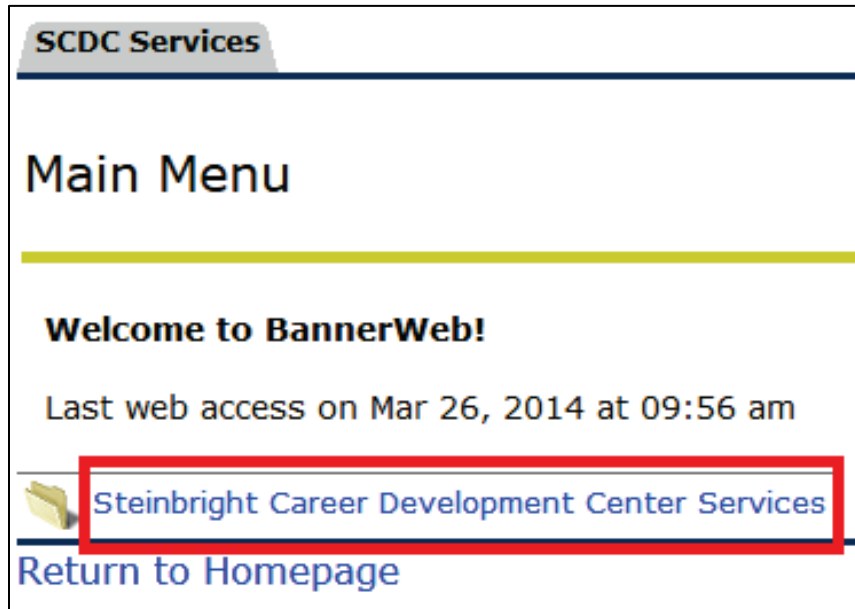


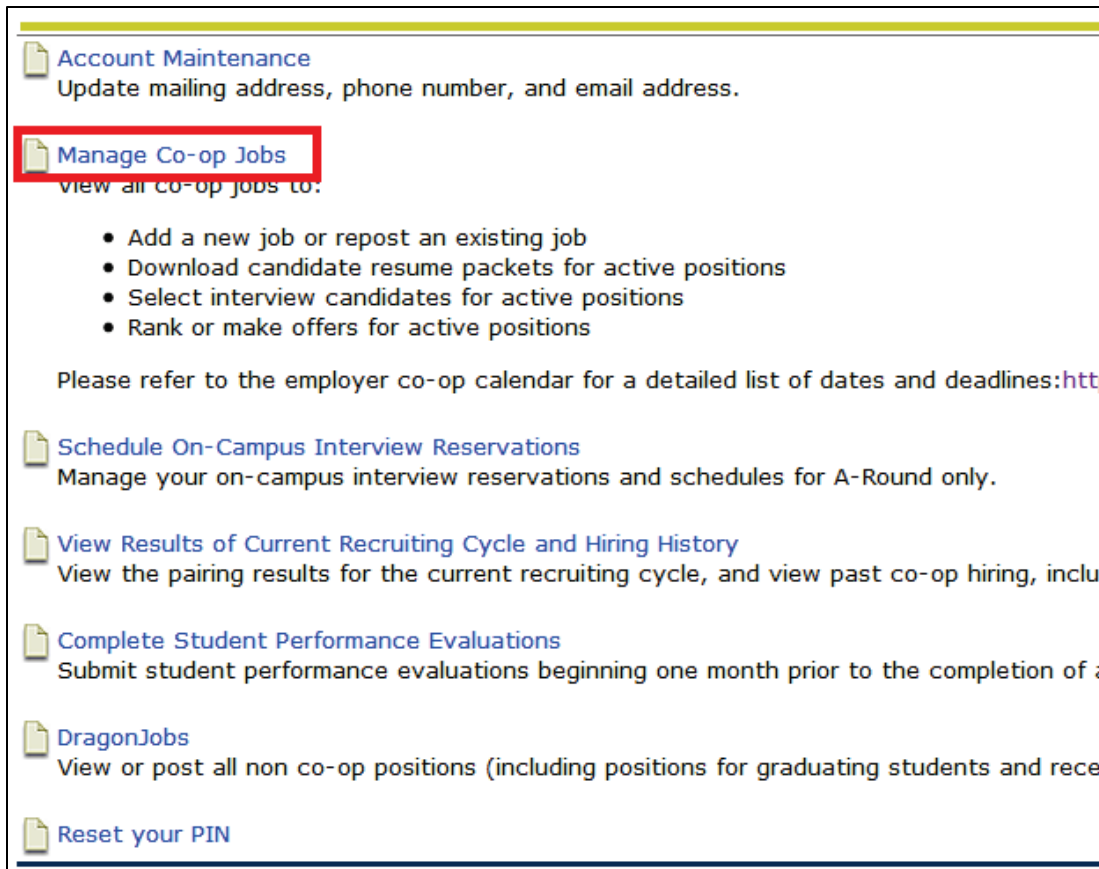
# *Downloading Resumes*



## **Step 1:**

After logging in, click “Steinbright Career Development Center Services.”

# *Downloading Resumes*



The screenshot shows a web interface with a yellow header bar. Below it, there's a list of menu items, each preceded by a small document icon. The item 'Manage Co-op Jobs' is highlighted with a red rectangular box. Below this menu item, there's a bulleted list of actions and a paragraph of text. Other menu items include 'Account Maintenance', 'Schedule On-Campus Interview Reservations', 'View Results of Current Recruiting Cycle and Hiring History', 'Complete Student Performance Evaluations', 'DragonJobs', and 'Reset your PIN'.

 [Account Maintenance](#)  
Update mailing address, phone number, and email address.

 [Manage Co-op Jobs](#)  
view all co-op jobs to:

- Add a new job or repost an existing job
- Download candidate resume packets for active positions
- Select interview candidates for active positions
- Rank or make offers for active positions

Please refer to the employer co-op calendar for a detailed list of dates and deadlines:[http](#)

 [Schedule On-Campus Interview Reservations](#)  
Manage your on-campus interview reservations and schedules for A-Round only.

 [View Results of Current Recruiting Cycle and Hiring History](#)  
View the pairing results for the current recruiting cycle, and view past co-op hiring, inclu

 [Complete Student Performance Evaluations](#)  
Submit student performance evaluations beginning one month prior to the completion of a

 [DragonJobs](#)  
View or post all non co-op positions (including positions for graduating students and rece

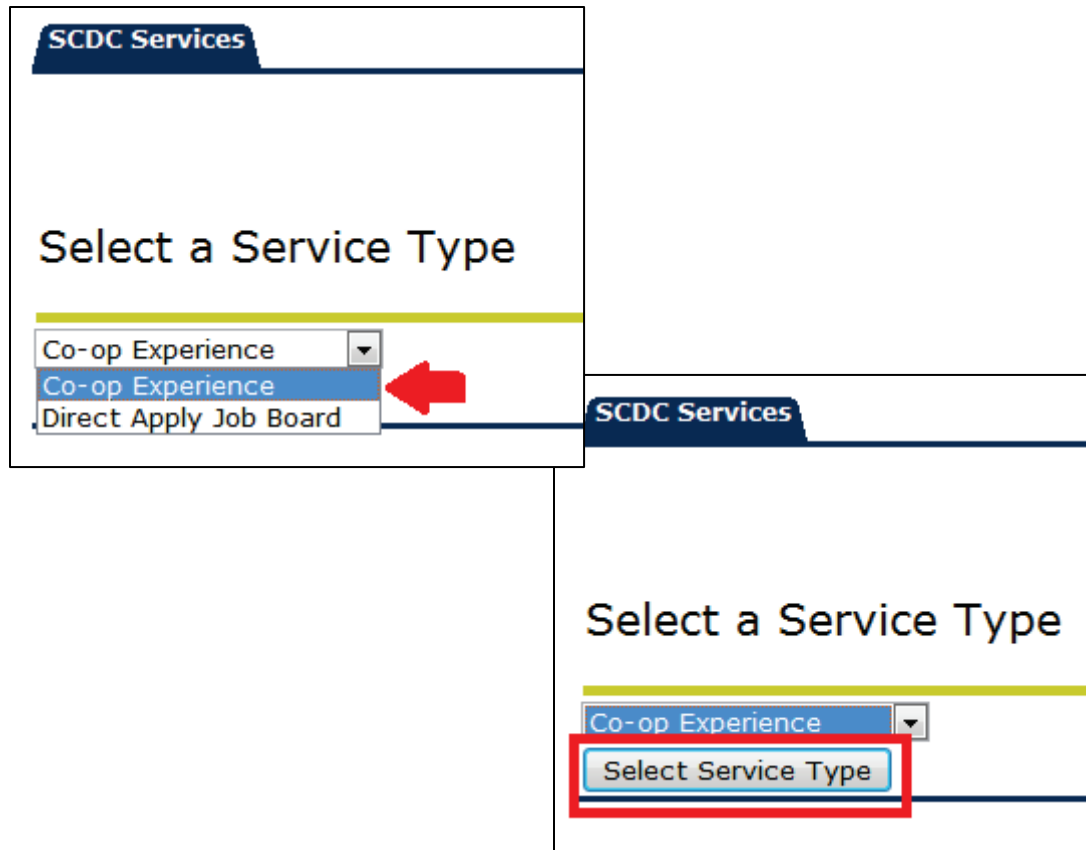
 [Reset your PIN](#)

## Step 2:

Click “Manage Co-op Jobs.”



# *Downloading Resumes*



The image shows two screenshots of the SCDC Services website. The left screenshot shows the 'Select a Service Type' page with a drop-down menu open, displaying 'Co-op Experience' and 'Direct Apply Job Board'. A red arrow points to the 'Co-op Experience' option. The right screenshot shows the same page, but the 'Co-op Experience' option is selected, and a red box highlights the 'Select Service Type' button below it.

SCDC Services

Select a Service Type

Co-op Experience  
Co-op Experience  
Direct Apply Job Board

SCDC Services

Select a Service Type

Co-op Experience  
Select Service Type

## **Step 3:**

Select “Co-op Experience” from the drop-down menu and then click “Select Service Type.”



# *Downloading Resumes*

**Service Type: Co-op Experience**

**Choose the activity you wish to perform:**

**Active Jobs**

These jobs are the ones that are currently, or will be, active jobs.

Add a new job

Add a brand new job to the system from scratch.

All Jobs

Search all of the jobs you have in the system. Use this for the purpose of reposting them to a new location; or to track down a specific job that you have.

## Step 4:

Click “Active Jobs.”



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# Downloading Resumes

## Step 5:

Click  
“Select Interview  
Candidates.”

*Note: You can edit your  
interview instructions by  
clicking “Make changes to  
special instructions”.*

Cycle: Fall (September 2014-January  
2015)

Round: A-Round

**Job Title / Job City**

**Job Number:** #####

Job Location: North New Jersey

**1 opening** Interview Loc: **On  
Campus**

[Edit interview instructions](#)

[Select Interview Candidates](#)

Job was approved and was made available for student  
viewing on 03/26/2014.

Interview requests received: 7

Interview candidates selected: no

Deadline to select candidates: 05/27/2014



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# *Downloading Resumes*

**Candidate Selection Due: May 27th, 2014**

[Return](#)  
to Job list

**Special Interview Instructions** [Update Instructions](#)

-- None Entered --

**Interview Location: On Campus** [Change Interview Location](#)

Job not yet assigned an interview room

Print résumé packets for:  
(Save any choices below before clicking on these links)

[All candidates](#) [Accepted candidates](#)

## **Step 6:**

Find “Print résumé packets for:” text. Click “All candidates” to access a PDF packet of student resumes in a separate window. You can then save or print this packet.

*Note: You can also access PDF resumes individually by clicking on each student's name.*

## *Questions?*

Contact your co-op coordinator.

*Visit our co-op recruiting calendar.*



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