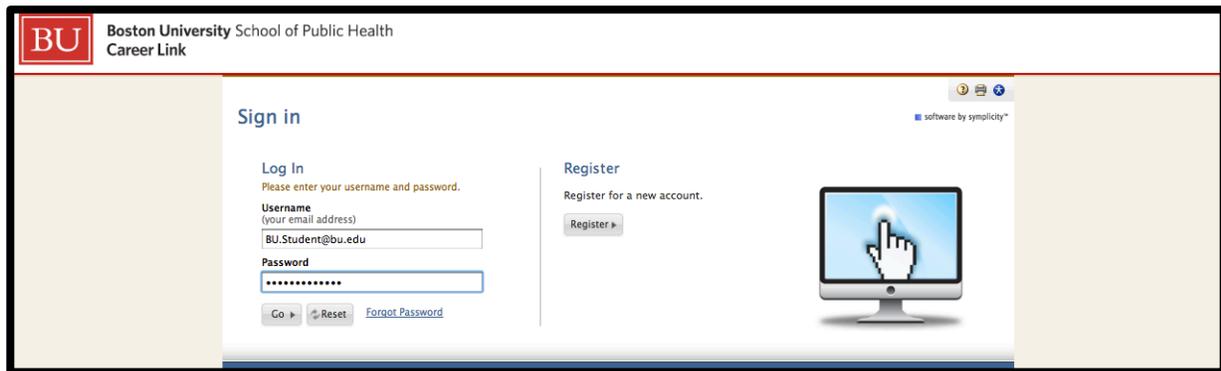# SPH CareerLink
SEARCH & SET UP EMAIL ALERTS FOR JOBS

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 searching and setting up email alerts for posted opportunities.

STEP 1: VISIT HTTPS://SPH-BU-CSM.SYMPLICITY.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.*
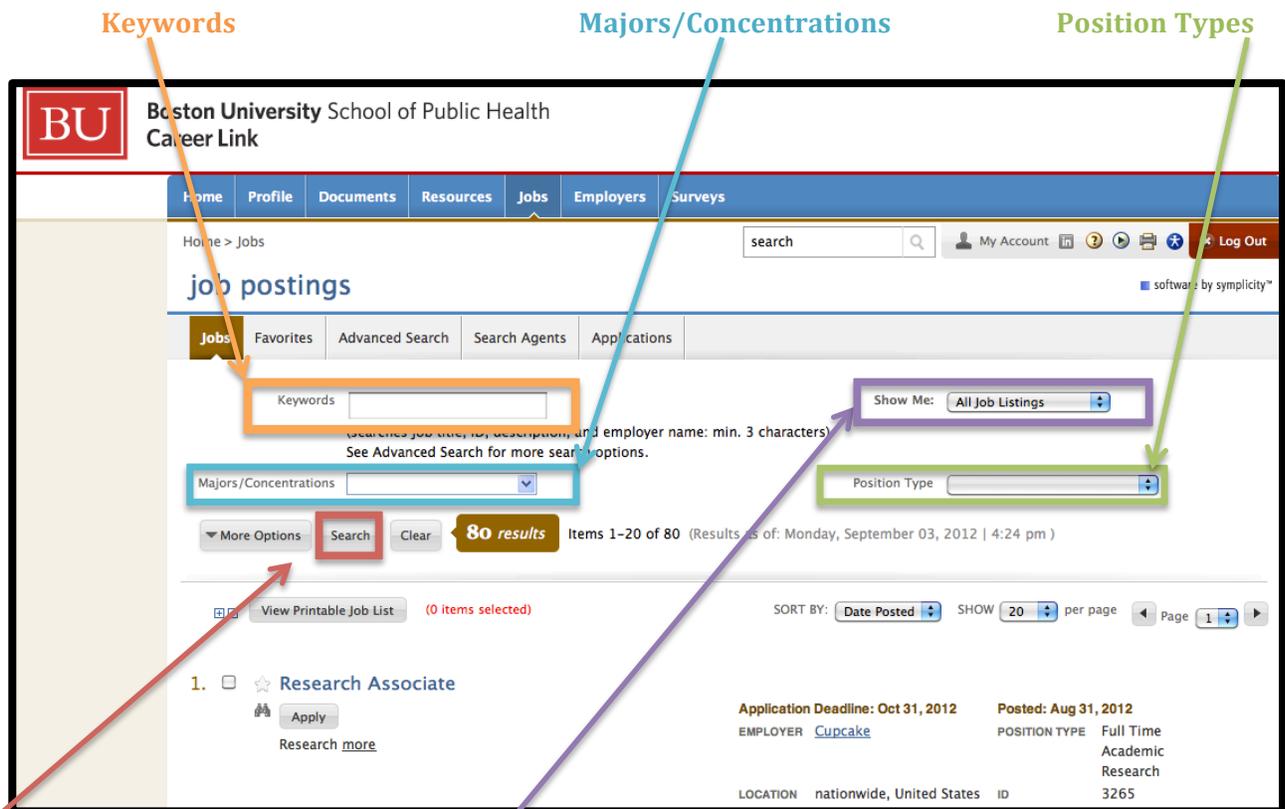
STEP 3: JOBS

From the homepage, select the "**Jobs**" tab in the menu/navigation bar.
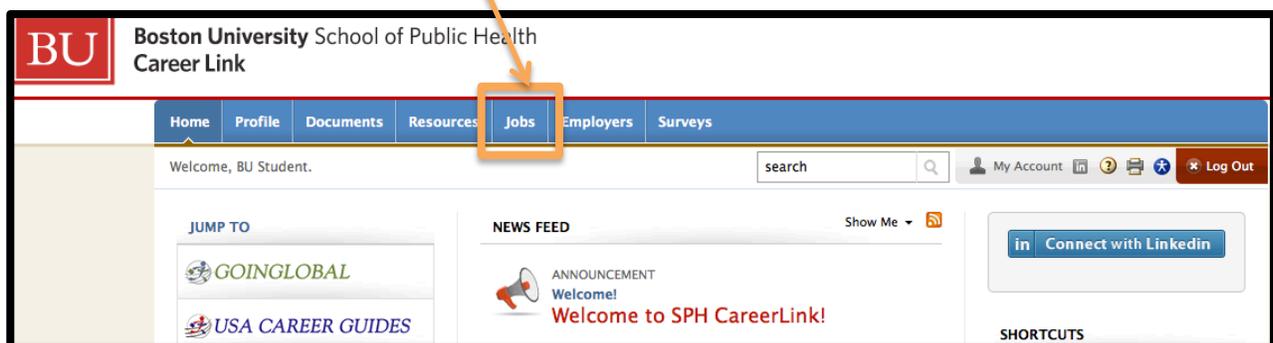
STEP 4: BASIC SEARCH

You will be taken to the basic search page. On this page you will find a list of all currently posted opportunities. You will also be able to conduct a basic search. You can customize your search based on several common categories:


You can also select under the "**Show Me**" drop down menu select "**Jobs I Qualify For.**" This will show all the positions for which you are eligible to apply.

Once you have entered your keyword, chosen your major, position type, or otherwise indicated what you want the system to show you, click "**Search.**"

More specific searches can be conducted via the "Advanced Search" tab, which is also how you can set up the search agents or email alerts.

STEP 5: ADVANCE SEARCH

Performing an **Advance Search** will allow you to view the available positions that most closely match your interests, and it will also let you set up **email alerts** for jobs that will match those criteria in the future. To start, select the **Advance Search** tab from the "job postings" navigation menu/toolbar.
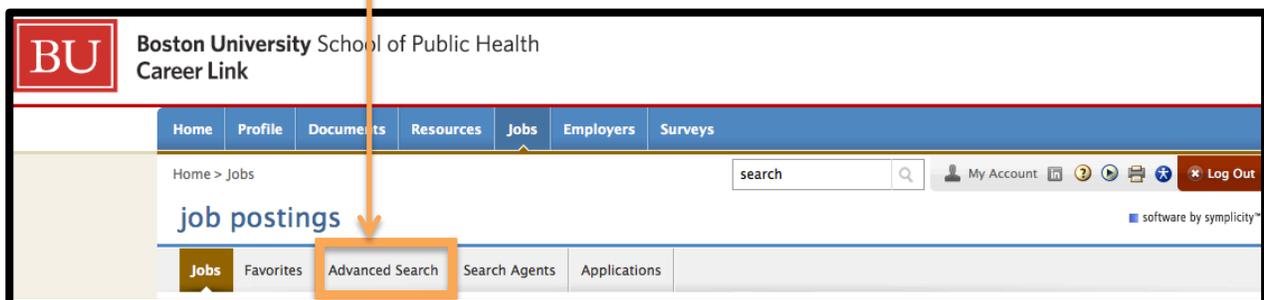
Once you enter the "Advanced Search" page you will see that the tab will change color:
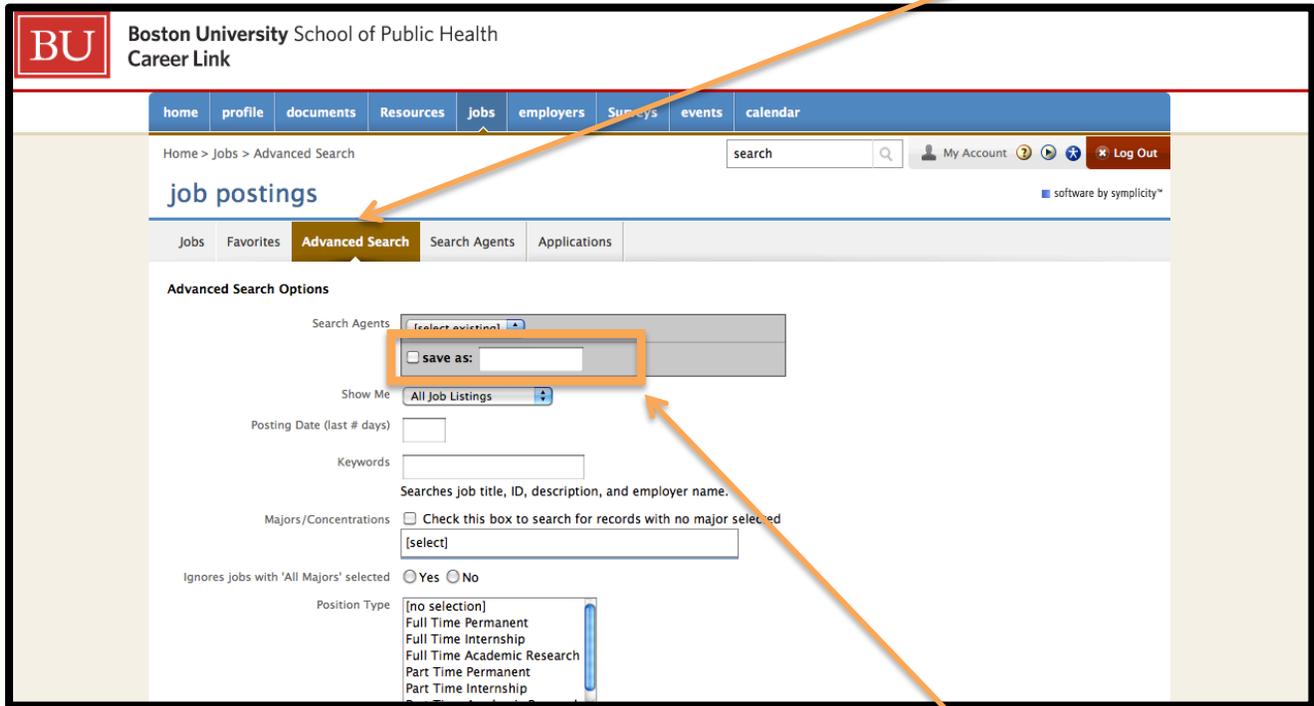
A) If you would like to set up a Search Agent (an email alert), check the "**save as**" **box** and title your search as accurately as possible (e.g., internships, or research opportunities). After you have conducted the search you will be able to schedule the email alerts (STEP 6).

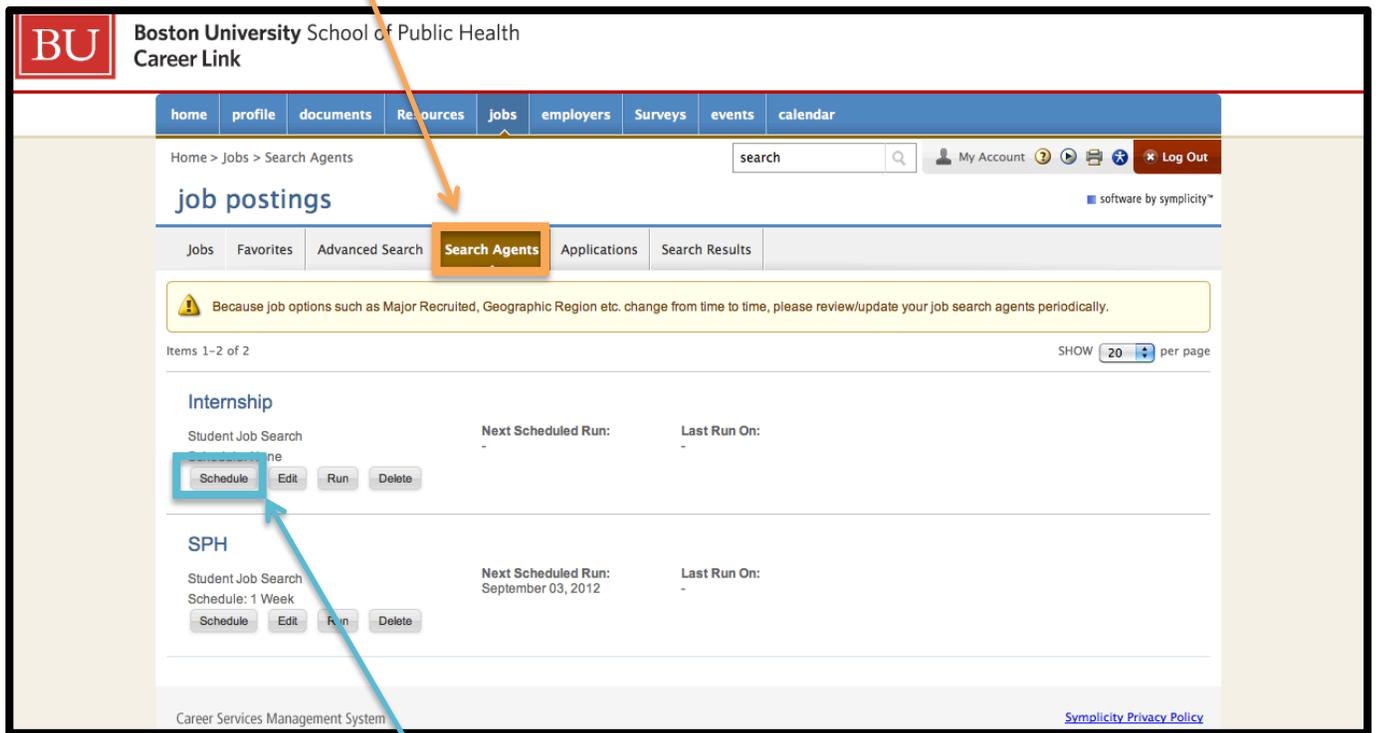B) Complete the form with your search criteria and click "**Submit**" at the bottom of the page

C) The results of your search should appear. Note that it will move you from the "Advance Search" tab to the "**Search Results**" tab.
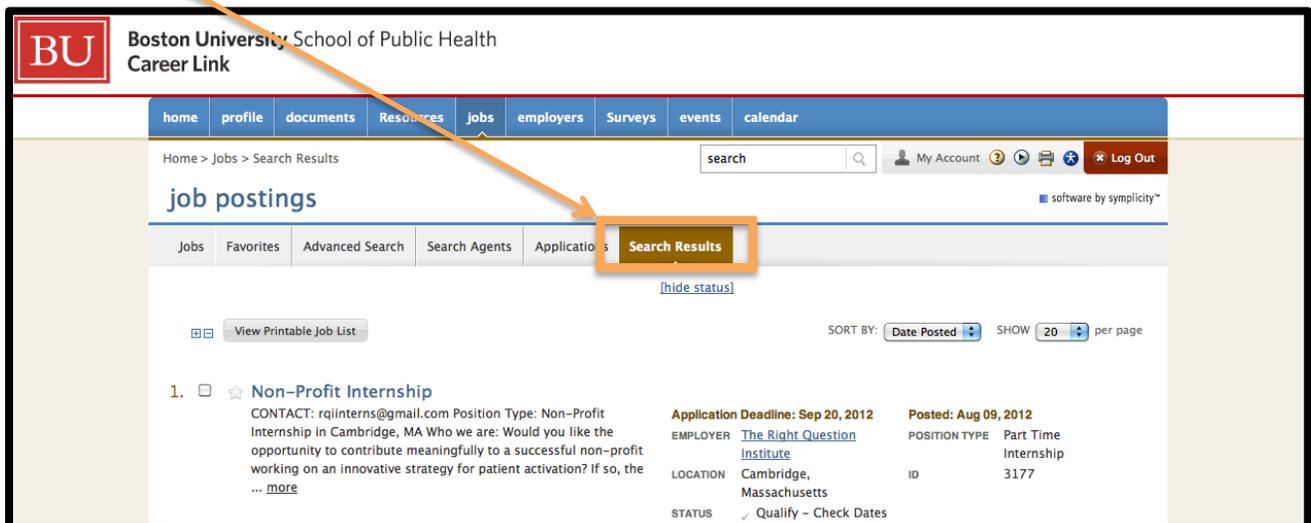
STEP 6: SET UP EMAIL ALERTS FOR ADVANCE SEARCH/SEARCH AGENTS

A) Click on the "**Search Agents**" tab. Any "Advance Search" saved will show up here. This is why naming your searches as accurately as possible is important.

B) To set up the alerts click on "**Schedule**" below the Search Agent you want to modify

C) A new window will open where you can change the name of your search agent if necessary, and enable the search agent by selecting "**yes**" under "**Enabled**."
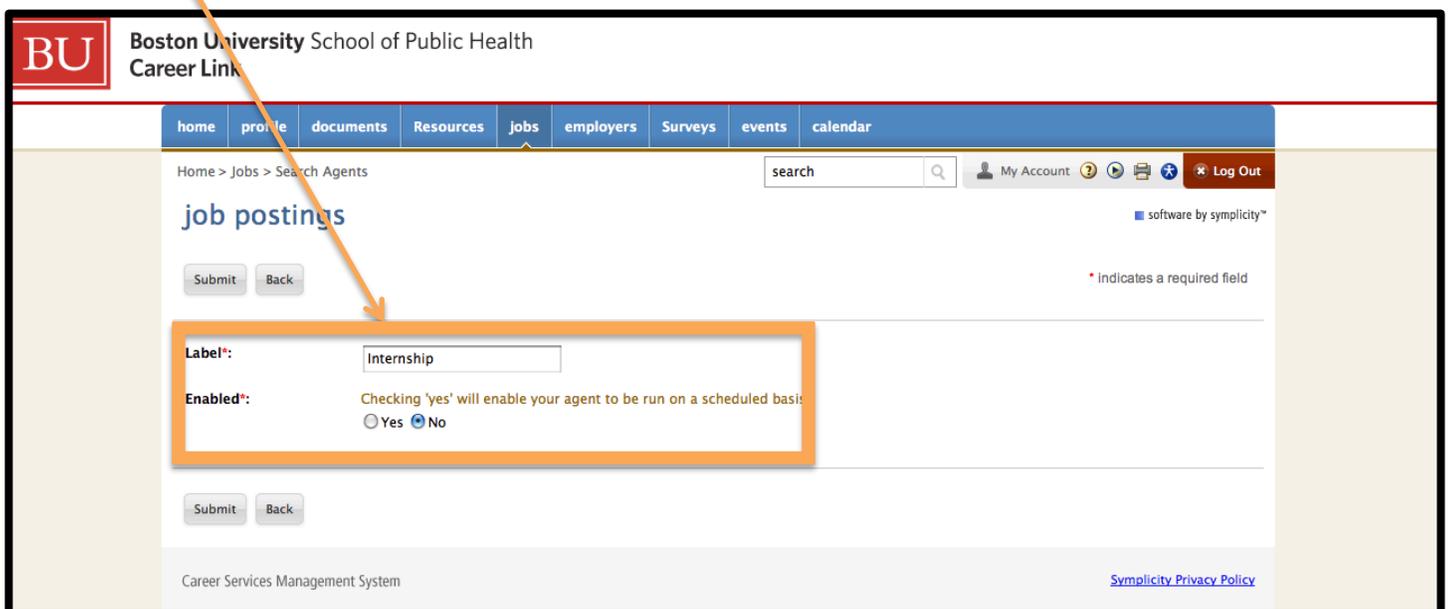
D) One you enable the search agent the **menu will expand** (see image below) and you will be able to choose the frequency of your automatic search: Period, Multiple, & New Results.
- **The Period** option will indicate when the search agent will run: day, week, or month.
- **The Multiple** option will indicate how many times in the period the search agent will run.
- **The New Results** option will allow you to indicate if the email should include all results or only new results since the search agent last ran.

Each time the search agent is run you will receive an email with the list of jobs that match the search.

E) Click "**Submit**" at the bottom of the page to save your preferences.