



CSM Online Job Search Tool Tutorial --apply for on and off campus jobs!

- 1. Log into the CSM**
 - a. Go to <https://viu-csm.symplicity.com/students/index.php>
 - b. Username: bianca@campus.viu.edu, Password ex: 10000112233
- 2. Fill out the profile**
 - a. Click “Profile” and fill out the Personal, Academic and Talent Search information
- 3. Upload your resume and cover letter**
 - a. Click “Document” then “+ Add New” to upload your documents
 - b. “Label” your documents and select the “Document Type”
 - c. Label documents like this ResumeBiancaMuller with your name and no spaces
 - d. Label documents differently for each job ex: ResumeBiancaMullerBookstore
 - e. Click the box which shows which kind of document it is and then click “Submit”
 - f. If trying to upload a third document, (not resume or cover letter) click “other”
 - g. Your document will show in “Pending Documents” until approved
- 4. Problems upload or applying – troubleshooting**
 - a. Check to make sure you have no spaces in document names
 - b. Upload your documents as Pdfs
 - c. Remove your documents and reload them
 - d. Make sure you have not already applied, you can only apply once
- 5. The Career Center will review your documents and approve them**
 - a. The Career Center will normally email you tips for improvement
 - b. If you are applying for a campus job we will approve them immediately so you can apply, but you should visit the career center for a resume review
 - c. When your documents are approved they will appear under “Approved Documents”
- 6. After approval search and apply for jobs**
 - a. After approval you will see the tabs “CSM Jobs” and “NACElink Network”
 - b. Click on “CSM Jobs” to apply for on campus positions
 - c. Read through the job and internship positions available
 - d. F1 students can only apply for on campus positions until they are on CPT or OPT
- 7. Curricular Practical Training Students (CPT) –during school**
 - a. Learn when you are eligible for CPT from the DSO “Designated School Official” in Waples
 - b. Apply for part time internships during the school year
 - c. Apply for full time summer internships
- 8. Optional Practical Training Students (OPT)–after graduation**
 - a. Apply for any CSM or NaceLink position where you meet the advertised qualifications
 - b. You can work 1-2 years after graduation depending on your major
- 9. Citizens and Students with Work Authorization**
 - a. Apply for any CSM or NaceLink position where you meet the advertised qualifications