Home, Profile, Documents, Resources, Jobs, Employers, Interviews, Events, and Calendar. The main content area is titled 'Job Postings' and features a search bar and a 'Saved Searches' dropdown menu. A job listing for 'LIU Promise Office Assistant' is displayed, with details including the employer (LIU Promise), location (Brookville, New York), and application deadline (July 29, 2015). A dropdown menu is open, showing options for 'Send via email' (Never, Daily, Every Other Day, Weekly, Monthly, Quarterly) and 'New results only' (yes, no). The interface also includes a 'View Printable Job List' button and a 'Save As Excel' button.

Saving a search allows students to easily run a report on jobs meeting their desired criteria. Students also have the option of receiving email notifications of new jobs meeting the search terms on a monthly, weekly, or even daily basis.

► Applying for Jobs

The screenshot shows the Symplicity job posting interface for LIU Promise. The browser address bar displays the URL: <https://liu-csm.symplicity.com/students/index.php?s=jobs&ss=jobs&mode=list>. The page has a top navigation bar with links: Home, Profile, Documents, Resources, Jobs, Employers, Interviews, Events, and Calendar. Below this is a sub-navigation bar with: Home > Jobs, a search bar, and links for My Account, NACElink, and software by sympathy. The main content area is titled "Job Postings" and includes tabs for Jobs, My Favorites, and Applications. Under the Jobs tab, there are filters for "All Position Types" (Full Time Entry Level, Internship, Part Time) and a search bar with "Find jobs by description, location and more". Below the search bar are links for "Saved Searches", "Show Me: All Jobs & Interviews", "Industry: Education", and "Clear all". There are also links for "View Printable Job List" and "Save As Excel". The job listing shows "1. LIU Promise Office Assistant" with an "Apply" button circled in red. The job description includes: "Assist the LIU Promise office with daily tasks that include: Front desk greeting (students, staff, faculty, families, visitors, etc.) Answering phones Filing Running errands Creating and posting flyers Engaging with new students, families, and staff ... more". To the right of the job listing, there is a table with details: Application Deadline: December 31, 2015, Posted: July 29, 2015, EMPLOYER: LIU Promise, POSITION TYPE: LIU Budget, LIU Work, Study, LOCATION: Brookville, New York, ID: 12. At the bottom, it says "Items 1-1 of 1 (Results as of: Tuesday, August 04, 2015 | 9:24 am)". The footer includes the NACElink logo, "CAREER SERVICES MANAGER", and a note: "NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university." with links for "Privacy Policy" and "Terms of Use".

Clicking the highlighted title of the position will lead to a more detailed description. Clicking the “Apply” button will initiate the student’s application process.

► Job Descriptions

The screenshot shows a web browser displaying a job posting for "LIU Promise Office Assistant" on the NACElink Symplicity website. The URL in the address bar is <https://liu-csm.symplicity.com/students/index.php?mode=form&id=11dc02fac82edf6e56650fbdf441f62&js=jobs&ss=jobs>. The page has a blue navigation bar with links: Home, Profile, Documents, Resources, Jobs, Employers, Interviews, Events, and Calendar. Below the navigation bar, the job title "LIU Promise Office Assistant" is displayed, along with the employer "LIU Promise". The posting date is "Jul 29, 2015" and the division is "N/A". A description of the job duties is provided, including front desk greeting, answering phones, filing, running errands, creating and posting flyers, engaging with new students, families, and staff, and managing staff calendars. An "Employer Profile" link is also present. The location is listed as "Nation Wide" with no specific city or state. The position type is "LIU Budget, LIU Work Study" and the desired major is "Major". The desired class levels are "Freshman, Sophomore, Junior, Senior, Graduate Student". A "How to Apply" section provides contact information for the LIU Promise Office Assistant position, including an email address (liupromise@liu.edu) and a phone number (516-299-3737). The important dates section shows the posting date as "July 29, 2015" and the applications accepted until "December 31, 2015". On the right side of the page, there are links to "Mock Interviews", "Salary Calculator", and "Help & Support". The footer of the page includes the NACElink logo and a statement that the NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers, and the user's college/university. Links for "Privacy Policy" and "Terms of Use" are also provided.

Job Postings

LIU Promise Office Assistant

LIU Promise

Posted: Jul 29, 2015
DIVISION N/A

DESCRIPTION
Assist the LIU Promise office with daily tasks that include:
Front desk greeting (students, staff, faculty, families, visitors, etc.)
Answering phones
Filing
Running errands
Creating and posting flyers
Engaging with new students, families, and staff
Managing staff calendars

LOCATION
Nation Wide
no
City
Brookville
State/Province
New York
Country
United States

POSITION TYPE
LIU Budget, LIU Work Study

DESIRED MAJOR(S)
Major

DESIRED CLASS LEVEL(S)
Freshman, Sophomore, Junior, Senior, Graduate Student

HOW TO APPLY
If you are interested in applying for the LIU Promise Office Assistant position please contact LIU Promise at liupromise@liu.edu or 516-299-3737 or visit us in Hillwood Commons, Room 270.

IMPORTANT DATES
Posted On:
July 29, 2015
Applications Accepted Until:
December 31, 2015

Back Print Preview Print

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[Privacy Policy](#) | [Terms of Use](#)

For some job postings, the “Apply” button redirects to a job description. If the Employer Contact has filled out the posting completely, there should be instructions included in the “How to Apply” section.

► Submitting Job Applications

The screenshot shows a web browser window with the URL <https://liu-csm.symplicity.com/students/index.php?mode=form&id=5e9fd66a768eddd8378e2fe219c064d&s=jobs&ss=jobs>. The page is titled "Instructional Assistant" and is for Hyde Leadership Charter School. It was posted on Jul 24, 2015. The application form is highlighted with a red circle and includes the following fields:

- RESUME:** A dropdown menu showing "Mayra Acosta 1" and an "Add New" button.
- COVER LETTER:** A text area with a "No cover letters found!" message and a "Submit" button.

Below the application form, the following information is displayed:

- Nation Wide:** no
- City:** Brooklyn
- State/Province:** New York
- Country:** United States
- POSITION TYPE:** Full Time Experienced
- QUALIFICATIONS:**
 - A Bachelor's degree from an accredited college or university
 - A Master's degree in Education or relevant content are (preferred)
 - New York State Certification
 - Demonstrated success working in an urban school setting
 - Strong data tracking and analysis skills
 - An ability to communicate and collaborate effectively with colleagues, families and students
 - A belief that everyone is gifted with a unique potential
 - A commitment to character development and family partnerships
- CONTACT INFORMATION:**
 - Sandra J. Dupree
 - Executive Director
 - 330 Alabama Avenue, Room 302
 - Brooklyn, New York 11207
 - United States

On the right side of the page, there are links to "RELATED RESOURCES" (Mock Interviews, Salary Calculator), "HELP & SUPPORT" (Chat with an Advisor is OFFLINE, Send a Question or Comment), and a "WANT THIS JOB?" button with a "1" and "Apply" text.

Other job postings lead to this window. Some job postings only require a Resume while others require a Cover Letter.

► Resume Builder - Cover Letters

The screenshot shows a web browser window with the URL <https://liu-csm.simplicity.com/students/index.php?rbmode=form&rbtype=cover&subtab=resume&rbid=&s=resume&ss=1>. The page has a blue navigation bar with links: Home, Profile, Documents, Resources, Jobs, Employers, Interviews, Events, and Calendar. Below the navigation bar, the breadcrumb trail reads "Home > Documents > Resume Builder". The main heading is "Documents". To the right of the heading is a search bar and a "My Account" link. Below the heading, there are two steps: "1 Create Cover Letter" and "2 save". A button labeled "Show Me Sample Cover Letters" is positioned above the form fields. The form has two main sections: "Label" with a text input field, and "Content" with a large text area. At the bottom of the form are two buttons: "Cancel" and "Save And Continue". The footer of the page includes the NACElink logo and the text: "NACElink Network is a collaboration between NACE, Simplicity, DirectEmployers and your college/university."

The Resume Builder tool is used to create Cover Letters in addition to Resumes. While the Cover Letters can be written completely from scratch, there are several Cover Letter templates students may wish to consider using.

► Cover Letter Templates

https://liu-csm.simplicity.com/students/index.php?choose_template=1&ss=resume&ss=rb

Home Profile Documents Resources Jobs Employers Interviews Events Calendar

Home > Documents > Resume Builder

Documents

STEPS: 1 Create Cover Letter 2 save

Back

Select a sample cover letter.

Choose the template that best matches your status as a candidate or the profession you are pursuing.

Cancel

Save And Continue

General Advertisement Response (Outline)

[Your Street Address]
[City, State Area Code]
[Today's Date]

[Full Name of Recipient]
[Position in Organization]
[Organization's Name]
[Organization's Address]

Dear Mr./Ms. [Last Name]:

I am enclosing my resume in response to your [date posted] advertisement in the [location of advertisement] for a [Position]. This position sounds like an excellent match for my background and interest, and I would welcome the opportunity to discuss it further with you.

My Matching Qualifications are as follows:

- [List several qualification including education, work and volunteer experiences.]

Should you agree that my credentials are a suitable match for your requirements, I would greatly appreciate the chance to further explore this opportunity through a personal interview. I feel confident that I can provide the kind of leadership that will ensure the success of your [department].

Save And Continue

General Broadcast (Outline)

[Your Street Address]
[City, State Area Code]
[Today's Date]

[Full Name of Recipient]
[Position in Organization]
[Organization's Name]
[Organization's Address]

Dear Mr./Ms. [Last Name]:

I have enclosed my resume to facilitate your consideration of my employment candidacy for the position of [Name of Position] at [Organization's Name]. I believe I have excellent credentials for this position, and would welcome your interest in my candidacy.

I hold an [Degree Level] in [Field of Study] from [University's Name], and have nearly [x] years experience in the [Name] Function. This includes [x] years as [position] for [Company], and over [x] years as [Position] for [Company].

I have successfully managed [Group/Organization] and established an excellent track record in the [Name Specific Field] at the executive, managerial and professional levels. I enjoy a solid reputation for delivering cost-effective, state-of-the-art solutions.

Save And Continue

Thank You Letter (Outline)

[Your Street Address]
[City, State Area Code]
[Today's Date]

[Full Name of Recipient]
[Position in Organization]
[Organization's Name]
[Organization's Address]

Dear Mr./Ms. [Last Name]:

I wanted to let you know how much I appreciated the opportunity to interview with [Organization's Name] for the position of [Position]. This is an exciting position, and I want to reaffirm my strong interest in this assignment.

In particular, I enjoyed meeting [Names of Contacts], and appreciated their time in explaining the responsibilities of the position and the [Position's] function. This was most enlightening and served to pique my interest in working as part of this group.

I feel that my [name qualifications] should serve me well in meeting the requirements of this position. Additionally, I feel that my strong background in [Technical Skill] should also prove additive to the group's efforts.

In addition to Cover Letters, these templates also include Thank You Letters and other correspondence.

► Editing Cover Letter Templates

Home > Documents > Resume Builder

Documents

STEPS: 1 Create Cover Letter 2 save

Show Me Sample Cover Letters

Label*

Cover Letter

Content*

```
<p style="text-align: right;">[Your Street Address]<br />[City, State Area Code]<br />[Today's Date]</p>
<p> </p>
<p>[Full Name of Recipient]<br />[Position in Organization]<br />[Organization's Name]<br />[Organization's Address]</p>
<p>Dear Mr./Ms. [Last Name]:</p>
<p>I have enclosed my resume to facilitate your consideration of my employment candidacy for the position of [Name of Position] at [Organization's Name]. I believe I have excellent credentials for this position, and would welcome your interest in my candidacy.
</p>
<p>I hold an [Degree Level] in [Field of Study] from [University's Name], and have nearly [x] years experience in the [Name] Function. This includes [x] years as [position] for [Company], and over [x] years as [Position] for [Company].</p>
<p>I have successfully managed [Group/Organization] and established an excellent track record in the [Name Specific Field] at the executive, managerial and professional levels. I enjoy a solid reputation for delivering cost-effective, timely and highest-quality employment results. I am skilled in [Name a Couple Professional Traits], that have substantially improved the organization's ability to [Results of Your Professional Traits].
</p>
<p>Should you feel that I could contribute added value to your organization, I would appreciate if you would call me at [Phone Number]. I would welcome the opportunity to discuss career prospects with your organization.</p>
<p>Thank you for your consideration, and I look forward to your reply.</p>
<p style="text-align: right;">Sincerely,</p>
<p style="text-align: right;"></p>
<p style="text-align: right;"></p>
<p style="text-align: right;">[Full Name]</p>
<p> </p>
```

Cancel Save And Continue ►

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[Privacy Policy](#) | [Terms of Use](#)

Clicking “Save and Continue” leads students to this window in which the coded instructions for the Cover Letter formatting are visible. Students should not attempt to edit the code. Success Coaches also should refrain from editing the code. Code, for clarity’s sake, is any set of characters that appear between “<” and a “>” symbols.

► Submitting Cover Letters for Review

The screenshot shows the NACElink Career Services Manager interface. The top navigation bar includes links for Home, Profile, Documents, Resources, Jobs, Employers, Interviews, Events, and Calendar. The main content area is titled 'Documents' and features a message: 'Cover Letter Information Has Been Saved. Your document has been saved. Use the buttons below to see it in HTML or PDF format. At any time you may come back to the documents section to edit or redesign your Cover Letter.' Below this message, there are two steps: '1 Create Cover Letter' and '2 save'. The 'View, Save, and Print' section provides instructions: 'While viewing your Cover Letter in PDF format, you can save it and print it.' It includes icons for PDF, HTML, and Doc formats, and buttons for 'View PDF', 'View HTML', and 'View Doc'. The 'Submit for Review' section states: 'Submit this Cover Letter for review. You will receive feedback from a counselor, and once it has been approved you will be able to activate this Cover Letter for job postings.' It includes a 'Submit For Review' button with a right arrow, and 'Cancel' and 'Back' buttons. The footer contains the NACElink logo, the text 'NACElink Network is a collaboration between NACE, Symlicity, DirectEmployers and your college/university.', and links for 'Privacy Policy' and 'Terms of Use'.

Like Resumes, Cover Letters must be submitted for review the first time they are created. However, after the Success Coach approves a student's cover, the student may create and activate as many cover letters as they like.

► Student Document Review

LIUCareerConnect NACElink CAREER SERVICES MANAGEMENT SYSTEM as software by symphony

https://liu-csm.symplicity.com/manager/index.php?r_mode=list

Tuesday August 04, 2015 | 9:55 am | Travis Gabriel Logout

Mayra Acosta back

Overview Core Documents Counseling Employment Exp. Learning Activity Mock Interviews Login As

Keywords searches file label

Apply Search More Filters

Go Batch Options Add New Items 1-1 of 1

Options	Document Title	Document Type	Last Modified	Private	Default Resume	Resume Books	Compatible with Publications	Conversion Status	Status	Review Status	Reviewed By
Review Approve Lock Delete	Cover Letter	Cover Letter	August 04, 2015, 9:55 am	no	no		yes	ready	Pending		

Add New Items 1-1 of 1

Showing 20 per pagePage 1

Support

NEIGHBORHOOD Client Support Portal

Call Help Desk: 1-703-373-7040

Hours: Mon-Fri 9am-8pm ET (except holidays)

The process for reviewing and approving/rejecting Cover Letters is identical to the process for Resumes.

► Using NACElink

LIU Career Connect | Job Postings | LIU Career C...

https://liu-csm.symlicity.com/students/?s=jobs&ss=applied&mode=list&subtab=ocr

Home | Profile | Documents | Resources | **Jobs** | Employers | Interviews | Events | Calendar

Home > Jobs > Applications

Job Postings

Jobs | My Favorites | **Applications**

Non-OCR Job Applications | **OCR Applications**

To view PDF files, you may need [Adobe Acrobat Reader](#).

No records found.

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Privacy Policy | Terms of Use

Students can also use the Jobs tab to access the NACElink Network.

nacelinknetwork.jobs

NACElink
N · E · T · W · O · R · K

Extended Job Search

Where: city, state, country

What: job title, keywords

Home | View All Jobs (2,286,743)

Jobs

Systems Engineer - Research Triangle Park, NC
Randstad - Research Triangle Park, NC

Team Leader - AM Access Management
JPMorgan Chase - MH India

Operations Senior Analyst - Payroll Administrator
Deutsche Bank - Birmingham United Kingdom

Custody & Agency Securities Lending Ops Manager, VP
Deutsche Bank - Jacksonville, FL

Rental Sales Associate
Avis Budget Group - Norfolk, VA

CFO Finance - PPNR Modeling
Deutsche Bank - New York, NY

Managed Fixed Income Specialist - VP
JPMorgan Chase - Chicago, IL

Desktop Support Technician - Washington, DC
Randstad - Washington, DC

Risk Assessment - Compliance Officer (AVP/VP)
Deutsche Bank - New York, NY

Business Analysis Specialist
Deutsche Bank - New York, NY

Share

Filter by Country

- United States (2,038,815)
- Mexico (96,997)
- India (22,058)
- Canada (21,172)
- United Kingdom (18,444)
- China (14,817)
- Germany (8,477)
- France (4,564)
- Singapore (3,914)
- Poland (3,111)
- More

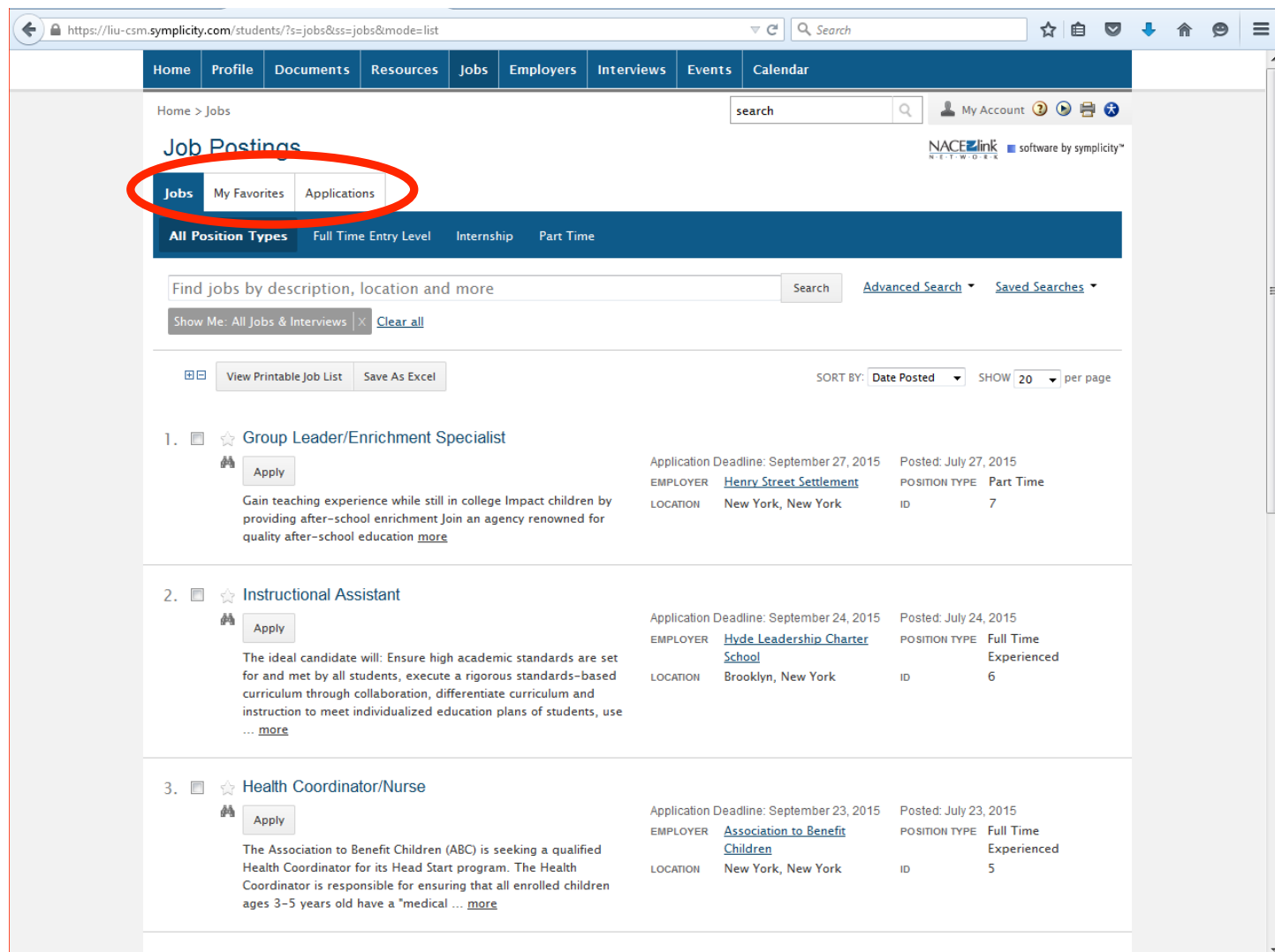
Filter by State

- California (217,182)
- Texas (144,871)
- New York (146,512)

NACElink is a job search tool outside of LIU Career Connect. It is best thought of as an additional resource for students in their job search.

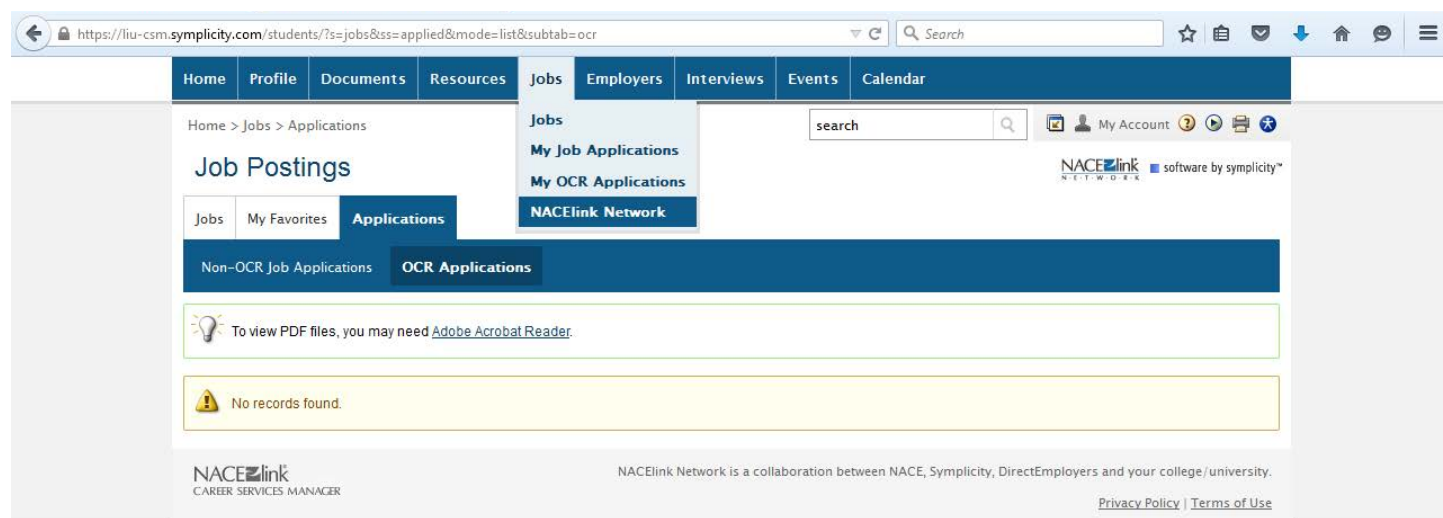
Please note that since it is outside LIU Career Connect, student profile information is not available in the extended job search and students will be advised to apply directly to those postings.

► Job Postings & On-Campus Recruiting Jobs



The screenshot shows the Symplicity student page at <https://liu-csm.simplicity.com/students/?s=jobs&ss=jobs&mode=list>. The navigation bar includes Home, Profile, Documents, Resources, Jobs, Employers, Interviews, Events, and Calendar. The 'Jobs' tab is highlighted with a red circle. Below the navigation bar, there is a search bar and a 'My Account' link. The main content area displays job postings under the 'Jobs' tab. The first job listing is for a 'Group Leader/Enrichment Specialist' at Henry Street Settlement, with an application deadline of September 27, 2015. The second job listing is for an 'Instructional Assistant' at Hyde Leadership Charter School, with an application deadline of September 24, 2015. The third job listing is for a 'Health Coordinator/Nurse' at Association to Benefit Children, with an application deadline of September 23, 2015.

In addition to searching for jobs, students can keep track of their applications and favorite job postings in the Jobs section of their Symplicity student page.



The screenshot shows the Symplicity student page at <https://liu-csm.simplicity.com/students/?s=jobs&ss=applied&mode=list&subtab=ocr>. The navigation bar includes Home, Profile, Documents, Resources, Jobs, Employers, Interviews, Events, and Calendar. The 'Jobs' dropdown menu is open, showing options like 'Jobs', 'My Job Applications', 'My OCR Applications', and 'NACELink Network'. The 'Applications' tab is highlighted. Below the navigation bar, there is a search bar and a 'My Account' link. The main content area displays the 'Applications' section, which is currently empty, showing a message: 'No records found.' The footer includes the NACELink logo and a note that NACELink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university.

► Batch Options

The screenshot shows the LIU Career Connect interface. The top navigation bar includes the LIU Career Connect logo, NACElink logo, and the text "CAREER SERVICES MANAGEMENT SYSTEM". The date and time are "Tuesday August 04, 2015 | 5:20 pm | Travis Gabriel". The user is logged in as "Travis Gabriel".

The left sidebar contains a navigation menu with the following items: Home, Communications, Calendar, Contacts, Professional Network, Employers, Survey, Students / Alumni (highlighted), Counseling, Exp. Learning, OCR, Job Postings, Events, Job Shadow, Resume Book, Quick View Reports, Resume Builder, Publications, Mock Interviews, Reporting, Document Library, Application Synch, My Account, Users Online (1 Manager), and Support.

The main content area is titled "Students" and has a "Keyword Search" bar. Below the title is a navigation bar with tabs: Student List, Detailed Search, Saved Searches, Duplicate Search, Search Results (highlighted), Archived Students, New Alumni Registrations, and Document Review.

A message box states: "To view PDF files, you may need [Adobe Acrobat Reader](#). To view Excel files, you may need [Excel Viewer 2003](#)."

The "Batch Options" dropdown menu is open, showing the following options:

- Batch Options
- Mail
- [New Message]
- Employers
- Demo Fair: Confirm Registration
- Employer Welcome Message
- Students
- Student Welcome Message
- 2015 Careers Announcement - Students
- Test Frank: Confirm Registration
- edit
- Set Flag
- CSM Super Tester
- Test
- Clear Flag
- CSM Super Tester
- Test
- Account
- Resend Verification Email
- Approve

The table below shows a list of students with 234 items selected. The table has columns: Student, Major, Email, Year, Grad, Resume, Status, Logins, Email Verified, and Cr.

Student	Major	Email	Year	Grad	Resume	Status	Logins	Email Verified	Cr
00470745	Computer Science	mavra.acosta@my.liu.edu	Sophomore	May, 2018		Seeking Full Time - Entry Level	0	✓	Ju 20 pn
00470433		dina.affi@my.liu.edu		-			0	✓	Ju 20 pn
00470212		summer.ahmad@my.liu.edu		-			0	✓	Ju 20 pn
00469395		amjad.amin@my.liu.edu		-			0	✓	Ju 20 pn
100471395	Andriana	andriana.andriopoulos@my.liu.edu		-			0	✓	Ju 20 pn
100532764	Xena	xena.badillo@my.liu.edu		-			0	✓	Ju 20 pn
100458783	Malika	malika.bakhronova@my.liu.edu		-		(disabled)	0	✓	Ju 20 pn
100471199	Jessica Joy	jessicaoy.balaoro@my.liu.edu		-			0	✓	Ju 20 pn
100470495	Miriam	miriam.becker@my.liu.edu		-			0	✓	Ju 20 pn

Whether you are managing your entire caseload or a group of selected students, you can use the Batch Options function as a Manager for a wide range of items. As a Success Coach, you will primarily use the Batch Options to send out LIU Career Connect-related messages to large groups of students.