



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™  
School of Nursing  
Career Services Center

**SONCareerLink**  
**Student/Alumni User Guide**

**2012-2013**

**[www.ttuhsc.edu/son/career](http://www.ttuhsc.edu/son/career)**

---

---

# Table of Contents

<b>Home</b> .....	3
<b>Profile</b> .....	4
<b>Documets</b> .....	6
<b>Jobs</b> .....	8
<b>Employers</b> .....	14
<b>Events</b> .....	16
<b>Calendar</b> .....	17

# HOME

To register for an account or log-in to SONCareerLink you will need to go to <https://ttuhsc-csm.symplicity.com/students> and follow the instructions listed on the screen for students/alumni.

*Alumni please note that it will state “Student Registration” on the register sheet, still fill out this area you will be asked if you are an alumni during the process.*

After you log-in, the SONCareerLink home page allows you to access important information.

The screenshot shows the SONCareerLink home page. At the top, there are logos for Texas Tech University Health Sciences Center School of Nursing Career Services Center and NACElink Career Services Manager Modular Edition. Below the logos is a red navigation bar with tabs: Home, My Profile, My Documents, Resources, Jobs, Employers, networking, Surveys, Events, and Calendar. The user is logged in as Amanda J. Reeves. A search bar and a 'Log Out' button are also visible. The main content area is divided into three sections: I. A welcome message 'Your feedback is welcome.'; II. A 'NEWS FEED' section with a megaphone icon and the text 'There are currently no announcements or notifications to display.'; III. A 'GETTING STARTED' section with a list of quicklinks: Account Created, Personal Profile, Academic Profile, Privacy Settings, and Resume. Below this is a 'MY SHORTCUTS' section with links to Document Library, My Activity Summary, and Career Explorer. Further down are sections for 'ATTEND EVENTS' (Demo Fair), 'JOB SEARCH' (Jobs I Qualify For), 'CAREER COUNSELING' (Request a Counseling Appointment), and 'MENTOR NETWORK'.

I. View at-a-glance features of SONCareerLink (Announcements, Quick links, Calendar, Alerts, etc.) by clicking on the “**Home**” section on the top toolbar

II. **News Feed** – review SONCareerLink messages from administrators

III. **Quicklinks** – access all system sections with one click

# MY PROFILE

After clicking on “My Profile” from the top navigation bar you will see two boxes with your “Personal” and “Academic” information.

I. To manage/update the information in the “My Profile” section click on the “Switch to Tab View” to reveal the tab sections.

TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER,  
School of Nursing  
Career Services Center

NACElink  
CAREER SERVICES MANAGER MODULAR EDITION  
■ software by simplicity

Home My Profile My Documents Resources Jobs Employers networking Surveys Events Calendar

Welcome, Amanda J. Reeves. search My Account Log Out

profile software by simplicity™

switch to tab view I.

**Personal** Edit 90%

**Amanda J. Reeves**  
mandatest16@gmail.com  
806-743-3056  
**School Address:** 55554 Lubbock, Texas 79407 United States  
**Permanent Address:** 4809 5th Lima, Texas 79407 United States  
[View / Edit Account Settings](#)

**Academic** Edit 100%

Bachelor of Science Major— GPA 3.82  
Alumnus, Graduating May 2012 (Bachelors)

# PROFILE

From the “**Profile**” section you can manage/update your personal and academic information, adjust privacy settings and change your password.

The screenshot shows the Profile page with a navigation bar at the top containing links for Home, My Profile, My Documents, Jobs, Employers, networking, Surveys, Events, and Calendar. Below the navigation bar is a search bar and a user profile icon labeled 'My Account' with a 'Log Out' button. The main content area has a sub-navigation bar with tabs for Personal, Academic, Privacy, and Password/Preferences. The Personal tab is selected. Below the tabs are buttons for 'Save Changes', 'Changes And Continue', 'Reset Form', and 'Cancel'. A red arrow labeled 'I' points to the 'Personal' tab. A red arrow labeled 'II' points to the 'Academic' tab. A red arrow labeled 'III' points to the 'Password/Preferences' tab. The main form is titled 'Student Information' and contains fields for Student ID (R00524900), Full name\* (Amanda J. Reeves), First Name (Amanda), MI (J.), Last Name (Reeves), Birthdate, Email\* (mandatest16@gmail.com), Phone Number (806-743-3056), and Current Address\* (Address). A 'COMPLETION STATUS' section on the right lists various fields with checkmarks indicating completion: Full name, First Name, MI, Last Name, Birthdate, Email, Phone Number, Current Address (Street Address, City, State/Province, Zip Code/Postal Code, Country), and Permanent Address (Street Address, City, State/Province, Zip Code/Postal Code). A red arrow labeled 'IV' points to the 'COMPLETION STATUS' section.

I. Click on the “**Personal**” tab to update your contact information. **ACCURATELY complete the registration form the first time you log in.**

II. Click on “**Academic**” tab to record your year in school, major, etc. It is important to complete all fields. CSC uses industry and geographic preferences to send targeted messages to students throughout the year.

III. Click on “**Password Preferences**” tab to create a new password.

IV. The “**Completion Status**” displays a log of all notable actions (updating the online profile, resume submissions, etc.).

## Helpful Tip

\*To select multiple options in a pulldown menu, hold the “**Ctrl**” key while selecting your options.

---

# DOCUMENTS

The “My Documents” section enables you to upload, view and store your resumes, cover letters and unofficial transcripts; you may store up to 25 documents.

The screenshot displays the 'My Documents' section of a web application. At the top, a red navigation bar contains links for Home, My Profile, My Documents, Resources, Jobs, Employers, networking, Surveys, Events, and Calendar. Below this, a breadcrumb trail shows 'Home > My Documents > Documents'. A search bar and user account options are visible on the right. A sub-navigation bar includes 'Documents', 'Resume Builder', and 'Portfolio'. A notification box states: 'To view PDF files, you may need [Adobe Acrobat Reader](#).' Below this, a list of documents is shown with '1 Items' and a 'SHOW 10 per page' dropdown. The first document is 'Resume 2012', with a 'Resume' icon and buttons for 'Add To Career Portfolio', 'View', and 'Delete'. The 'Delete' button is highlighted with a red arrow labeled 'II'. To the right of the document, it says 'Last modified on September 24, 2012, 11:31 am' and 'Compatible with Publications'. At the bottom left, an 'Add New' button is highlighted with a red arrow labeled 'III'. A red arrow labeled 'I' points to the 'My Documents' link in the top navigation bar.

## Documents List

- I. View existing and upload new documents (resumes, cover letters, unofficial transcripts) by clicking on “My Documents” on the top navigation bar.
- II. Add to your career portfolio, view your current document, or delete a document from the system.
- III. Click on “Add New” to upload a new document.

## resumes

software by simplicity™

To view PDF files, you may need [Adobe Acrobat Reader](#).

Submit Cancel

\* indicates a required field

### Student Document

**Label\***

**Document Type**  Resume  Cover Letter  Unofficial Transcript  Writing Sample  Other Documents

Maximum file size: 200kb

**File\***  
Please select your document to upload.

Choose File no file selected

Submit Cancel

## Upload Documents

IV. After clicking the “Add New” button, enter a document title in the Label field.

V. Select a Document Type.

VI. Click on the “Choose File” button, select a file to upload (select the location where you stored the document on your hard drive or disk), and then click the “Submit” button.

The system will convert documents to a PDF file for you.

# Jobs

The “Jobs” section displays job postings to which students may submit resumes. Additionally, students may set search parameters to schedule automated job searches with email alerts.

Home > Jobs

search

My Account

Log Out

software by sympathy™

Jobs Favorites Advanced Search Search Agents Applications

Keywords RN (searches job title, ID, description, and employer name: min. 3 characters) See Advanced Search for more search options.

Show Me: All Job Listings

Position Type Full Time

Jobs located within 20 miles of zip code 79407 U.S. jobs only (maximum 150 miles).

Job Function

Industry Nursing

Less Options Search Clear 1 results Items 1-1 of 1 (Results as of: Thursday, September 27, 2012 | 9:45 am)

View Printable Job List (0 items selected) SORT BY: Date Posted SHOW 20 per page

1. RN Med Surge Apply Nurse on West 3 Med Surge [More](#)

Application Deadline: Sep 28, 2012 Posted: Sep 27, 2012  
EMPLOYER [AmandaTestHospital2](#) POSITION TYPE Full Time  
LOCATION Lubbock, Texas ID 11

Items 1-1 of 1 (Results as of: Thursday, September 27, 2012 | 9:45 am)

I. View job postings by clicking on “Jobs” from the top navigation bar. You will be given two choices to search for jobs, “CSM Jobs” or “NACELink Network”. CSM jobs are placed by our partner hospitals and clinics. NACELink Network is a national and international job search database.

II. When you click on “CSM Jobs” you will see the current jobs posted and be able to search for more. You may narrow your search results by selecting specific criteria (position type, location).

III. Find a specific job by inputting the name or a keyword into the “Keywords” search box on the top right, and then click the “Search” button.

IV. Review position details by clicking on a link in the “Title” column.



## job postings

### ★ RN Med Surge

Posted: Sep 27, 2012

<b>DIVISION</b>	N/A	<b>POSITION TYPE</b>	Full Time
<b>DESIRED CLASS LEVEL(S)</b>	Senior	<b>WORK AUTHORIZATION</b>	US Citizen

WANT THIS JOB?

1 Apply

APPLY

#### APPLICATION STATUS

If you wish to apply, please select the document(s) to include and click Submit.  
Choose a Resume to submit for this position.

**RESUME:** Resume 2012\* Add New

No cover letters found!

**COVER LETTER\*:** Add New

No transcripts found!

**TRANSCRIPT:** Add New

Choose Other Documents to submit for this position.

If you would like to add an optional personal note to the employer, please enter it here. The required.

**NOTES:**

Check Spelling

Submit



## job postings

### ★ RN Med Surge

Posted: Sep 27, 2012

<b>DIVISION</b>	N/A	<b>POSITION TYPE</b>	Full Time
<b>DESIRED CLASS LEVEL(S)</b>	Senior	<b>WORK AUTHORIZATION</b>	US Citizen

WANT THIS JOB?

1 Applied ✓

APPLIED

#### APPLICATION STATUS

You have submitted an application for this position.

Documents Submitted:

Resume (Resume2012.pdf)

**LOCATION**

City  
Lubbock



I. Choose a Resume, Cover Letter and other documents requested from your “My Documents” or from your computer to submit for the position.

II. Click Submit.

III. Once you Submit the “Applied” button will turn green and you will have an “Application Status” screen pop up letting you review all the items you have submitted.

The screenshot displays a web application interface with a red navigation bar at the top containing links: Home, My Profile, My Documents, Resources, Jobs, Employers, networking, Surveys, Events, and Calendar. Below the navigation bar, a user is logged in as Amanda J. Reeves. A search bar and a 'Log Out' button are visible. A 'NEWS FEED' section shows a message: 'There are currently no announcements or notifications to display.' A red arrow labeled 'I' points to the 'APPLICATIONS SUBMITTED' button in the upper left corner. Below the news feed, a secondary navigation bar is present. A message reads 'Your feedback is welcome.' The main content area is titled 'job postings' and has a sub-navigation bar with 'Applications' selected. A lightbulb icon indicates a requirement for Adobe Acrobat Reader. Below this, a list of items is shown, with 'Items 1-1 of 1' and a 'SORT BY: Position' dropdown. A red arrow labeled 'II' points to the 'Withdraw Application' button for a job listing titled 'RN Med Surge' by 'AmandaTestHospital2'. The job listing also shows 'Submitted On Septem' and 'Attachments: R C'.

I. If you would like to withdraw your application you can find all the applications you submitted on your main home page in the “**Applications Submitted**” section in the upper left corner. Click on the “**Applications Submitted**” button.

II. You will be taken to your “**Applications**” page where it will list all the jobs you have applied for. Find the job you would like to withdraw your application from and click the “**Withdraw Application**” button.

Welcome, Amanda J. Reeves.

CSM Jobs  
NACELink Network

search



**1**  
APPLICATIONS SUBMITTED

**1**  
FAVORITE JOBS

NEWS FEED

Show Me ▾



There are currently no announcements or notifications to display.



Your feedback is welcome.

Welcome, Amanda J. Reeves.

## NACELink Network

### Search the NACELink Network:

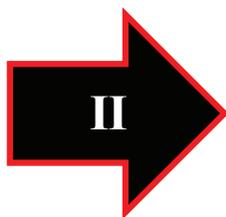
Keywords:

Examples: sales, accounting, dog catcher

Location:  25 miles ▾

Examples: Dallas, TX or 46237 or TX (optional)

[\(Click to search international locations\)](#)



Career Services Management System

I. Users can also search for jobs on the nation wide NACELink Network. Go to “Jobs” from the top navigation bar and click on “NACELink Network”.

II. Fill in the information needed for the search and click “Search NACELink Extended Job Search”.

You will be taken to the **Extended Job Search** page where you can review job titles, share the jobs on social media outlets and apply for jobs.



29 jobs found matching **Nurse** in **Lubbock, TX** (within 25 miles)

Jobs 1 - 10 of 29 Next >

Sort by: Relevance | Date

- Registered Nurse**  
UMC Health System (Lubbock, TX)  
first acquired 2012-9-22 10:38 PM
- Certified Nurse Aide**  
UMC Health System (Lubbock, TX)  
first acquired 2012-9-22 10:38 PM
- Surgical Technician**  
UMC Health System (Lubbock, TX)  
first acquired 2012-9-22 10:38 PM
- Registered Nurse**  
UMC Health System (Lubbock, TX)  
first acquired 2012-9-20 9:02 PM
- Graduate Nurse**  
UMC Health System (Lubbock, TX)  
first acquired 2012-9-20 9:02 PM
- Registered Nurse**  
UMC Health System (Lubbock, TX)  
first acquired 2012-9-20 9:36 AM
- Porter**  
UMC Health System (Lubbock, TX)  
first acquired 2012-9-20 9:36 AM
- CV Tech Job in Lubbock, TX - URGNET APPLY NOW!!**  
Soliant Health (Lubbock, TX)  
first acquired 2012-9-20 0:09 AM

**Additional Resources**

**simplyhired**  
791 jobs matching...  
Nurse  
Lubbock, TX (within 25 miles)

**Location**

**Company**

- UMC Health System (24)
- Centene (1)
- Concentra (1)
- STARCARE SPECIALTY HEALTH (LUBBOCK)
- MHMR (1)
- TRICOR MUTUAL INSURANCE COMPANY (1)

**Time Range**

- 1 day back
- 2 days back
- 3 days back
- 7 days back
- 14 days back
- anytime

# EMPLOYERS

The “**Employers**” section enables students to research employers by browsing employer profiles and designating “favorites” for both employers and contacts.

Home > Employers

Home My Profile My Documents Resources Jobs **Employers** networking Surveys Events Calendar

search

My Account

software by simplicity™

**Employers** Favorite Employers Contacts Favorite Contacts

Keywords  Industry

searches employer name, overview and website.

More Options Search Clear

Items 1–20 of 26

0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z **ALL**

SORT BY: Organization SHOW 20 per page Page 1

☆ **AmandaTestHospital2**

☆ **Angels of Care Pediatric Home Health**

**IV** ☆ **Baptist Hospitals of Southeast Texas**  
(Beaumont, TX)

I. View information about employers by clicking on “**Employers**” from the top navigation bar.

II. Find a specific employer by clicking on the appropriate letter (to bring up an alphabetized list), search all employers by clicking “**All**,” or input details into the “**Keywords**” box on the top left, and then click the “**Search**” button.

III. View an employer overview, corporate culture information, key statistics and/or positions available by clicking on an employer name in the “**Title**” column. **(If an employer has a profile or available positions, then the small hand will appear when you mouse over an employers name.)**

IV. Place an employer under the “Favorite Employers” tab by clicking on the “Star” button that is on the left hand side of each employer’s name.

V. View a list of your “favorite” employers by clicking on the “Favorite Employers” tab. Take employers out of Favorites by clicking on the “Remove From Favorites” button.

The screenshot shows a web application interface for managing employer profiles. At the top, there is a navigation bar with tabs: Home, My Profile, My Documents, Resources, Jobs, Employers, networking, Surveys, Events, and Calendar. Below the navigation bar, there is a breadcrumb trail: Home > Employers > Contacts. A search bar is located to the right of the breadcrumb trail. The main content area has tabs: Employers, Favorite Employers, Contacts, and Favorite Contacts. Below the tabs, there is a search section with input fields for 'Keywords' and 'Employer', a 'More Options' dropdown, and 'Search' and 'Clear' buttons. Below the search section, there is a list of contact profiles. Each profile includes a star icon, a name, and contact details. Red arrows labeled I, II, and III point to the 'Contacts' tab, the search filters, and a contact name respectively.

I. View information about all contacts from the employers by clicking on “**Contacts**” tab or view just your favorite contacts by clicking on “**Favorite Contacts**” tab.

II. Find a specific contact by clicking on the appropriate letter (to bring up an alphabetized list), search all contacts by clicking “**All**,” or input details into the “**Keywords**” box on the top left, and then click the “**Search**” button.

III. View a contact’s information by clicking on a contact name in the “**Title**” column. Place a contact under the “**Favorite Contacts**” tab by clicking on the “**Star**” button that is on the left hand side of each contact’s name.

---

# EVENTS

The “**Events**” section enables students to view information and register for upcoming career fairs or Information Sessions.

Home > Events > Career Fairs

search

My Account

software by simplicity™

events

Career Fairs Information Sessions

Items 1-1 of 1

SORT BY: Fair SHOW 20 per page

**Demo Fair**

RSVP Day 1 : Sep 27, 2005 10:00 am - 4:45 pm at Demo Venue  
Participants: DB Error: no such field

I. Click on “**Events**” on the top navigation bar to take you to the event page.

II. View logistical details for the event (location, date, etc.) by clicking on “**Career Fair Info**” or “**Information Sessions**”.

# CALENDAR

The screenshot shows a web application interface with a top navigation bar containing links: Home, My Profile, My Documents, Resources, Jobs, Employers, networking, Surveys, Events, and Calendar. Below the navigation bar is a breadcrumb trail: Home > Calendar > Agenda. A search bar and user profile information are also visible. The main content area features a 'calendar' heading and a view selector with options: Agenda (selected), Day View, Week View, Month View, Year View, Personal Events, and Counseling Appointment. Below the view selector are filters for 'Show: Everything' and 'View: Normal'. The main calendar area is a grid with 'Time' and 'Description' columns. A red arrow labeled 'I' points to the 'Calendar' link in the top navigation bar. To the right, there are three inset monthly calendars for August, September, and October 2012. A red arrow labeled 'II' points to the 28th of September in the September calendar. In the main calendar grid, a red arrow labeled 'III' points to an event entry for '12:00 PM - 1:00 PM' titled 'TNSA Meeting' at 'ACB 150'.

- I. View important dates for the upcoming weeks (career fairs, information sessions or counseling appointments) by clicking “Calendar” on the top navigation bar.
- II. Review important dates by clicking on the highlighted dates in the inset calendar on the right.
- III. Click on a link in the event area (if there is an event the name will appear) to view event details.

Home > Calendar > Personal Events >

calendar software by simplicity™

Agenda Day View Week View Month View Year View **Personal Events** Counseling Appointment

Submit Save Cancel \* indicates a required field

**Title\*:** TNSA Meeting

**Description:**

Check Spelling

**Date\*:** 2012-10-02 Select Clear

**Start Time:** 12 00 pm Clear

**End Time:** 01 00 pm Clear

**Location:** ACB 150

**Period of Recurrence:** If specified, you also need to specify the number of

**Number of Recurrences:**

**Send Email Reminder:**  yes  no

---

Home > Calendar > Counseling Appointment > Counseling Record For :

calendar software by simplicity™

Agenda Day View Week View Month View Year View Personal Events **Counseling Appointment**

**1. SET YOUR SCHEDULING CRITERIA**

**Counseling Type**  
Please choose a Counseling Type  
Resume Review

**Counselor(s)**  
 Amanda Reeves  
 Donna Balko  
Select: All None

**Appointment Length**  
30

**Earliest Appointment**  
09 00 am Clear

**Latest Appointment**  
02 00 pm Clear

**2. CLICK A DATE AND TIME**

October 2012

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

**3. SUBMIT YOUR REQUEST**

\* indicates a required field

**Counselor\***

**Date\***

**Time\***

**Type**

**Additional Notes**

Cancel Submit Request

I. Create, review and/or update events that do not automatically appear on the calendar by clicking on the “**Personal Events**” section. You can set email reminders to be sent to you for each event you create.

II. Set-up Counseling Appointments with a Career Services Counselor by clicking on the “**Counseling Appointment**” tab.

III. Click on the “**New Appointment**” button. You are able to enter the reason for you appointment, your appointment length and availability here to assist your search for an available counselor.

IV. You can also select a counselor and click on a date on the calendar for his/her available times. Then fill out the required fields and click on “**Submit Request**” and a counselor will get back with you by email.