COYOTE CAREERS STUDENT & ALUMNI GUIDE



BELBAS CENTER – FIRST FLOOR (605) 658-6676 CAREER@USD.EDU WWW.USD.EDU/CAREER-SERVICES

WHAT IS COYOTE CAREERS?

Coyote Careers is USD's career services manager powered by Symplicity. Students & Alumni use Coyote Careers to apply for all types of jobs (on-campus, work-study, part-time jobs and full-time careers), learn about career events and access career resources. Based on your job search history within Coyote Careers, you will receive email updates with similar jobs curated based on your interests. You can gain valuable experience, earn money and create connections by working during your time at USD.

SOUTH DAKOTA			Jobs Ever	its Employers Resources 👸
	Welcome to (Covote @ tareers , i	OSD Students!	
	Search for jobe,	register for censer events, review c	areer resources, etc.	
		Learn more today!		
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Interviews	Career Explorer	Career Finder	Public Profile	Add a Resume
View and update your on- campus interviews."	Learn about popular careers and leading industries.	Take our duiz and get career suggestions	Showcase your acedemic and professional achievements.	Ubload a resume to get started with your job search.
Update your Career Interest You're almost there! Tell us	ts more about your career interests to ge	et personalized recommendations.		
Update Career Interests	Remind Me Later			

ACCESSING COYOTE CAREERS

Log into your student portal https://my.usd.edu/ and click on

the red quick link. Click on

account.

tab to access your Coyote Careers

Quick Links Options-SNAP LR QT SNAP Leave Qualtrics Request BAN D2L DS Banner Desire2Learn DocuSign REG сс One Registration Coyote Coyote Self-Service One Stop Connections DW LDC VolP VoIP Long DegreeWorks Phone Distance Code Portal IRPA BOOKS NDT Institutional Research USD Bookstore Nuventive Data Tools Data Tools Docs IRB SF Perceptive Content Cayuse Salesforce SM BILL FA Scholarship SDePay Financial Aid Manager Self-Service Self-Service JOBS Coyote Careers

Go to https://www.usd.edu/Student-Life/Career-Services, scroll down to

tab and log in using the

credentials you set up when you registered for the account. If this is your first time using Coyote Careers, click

, click the

SOUTH DAKOTA COYOTE CAREERS		ŧ
	Sign In Please select a sign in method	
	Current Students: Single Sign On	
	Alumni And Others: Username	
	Don't have an account? Sign Up	1.1
	POWERED BY S y m p l i c i t y '	

PROFILE SET UP

The first time you access Coyote Careers, you will be asked to provide profile information. You can add additional information to your profile by clicking on the profile button to the right of Resources and selecting . You can add the following to your profile:

- A professional headshot
- Personal statement
- Skills
- Education
- Experiences
- Courses
- Projects
- Organizations and activities
- Honors and awards
- Licenses and certifications
- Languages
- And more...

	Notifications
	Public Profile
	My Documents
25m	My Interviews
	Surveys
	My Account
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This can serve as an "online" resume or profile that can be shared with employers byclicking onthebutton. You can also click thebutton to get aweblink to direct others to your online profile if they have access to Coyote Careers.

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200	Bachelors - M	arketing - May 2022 3.50 GPA	
		University of South Dakota	
lish Profile		Experience at Study Abroad, University of South Dakota	Share Profile Unpub

SEARCHING FOR JOBS

Click on at the top of the page. You will be able to search positions by keyword or location, or filter by position type, industry, job function, and more. The system will also suggest jobs for you based on your interests. When you click on a job title, you can view the job details as well as instructions on how to apply.

		Home / Jobs / Discover
Job Applications		Search Saved My
Location	25mi - Search	Keywords
Type \checkmark Industry \checkmark Job Function \checkmark Remote/On-Site \checkmark More Filters \checkmark	All Jobs	Show Me \vee Position
or are interested in		People in your maj

UPLOADING DOCUMENTS

Users can upload their résumés, cover letters, and writing samples to Coyote Careers by clicking on their profile and selecting



RSVP FOR EVENTS

You can view and RSVP for upcoming career events by clicking on , selecting the event you are interested in, and clicking the button. You will receive event reminders near the event time.

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Type Y When Y Attendance Y More Filter	s ~	Kanniarde	Search	·

Attend

EMPLOYER DIRECTORY

Click to search for and view a multitude of companies and organizations from across the nation. Find out more about the company, view contact information, and see which jobs they've posted and what events they are planning to attend. You can also choose to follow companies so you will be alerted when they post a new position.

		Jobs	Events Em	ployers	Resources	8
	Home / Employers					
	Keywords Location Search					
	Industry \checkmark Following \checkmark					
Show 20 ~	1-20 of 4559 results					

ADDITIONAL RESOURCES

Click to view the Document Library which houses career articles and resources, use the Career Finder to take an interest assessment, and access the Career Explorer to research careers and industries.

