SPH CareerLink SAVE JOBS & EMPLOYERS AS FAVORITES

Welcome to Boston University School of Public Health's (BUSPH) job board and recruitment system: SPH CareerLink. This step-by-step instruction manual will guide you through the process of saving jobs and employers as favorites.

STEP 1: VISIT <u>HTTPS://SPH-BU-CSM.SYMPLICITY.COM/STUDENTS</u>

You may bookmark this page in your web browser.

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	Log In Please enter your username and password. Username (your email address) BU.Student@bu.edu Password 	Register Register for a new account. Register >	d m	

STEP 2: LOG IN

Log in to your account.

- If you forgot your password, please use the "Forgot Password" option to have the password emailed to you.
- Your username should be your email. If it is not working please contact the SPH Career Services Office.
- If you do not have an account (this might be the case if you are an alumni; unlikely if you are a student), please register for an account.

STEP 3: JOBS

From the homepage, select the "Jobs" tab in the menu/navigation bar.

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STEP 4: SEARCH OPPORTUNITIES

To learn how to search for opportunities please see the *Search for Jobs and Set Up Email Alerts for New Jobs* guide.

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STEP 5: ADDING JOBS TO FAVORITES

Say that you really like a job, but you are not ready to apply yet. You can save that job to you "Favorites" folder.

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	Keywords Show Me: All Job Listings (searches job title, ID, description, and employer name: min. 3 characters) See Advanced Search for more search options.
	Majors/Concentrations Position Type
	More Options Search Clear BO results Items 1-20 of 80 (Results as of: Monday, September 03, 2012 4:24 pm)
	U View Printable Job List (0 items selected) SORT BY: Date Posted + SHOW 20 + per page + Page 1+
	1. C Research Associate Application Deadline: Oct 31, 2012 Posted: Aug 31, 2012 Posted: Aug 31, 2012 Postrion Type Full Time Academic Research
	LOCATION nationwide, United States ID 3265

You can do this by clicking on the "star" next to it.

7. C Ridgehead seeks a Healthcare Consulting Intern. The GfK Bridgehead internship provides an opportunity to get hands-on experience in a fast-pared consulting environment with exposure	Application Deadline: Sep 28, 2012 EMPLOYER <u>GfK Bridgehead</u>	Posted: Aug 07, 2012 POSITION TYPE Full Time Internship, Part Time Internship	
to pharmaceutical, medical device, biotechnology, and diagnostic companies. The intern more	LOCATION Wayland, Massachusetts	ID 3163	

Clicking on the star will make the star yellow:

to pharmaceutical, medical device, biotechnology, and diagnostic		7. Celevative consulting Intern Apply GfK Bridgehead seeks a Healthcare Consulting Intern. The GfK Bridgehead internship provides an opportunity to get hands-on experience in a fast-paced consulting environment with exposure to pharmaceutical, medical device, biotechnology, and diagnostic companies. The intern more	Application Deadline: Sep 28, 2012 EMPLOYER GfK Bridgehead LOCATION Wayland, Massachusetts	Posted: Aug 07, POSITION TYPE ID	, 2012 Full Time Internship, Part Time Internship 3163	
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The job will now show up in your **"Favorites"** tab.

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The jobs you select as "Favorites" will also show up on your homepage.

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	SUSA CAREER GUIDES View All Announcements	GETTING STARTED
	Your feedback is welcome.	Account Created Personal Profile Academic Profile Privacy Settings Resume

STEP 6: FAVORITE EMPLOYERS

You can also select favorite employers. Go to the "Employers" tab.

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Here you will find a list of all employers who have posted jobs on SPH CareerLink.

Please note that although these employers have posted jobs this does not necessarily mean that they currently have active postings on SPH CareerLink

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Just like with jobs, you can search for employers.

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Once you have found an employer you like, you can **star** the employer to make it a favorite.



The employers you **star** will show up in your employer profiles "**Favorite Employers**" tab.

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They will also appear on your homepage.

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If your favorite employers post jobs you will be notified on your homepage!