

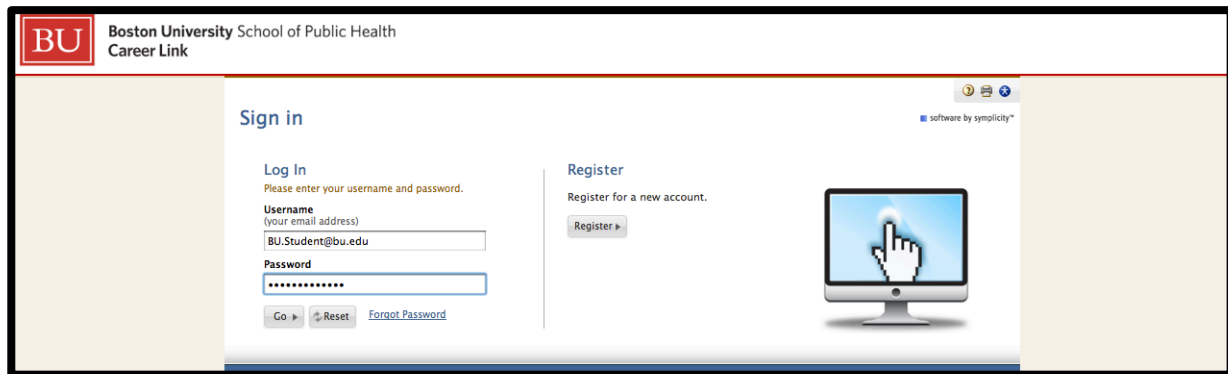
# SPH CareerLink

## 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 [HTTPS://SPH-BU-CSM.SYMPPLICITY.COM/STUDENTS](https://sph-bu-csm.symlicity.com/students)

You may bookmark this page in your web browser.



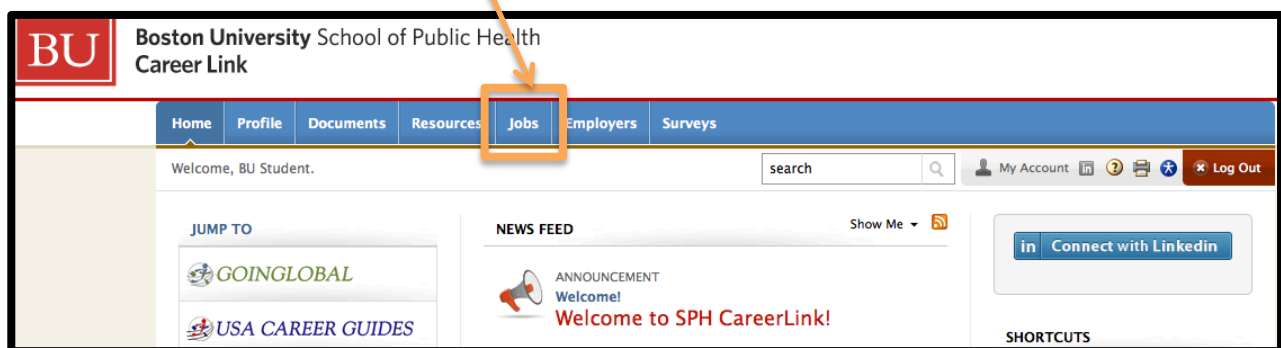
### STEP 2: LOG IN

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.



## 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.


The screenshot shows the Boston University Career Link search results page. The header includes the BU logo and 'Boston University School of Public Health Career Link'. A navigation bar contains 'Home', 'Profile', 'Documents', 'Resources', 'Jobs', 'Employers', and 'Surveys'. Below the navigation bar, there is a search bar and a 'Log Out' button. The main content area is titled 'job postings' and features a search filter section with 'Keywords', 'Majors/Concentrations', and 'Position Type' dropdowns. A 'Search' button is highlighted, and a notification indicates '80 results'. Below the search filters, there are options for 'View Printable Job List' and 'SORT BY: Date Posted'. The first search result is for a 'Research Associate' position, with details including 'Application Deadline: Oct 31, 2012', 'Posted: Aug 31, 2012', 'EMPLOYER: Cupcake', 'POSITION TYPE: Full Time Academic Research', and 'LOCATION: nationwide, United States'. An 'Apply' button is visible next to the job title.

## 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.

This screenshot is identical to the one in Step 4, but with an orange arrow pointing to the 'Favorites' tab in the search filter section. The 'Favorites' tab is highlighted with a red border, indicating the user's next step in the process.

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

7.  Healthcare 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      Posted: Aug 07, 2012

EMPLOYER [GfK Bridgehead](#)      POSITION TYPE Full Time Internship, Part Time Internship

LOCATION Wayland, Massachusetts      ID 3163

Clicking on the star will make the star yellow:

7.  Healthcare 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      Posted: Aug 07, 2012

EMPLOYER [GfK Bridgehead](#)      POSITION TYPE Full Time Internship, Part Time Internship

LOCATION Wayland, Massachusetts      ID 3163

The job will now show up in your “Favorites” tab.

**BU** Boston University School of Public Health  
Career Link


home profile documents Resources **Jobs** employers Surveys events calendar

Home > Jobs > Favorites

search  My Account ? Log Out

job postings software by simplicity™

Jobs **Favorites** Advanced Search Search Agents Applications


1.  Healthcare Consulting Intern

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      Posted: Aug 07, 2012

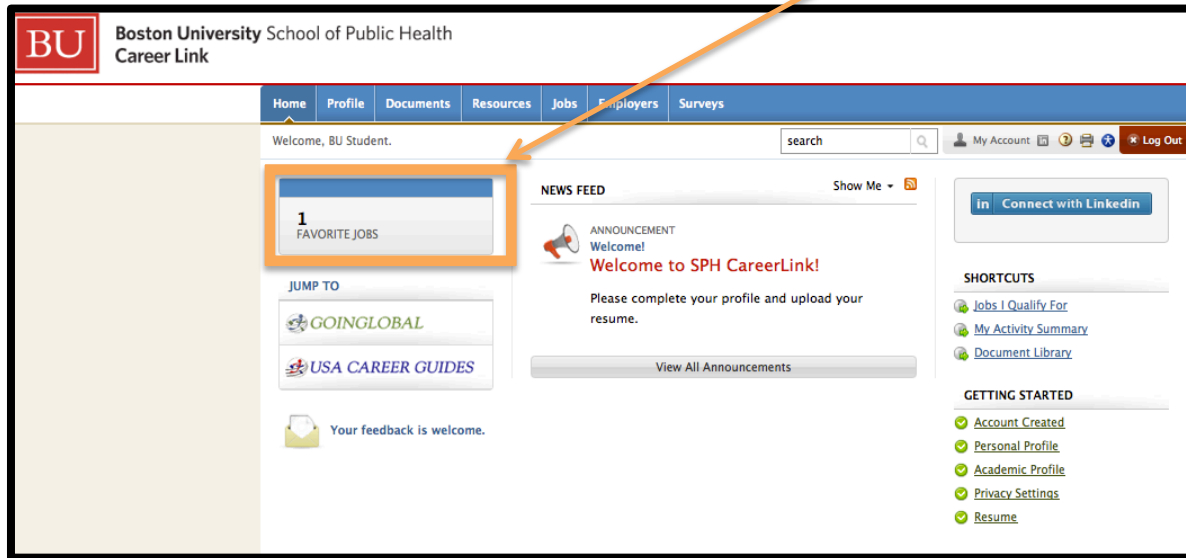
EMPLOYER [GfK Bridgehead](#)      POSITION TYPE Full Time Internship, Part Time Internship

LOCATION Wayland, Massachusetts      ID 3163

MY RATING 

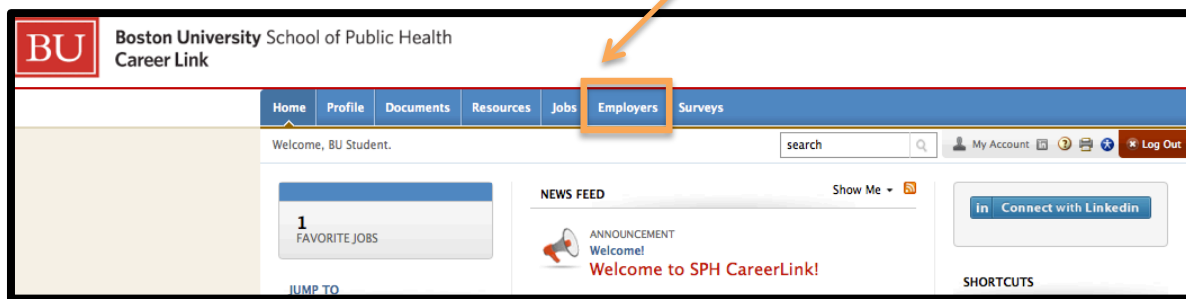
Items 1-1 of 1

The jobs you select as “Favorites” will also show up **on your homepage**.



### STEP 6: FAVORITE EMPLOYERS

You can also select favorite employers. Go to the “**Employers**” tab.

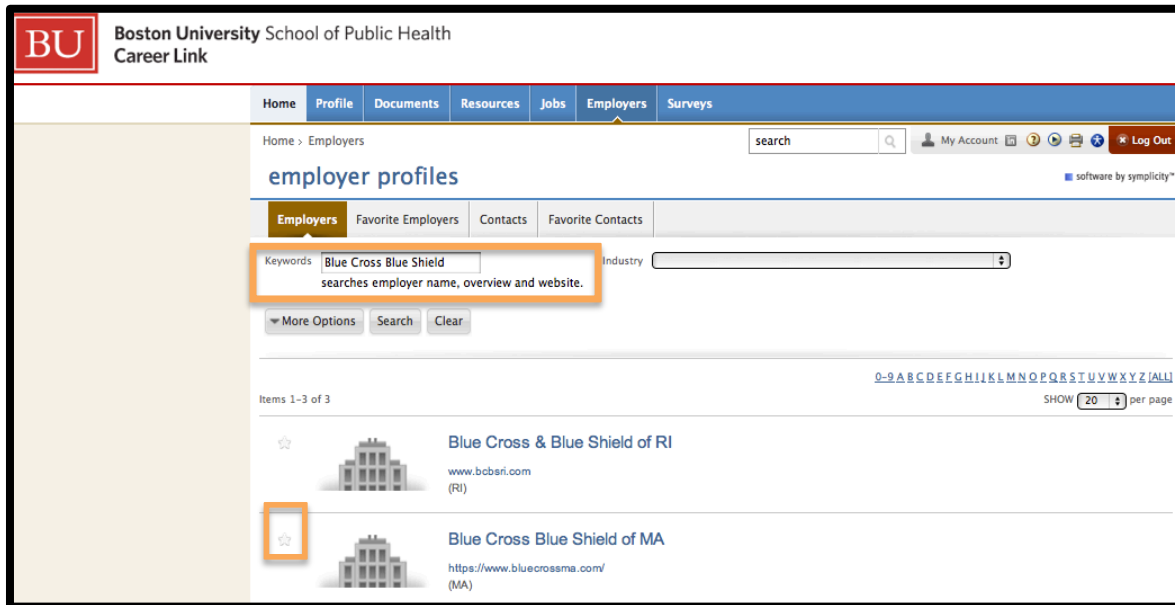


Here you will find a list of all employers who have posted jobs on SPH CareerLink.

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



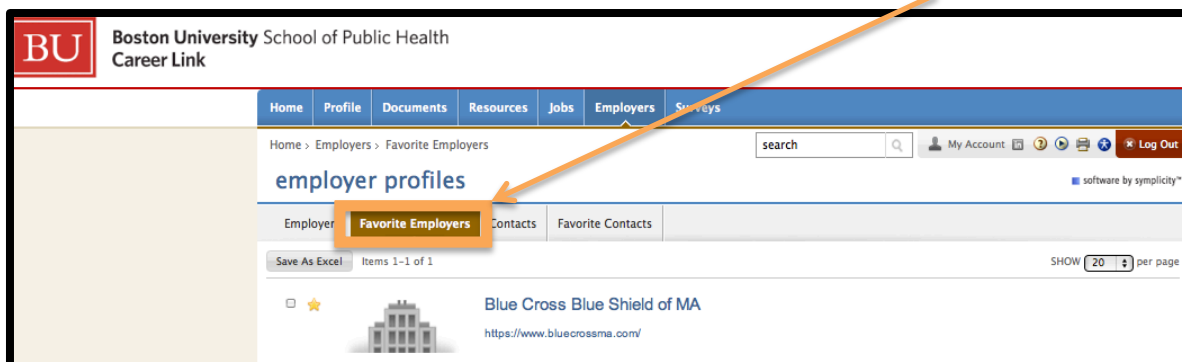
Just like with jobs, you can search for employers.



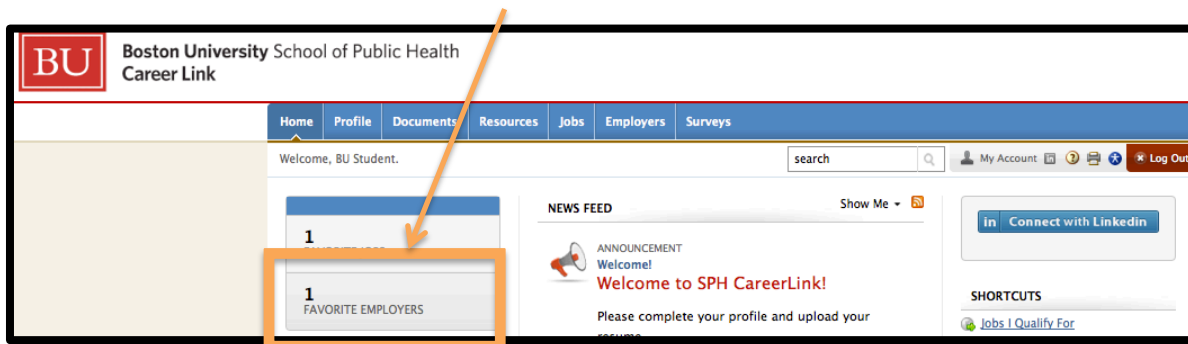
Once you have found an employer you like, you can **star** the employer to make it a favorite.



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



They will also appear on your homepage.



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