

Introducing Drexel.SCDOnline

Getting Started

ACCESSING CMCONLINE

- 1) Login to <http://www.drexel.edu/scdc>
- 2) Click on “**Employer Log-in**”.
- 3) Click on “**SCDOnline Login Link**”.
- 4) Enter your **ID and PIN**.
- 5) Click on “**Steinbright Career Development Center Services**”.

The first time you log on, you are prompted to accept the terms and conditions of the **University/ Employer Agreement**. If you choose not to accept these terms and conditions, you will not be able to access and use **DrexelSCDOnline**.

LISTING A NEW JOB

To add a new job, click the **Manage Jobs** link after accessing **Drexel.SCDOnline**.

Select a Service Type

Jobs fall under two categories:

- (1) Co-op Experience **and**
- (2) Graduating Students (OCR).

If you are only registered for one category, then the system will default to the **Job Search Options Select** screen. Continue reading the instructions under **Job Search Options Select**.

If you are registered to advertise jobs in both categories, the system prompts you to select the type of job you'd like to advertise. Select the type of job you're

going to advertise, then click the **Select Service Type** button.

Call your Coordinator if you want to be registered in both categories.

Job Search Options Select

To add a new job, click the **Add a new job** link in the **Choose the activity you wish to perform** box.

Select the term in which the job will begin and then click the **Add a job** button.

Maintain a Job

At the **Maintain a Job** screen you enter details about the job. Scroll through the screen and enter data into the following fields:

- Position Title (Include specific job location and/or manager name.)
- Division/Location/Company Description
- Position Narrative (In order to encourage students to read your full job description, the first 240 characters of position narrative will be displayed with the position title when students search for jobs.)
- Job Length
- Number of Openings
- Job Location
- Interview Location (Interview at Drexel or at your location.)

- Transportation to work
 - Minimum Citizenship requirement
 - Unofficial Transcript requested (Available during candidate selection or candidate interviewing.)
 - Minimum GPA (where applicable)
 - Keywords (In the **Keywords** box, enter words that will help students search for your job.)
 - Special Application Instructions (visible to all applicants; *e.g.*: “must be willing to travel”)
 - Special Interview Instructions (visible to selected candidates only; *e.g.*: driving instructions to interview/ “bring official transcript”)
 - Available Job Function/Experience Categories and Available Classifications: Here you identify the **job function/experience** categories and student classifications you will consider for the position.
- Scroll through the **Job Functions/Experience** box to see choices.
- In the list that appears, click the pertinent job functions/experiences. To select more than one item, hold down the **CTRL** key as you click.
- NOTE:** Selecting ALL of a general job function/experience category will include all of the specific items within that category. (*Example:* If you select **ALL DESIGN** as a job function category, then the system understands that you are

looking for all the functions listed under **ALL DESIGN** and you don't have to select each individual job function/experience).

Scroll through the **Available Classifications** box to see your choices.

In the list that appears, click the pertinent classification or classifications. To select more than one, hold down the **CTRL** key as you click.

Click the **SAVE JOB** button, after entering all the required fields on the **Maintain a Job** screen.

If data was entered incorrectly the system will prompt you to fix the error(s). After you fix the error(s) click the **SAVE JOB** button again. If you have entered the data correctly then the system will indicate the job number created for the new position.

After creating a job you can add or repost another job by clicking on the **Employer Job Search** link at the bottom of the screen.

REPOSTING A JOB

To repost a job that was previously advertised in **Drexel.SCDOnline**, click **Manage Jobs** after accessing **Drexel.SCDOnline**.

Select a Service Type

Jobs fall under two categories:

- (1) Co-op Experience **and**
- (2) Graduating Students (OCR).

If you are only registered for one category then the system will default to the **Job Search Options Select** screen, therefore continue reading the instructions under **Job Search Options Select**.

If you are registered to advertise jobs in both categories then the system prompts you to select the type of job you'd like to advertise. Select the type of job you're going to

advertise, then click the **SELECT SERVICE TYPE** button.

Call your Coordinator if you want to be registered in both categories.

Job Search Options Select

To search for jobs to repost, click the **ALL JOBS** link in the **Choose the activity you wish to perform** box.

Search for Jobs

At the **Search for Jobs** screen you search for jobs using one or more of the following options:

NOTE: The more options you use to search, the narrower the search, therefore use fewer options for a broader search.

- **Job Number** (If you know the job number you want to work with, enter it, otherwise leave the job number blank and you will get a list of jobs)
- **Term Job Begins** (Used to search for jobs using the term in which the job(s) begin)
- **Job Grouping** (Used to specify whether or not all versions of the same job will be shown or only the most current)
- **Job Title**
- **Job Functions**

After entering your search criteria on the **Search for Jobs** screen, click the **SEARCH** button.

The system will prompt you to search for jobs again if your search criteria returned no records. If your search criteria found a record then you will be at the **Job Search Results** screen.

Job Search Results

At the **Job Search Results** screen you will see a list of jobs. To view the job information, click on the job title. After viewing the job information you can click

the **RETURN** button to return to the **Job Search Results** screen.

From the **Job Search Results** screen you can repost a job to a more current term, by clicking on the **REPOST** button to the right of the job title and job number.

Repost Job

At the **Repost Job** screen select the appropriate repost term, then click the **REPOST** button.

Maintain a Job

At the **Maintain a Job** screen you add or modify details about the job. Scroll through the screen to make revisions in the various fields.


Click the **SAVE JOB** button, after making your revisions.

If data was entered incorrectly the system will prompt you to fix the error(s). After you fix the error(s) click the **SAVE JOB** button again.

If you have entered the data correctly then the system will indicate the job was reposted successfully.

After reposting a job you can add a new job or repost another job by clicking on the **Manage Jobs** link at the bottom of the screen

GETTING HELP

 In case you need help, you may find **Drexel.SCDOnline's** convenient help function to be your most efficient route to finding the answers you need about using our online system

