

CAMPUSVUE USER GUIDE

CAREER SERVICES

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Campus Management Corp provides administrative software solutions for today's high performance post-secondary education institutions. Established in 1988, Campus Management's sole objective is to provide administrative software to more than 1000 higher education client sites worldwide.

78% of Proprietary Institutions utilize Campus Management products. When you hear about industryleading schools groups, such as Career Education Corporation, Kaplan Higher Education, Remington Colleges, Platt College, Southwest Florida College, you can be confident that their management teams are using the finest enterprise school management system available, and that their management teams are building organizations capable of unrestrained growth.

Through our innovative combination of industry-standard SQL and proprietary interface design Campus Management clients are migrating to Microsoft's .NET vision of ubiquitous data access.

CampusVue is a thin client product. The application in itself resides on an application server, while clients (users) log in to the server to perform their work. The preferred implementation is using Citrix for the thin client connection. This approach extends platform capability beyond Windows to Mac and Linux users.

In all but the smallest of schools, we also recommend a separate Terminal Server, and data server. As school size increases, additional Terminal Servers are added along with COM+ servers. As size grows, additional servers, such as replication servers for reports, may be added.



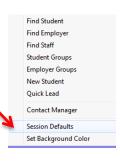
SETTING SESSION DEFAULT AND CUSTOMIZE YOUR SCREEN COLOR

Purpose

Session Defaults: Most user set ups default to your assigned campus. This allows easy access to information on employers and students attached to the campus. These settings will then default into to many screens that you select while navigating CampusVue. *Keep this in mind when working with items under the Daily menu since many of those options will perform based on the campus selected here.*

1. Setting Session Defaults

- A. You can access the Sessions Defaults screen one of two ways...
 - When logged into CampusVue right click on the workspace > Select Session Defaults.



b. Or on the bottom right corner of your screen, double click on the Campus



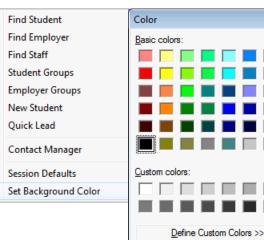
- B. Select your Default Settings.
 - a. Select Campus
 - b. Use default term
 - c. Use default FA Year
 - d. Select Module based on your department.
 - e. Uncheck "Show this screen every time CampusVue stars" unless you'd like to adjust your settings frequently.
 - f. Change Password > Clicking here will allow you to change the password used to log into CampusVue Live.

🖷 Erika (Callahan Session Parameters	23
Campus	SWFC - Tampa	-
Term	13-2SPF	
FA Year	2012-13	
Module	Career Services 🗾	
🔲 Show	this screen every time CampusVue Student starts	
<u>C</u> ha	ange Password <u>S</u> ave	

g. SAVE

2. Customizing Your Screen Color

a. When logged into CampusVue right click on the workspace > Select "Set Background Color" and choose the color you prefer > click OK. If you use both the Live and Train environment it is recommended that you choose one color for Live and another for Train to serve as a reminder of which one you are logged into.

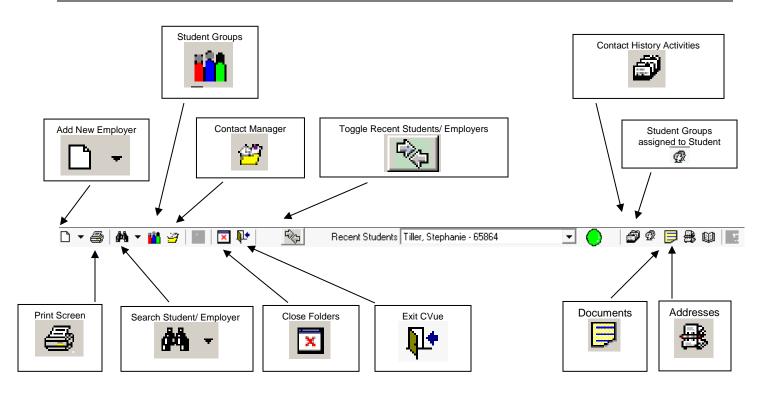


OK

Cancel

x

The following icons represent folders or modules that are frequently accessed by Career Services personnel.

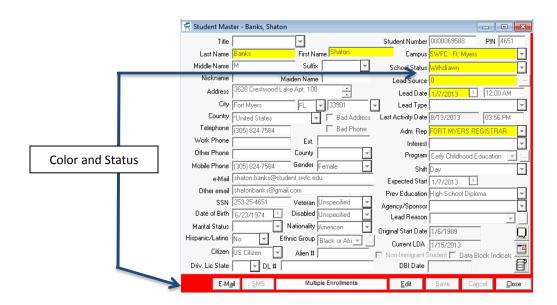


STATUS CODES

 Status Category Colors:
 Blue
 Enrolled

 Green
 Active

 Red
 Permanently Out (Graduate, Withdrawal, Drop)

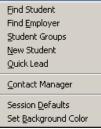


The student record search features of CampusVue are extensive. The following instructions indicate 5 methods of searching for students within the system.

- 1. Press Ctrl+F.
- 2. Click the Search icon (Binoculars) on the Toolbar. Click on the expansion arrow next to the Search Icon (Binoculars)

🐔 Campus	Vue St	udent -	SWFC a	nd Platt Col
File Find	View	Lists	Daily	Reports
🗅 🕶 🎒	#	· 🏙 🛎	9 1	🗙 🃭
Contact M		Search	Student	
Admiss		Search	Employ	er
Financia				-
Student A		Search	Staff	

3. If you right-click an open space in the work area, a shortcut menu appears. Select the first option on the shortcut menu, **Find Student**, to open the Search form.



4. Click on FIND tab and scroll down to "Student"

ЯC	👫 CampusVue Student - SWFC and Platt							
File	Find	View	Lists	Daily	Report			
D •		Student		Ctr	l+F			
Co		Next Stu	ident		F3			
	ädmis	sions						

5. If toggle is set to Student, Double-click any open space in the work area to open the Search form



When you search for a student, a dialog box opens with three tabs on it. When you access the search tool, the program presents the **Search** dialog box. You can search for students by Enrollment Number, Student ID, Social Security Number, Last Name, and First Name. You can enter in a few characters of the first and/ or last name, the Cvue System will locate all entries

TABS:

The first tab is **Search**. It can be used to find one student or a group of students having similar names or IDs. The second tab is **Advanced** and it is used to search additional parameters by other fields The third tab is **Groups**. It is used to form a group from the students selected by the search or advanced search methods.

The Search form has been programmed to find a student using the **Enrollment Campus.** This will allow a user in a multicampus installation to locate a student that was enrolled at one campus, but is now enrolled at a different campus.

- 1. Enter the known search criteria such as part or all of the student's last name. If you know more, such as first name, you can enter additional criteria to narrow the search.
- 2. Click the **Search** command button. The program will search through the specified campus records until it identifies and lists all student master records that meet your search criteria. Students having more than one enrollment will be listed once for each enrollment if Enrollment Number has been selected as a display column in the search results grid.
- 3. When you see the student you want on the list, **double click** the student's row in the list. The program will then display the Student Master form for the selected student.

🖷 Search (Result	s Limited to	500 rows by	/ System Adr	ninistrator)	- • •
Search	·	A	dvanced		Groups
Campu: Enrollment ‡ Student Numbe SSN Last Name	1 1	Myers	First Name	▼ Include Aliases	Search Cancel <u>B</u> eset Customize
Last Name	First Name	SSN		Program	Telephone
Banks	Shadea			Surgical Techno	
Banks	Shaton	253-2	5-4651	Early Childhood	Edu (305) 824-7584
•					Þ
2 students found.					

4. You can also highlight the student name and then click on any of the folders and subfolders located on the left margin to go directly to that window.

Contact Manager				
Admissions				
Financial Aid				
Student Accounts				
Academic Records				
Career Services				

The following folders are accessed frequently by Career Services personnel.

CONTACT MANAGER

Contact Manager		
🚞 Student	Student	Profile and Contact Information on a student.
🚞 Activities	Activities	Any activity documented by college. History of a student.
🚞 Student Groups	Student Groups	Groups/ Distribution Lists that the student is a part of.
📄 Documents	Documents	Resumes, waivers, Verifications are stored in this section
Addresses	Addresses	Other contacts/ phone numbers to call to find a student
Agency Affiliations	Student Picture	Student ID Photo (TBD)
Student Picture	Contact Method	Information on various contact methods and preferred methods
Contact Method	Advisors	Functional Unit Advisors Assigned to student
🚞 Advisors		

ACADEMIC RECORDS

Academic Records		
🚞 Student		
🚞 Enrollment	Enrollment	To identify the Degree/ Major and Schedule (Day / Night) * Date/ Status student's last day attended and projected Grad Date.
🚞 Summary	Degree Progress	You will be able to calculate the attendance
🚞 Schedule		(dividing number of hours attended into the sum of the number hours
🚞 Final Grades	Schedule	of absent and number hours attended. You will be able to see the courses the student has completed, and are
📄 Degree Progress		currently in and are scheduled for the next term.
🚞 Degrees, Honors	Final Grades Degree Audit	You will be able to see the student's grades per course. You will be able to see the student's GPA.
📄 Placement Info		
🚞 Term Confirmations		

PLACEMENT

Career Services	Placements	Employment/Internship/Externship/FWS information
🚞 Student	rideements	Exit Interview/ "Career Planning Meeting" Date conducted
Placements		Employment Parameters: Minimum Pay, Hours Available, etc Job Skills Profile
🦲 Status History		JOD SKIIIS PTOTILE
Certifications	Certifications	Relevant certifications
🚞 Audit		

CREATING STUDENT GROUPS FOR MASS DOCUMENTATION - MANUALLY

 Go to View > Student Groups OR click on the shortcut icon on your toolbar which shows three figures standing together. A list of all Student groups that you have access to and may have been created by other uses will pop up.



- Click Add
- Group Name: Begin the group name with an abbreviation that reflects your department and school for ease in sorting through groups at a later time. I.e. EMS for Enrollment Mgmt SWFC, AMP for Admissions Platt, ADS for Academics SWFC, CSP for Career Services Platt etc.
 - In this example I chose "EMS New Starts Spring 2012"
- Owner will default with your name
- Leave Public check-marked if you'd like others to be able to view and use your group for their purposes.
- Expiration Date: Select an expiration date far enough out that will not interfere with the expected time frame for which you'll be using the group. When an expiration date is reached the group does not automatically get deleted. You will simply get a reminder the next time you go to View > Student Groups that you have 1 or more groups that have hit their expiration date and you are asked if you'd like to view which ones they are. You then have the option to delete the group if it's no longer of any use to you. Only leave the expiration date blank if you never intend to delete the group from the listing.
- SAVE

lescription	Owner	Туре	Hold Group	Expires	
Jeanna's Leads to Heather	TJ Benson	M			
(new group 001>	Angela Teague	M			
_Dups Marcia	Erika Callahan	M		12/5/2012	
IPEDS Est Fall Enrollment	Erika Callahan	M			
01-24 PC Loans	Teresa Giunta	M		1/25/2012	
)1-31-12 PC Loan	Teresa Giunta	M		2/1/2012	
1-31-12 \$498 #1604 FM	Mardalena Ambert	M			
<u>Refresh Students</u>	Update School Fields Regist	ration Lo	oks		
View Students Search Groups	Clear Search Results		<u>E</u> dit		<u>D</u> eleti
	Clear Search Results	- F	<u>E</u> dit Public	Group Type-	<u>)</u> eleti
View Students Search Groups	Clear Search Results	- F	Edit Public Active	Group Type C Dynamic	Deleti
View Students Search Groups Group Name EMS New Starts Spring Owner Erika Callahan	Clear Search Results	- F	<u>E</u> dit Public	Group Type O Dynamic O Static	<u>D</u> eleti
View Students Search Groups	Clear Search Results	- F	Edit Public Active	Group Type O Dynamic O Static O Frozen	Deleti
View Students Search Groups Group Name EMS New Starts Spring Owner Erika Callahan	Clear Search Results	- F	Edit Public Active	Group Type O Dynamic O Static	Delet
View Students Search Groups Group Name EMS New Starts Spring Owner Erika Callahan Expiration Date 2/26/2013	Clear Search Results	- F	Edit Public Active	Group Type O Dynamic O Static O Frozen	Delet

To Add names to the Student Group

- Highlight your group in the overall listing.
- Click View Students
- Click Add
- The drop down of Student names will match your Recent Student search drop down. If the name(s) you're looking for are not in your recent student search then click the Search button and find the student(s) you need. Double click a name to select it and then SAVE.

CREATING STUDENT	GROUPS FOR MA	ASS DOCUMENTATION	- MANUALLY
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ame	Campus	Program	School Status	Date On	User ID On	Date Off	User ID Off	Manually Added/Deleted
		s	tudent To Group tudent Group EMS New S			Search Close		
Select All	Clea <u>r</u> All	Include Removed	l Students					Add Delete Cl

Add Student To Group	/	
Student Samuel, Angela	/Ū	(Search)
Group EMS New Starts	Spring 2012	
	Save Cancel	<u>C</u> lose

- Continue adding names until your group is Complete.
- If you'd like to Delete names from your student group just highlight the group> click on View Students > select names to delete and click on Delete.
- You can now use your Student Group to pull a variety of reports as long as Student Groups are an option for selection criteria.

Types of Student Groups

- **Manual**: A Manual group is created and maintained by the user. The user can include or remove students from the list at will. (RECOMMENDED FOR CAREER SERVICES)
- **Static**: A Static group is one that once created can be "refreshed" from time to time by clicking Refresh. A static group can be changed to a Manual group, but once you save it as a Manual type, it cannot be changed back to Static. Static groups refresh based on selection criteria used when pulling the report that initially created the group.
- **Dynamic**: The list of students in a dynamic group changes when a student qualifies for the group by virtue of a change in the variable upon which the group was selected. A dynamic group can be changed to a manual group, but once you save it as a manual type, it cannot be changed back to dynamic.
- **Frozen**: A Frozen group is one that once created cannot be updated.

Note the distinction between "Frozen" and "Not Active". A Frozen group is still available for use in the purpose for which it was created. A group that is not Active is no longer available for use.

CREATING STUDENT GROUPS FOR MASS DOCUMENTATION – VIA REPORT

You can also create a group from a generated report if that report captured a specific group of names that is useful to you. For Career Services, this group typically matches an Outlook Distribution List you may have created for yourself for mass emailing/ communication.

Please refer to REPORTS section to identify methods of generating useful reports for Career Services. (Potential Grads, Grad Status list)

Various methods to generate student groups for Career Services:

- Potential Graduates: Identifying upcoming graduates by Grad Date/ Program
- Groups By Advisor: Running a report by Advisor once Assigned

REPORT: For the above methods, use "Potential Graduates" report Go to Reports→ Academics -> Potential Graduates

Running a report by grad date/ program parameters: Status = Active

Grad Date= Enter in the future dates of graduates Or

By Credits remaining if this is more accurate (less than)

Report Preference		Sort ⊻ariables	Selected Sort Order
Preference Name	Save Save As Remove	Program Program Version De Program Version Co Placement Advisor I Status	>>> Student
Campus Selection	Selection	Student Groups	Employer Groups
C Dodes C Descriptions	All Degree Status Codes) 22 (All Degree Status Codes) (All NDS Status Codes) (All NDS Status Codes) (All NDS Status Codes) (Active Expected Grad (Active Active Kender) (Application Derind (Appointmert Set) (Attrapted) (Being Processed) (CAA) (CAA) (CAA)	Credits Remaining Grad Date 9/1/2013 Credits Earn.	▼ ▼ 10 12/31/2013 ▼ ▼

If there are more than one Career Services personnel
in your department, it is recommended to also select
the program versions that you are responsible for.

Report Selection: Potential 0	Graduates	
Report Preference Preference Name Load	Save Save As Remove	Ord Variables Selected Sort Order Program Version De Program Version Co Program Version C >> Status <
Campus Selection	Selection	Student Groups Employer Groups
C Code: C Descriptions	Lems (P) (All) Accounting-AS Accounting-AS Accounting-AS Accounting-BS Accounting-BS Accounting-BS Accounting-BS Accounting-AS Accounting-BS Accounting-AS Accounting-BS Accounting-BS Accounting-BS Accounting-AS Administrative Specialist-Co Administrative Specialist-Lo Administrative Specialist-Me Administrative Specialist-Me Administrative Specialist-Me Accounting-AS	Credits Remaining Grad Date 9/71/2013 to 12/31/2013 Credits Eam.
Student ID to Print Student ID	•	Preview Close

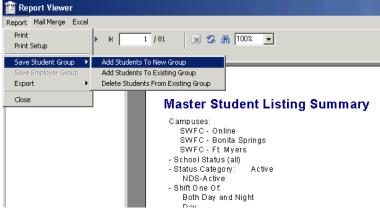
**You can also use the parameter "Career Services Advisor". You must first make sure that you have been assigned to your students. See "Assigning Advisor to Students in Bulk and Individually"

CREATING STUDENT GROUPS FOR MASS DOCUMENTATION – VIA REPORT

Saving the Student Group

After clicking Preview on the report selection screen go to **Report > Save Student Group > Add Students to New Group.**

• You can also add these names to an existing group if you choose or delete these students from an existing group using the other 2 options provided.



- Title your group using the recommended coding for your department. Begin with "CSS" to represent Career Services SWFC or "GPS" for Grad Placement SWFC. We leave the S on the end for SWFC since Platt and OHA also use the same system.
- Group Type = Manual or Static. In many cases you'll choose Manual. Use the F1 key or the Help menu in CampusVue to find out more about the differences between Manual, Static, Dynamic and Frozen student groups.
- Make Group Public if you'd like others to be able to view/use the group.
- Choose an expiration date that is rational based on how long you'll use the group in the future.
- Save



Typical activities for career services mass documenting may include:

- CS Mass Job Lead Emailed *Place in "Closed" status if documenting transpired events
- CS Resume Sent to Employer (If you send resumes in bulk to employers) *Place in "Closed" status if documenting transpired events

To document past activities to a group

- Go to View > Student Groups
- Select the group
- Click on Schedule Activity

	🎁 Student Groups				_	<u> </u>
	Description	Owner	Туре	Hold Group	Expires	_
	BOS Add 4 TECH Fees 11-2SPF	Erika Callahan	M	riold droup	4/27/2012	
	BOS Credit Card	Dianne Bommarito	М			
Student Creve	BS SP-11 NEW	Cassandra Wallace	М		4/3/2012	
Student Group	BS SP-11 REENTRY	Cassandra Wallace	<u> </u>		4/3/2012	
	Credit Balance	Shannon Sutton	S		6/27/2012	
	CSS Active FM, BS and OL/FM&BS Email		М		8/4/2012	
	ECE Tampa	Makra Brannon	M		3/17/2012	
	Deirestr Stude Schedule Activity Update Sc View Students Schedule Activity For Group		tion <u>L</u> oc	<u>E</u> dit	Add	Delete
	Group Name CSS Active FM, BS and OL/FM&BS	6 Email		Public [- Group Type -	
					aroup rype	
	 Erika Callaban 			Active	C Dynamic	
	Owner Erika Callahan	Ψ.		Active Portal Content	C Dynamic C Static	
	Owner Erika Callahan Expiration Date 8/4/2012 🔍	Ţ			C Dynamic C Static C Frozen	
		Y			C Dynamic C Static	
	Expiration Date 8/4/2012 x Other Users Seject	.ast Date Refreshed		Portal Content	C Dynamic C Static C Frozen	
	Expiration Date 8/4/2012 x Other Users Seject	1.		Portal Content	C Dynamic C Static C Frozen Manual	

- Choose the Activity (See Above recommendations)
- Edit the Subject line if helpful (IE/ Job Leads)
- Status = Closed for events that already transpired. Ensure Date Completed is accurate
- Save

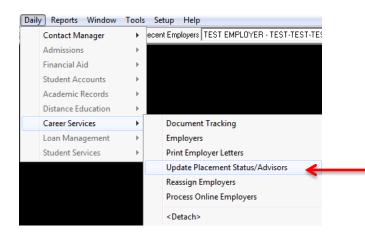
🖷 Group Activity: CS - Mass Job Lead Emailed	×
Assign To Lozada, Jennifer	
Activity CS - Mass Job Lead Emailed	
Group Lozada - FY13 - Port Charlotte	
Subject CS - Mass Job Lead Emailed	
Due Date 9/5/2013 🔻 From 🔽 To 🔽	
Date Added Time Added	
Date Added Time Added	
Status Closed Priority Normal	
Status Closed	•
Status Closed Priority Normal	•
Status Closed	•
Status Closed	•
Status Closed	T
Status Closed	•
Status Closed	•
Status Closed	•
Status Closed	

ASSIGNING ADVISOR TO STUDENTS IN BULK AND INDIVIDUALLY

Purpose: It is important to assign Career Services staff to each student/ graduate in order to see caseload assignments as well as placement activities.

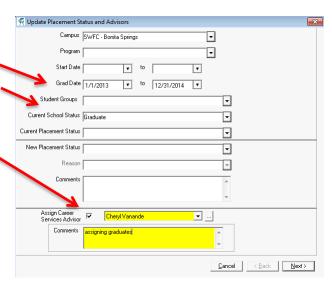
ASSIGNING IN BULK

Click on DAILY tab \rightarrow Career Services \rightarrow Update Placement Status/ Advisors



SINGLE CAREER SERVICES AT CAMPUS

- If you are the only Career Services Staff on your campus, you simply need to select Active and Graduate Statuses and enter in any graduate dates of students/ graduates you would like to be assigned to.
- 2. Click on "Assign Career Services Advisor" check box.
- 3. Select your name in employee field
- 4. Add comments
- 5. Click on Next



- A list of student names will populate.
 *if students/ grads are already assigned to a former advisor, you will get an override notice.
- 7. Click on SAVE

 Abdi, Lina Interior Design -185 / Energi Vanande 2/25/2013 P Belv, Therese Interior Design and Chergi Vanande 2/25/2013 P Belvar, Enachael Interior Design and Chergi Vanande 2/25/2013 P Cintron-Quartero, Kächen and Bahr. 0.7 Chergi Vanande 2/25/2013 P Gioradae, Datene Interior Design and Chergi Vanande 2/25/2013 P Gioradae, Datene Interior Design and Chergi Vanande 6/15/2013 P Huchinson, Alexanda: Interior Design and Steps Chergi Vanande 6/15/2013 P Huchinson, Alexanda: Interior Design and Steps Chergi Vanande 6/15/2013 P Huchinson, Alexanda: Interior Design and Steps Chergi Vanande 6/15/2013 P Huchinson, Alexanda: Interior Design and Steps Chergi Vanande 6/15/2013 P Malberg, David Computer Aided Chergi Vanande 6/15/2013 P Moree, Andrew Computer Aided Chergi Vanande 6/15/2013 P Nicholion, Rebecca: Interior Design als 7 Chergi Vanande 6/15/2013 P Schwenk, Babara Interior Design als Chergi Vanande 6/15/2013 P Sutto, Jacquelyn Interior Design and Chergi Vanande 6/15/2013 Vogt, Chergi Interior Design and Chergi Vanande 6/15/2013 Wal		Student Name	Enrollment / Status	Career Services Advisor	Exit Int.	Grad Date	Updat 4
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ASSIGNING ADVISOR TO STUDENTS IN BULK AND INDIVIDUALLY

MULTIPLE CAREER SERVICES AT CAMPUS

If there are several career services staff at one campus, you will need to first create a student group of either active or graduates that are on your caseload ("creating student groups" section)

Once you have created a student group, you will follow Step 2 from above and simply find your student group in the student group field selection.

🖷 Update Placement St	tatus and Advisors	×
Campus	SWFC - Bonita Springs	
Program	•	
Start Date	v to v	
Grad Date	The to The test of tes	
Student Groups	Lozada - FY13 - Bonita Springs 🗨	
Current School Status		
Current Placement Status		
New Placement Status	_	
Reason	_	
Comments	^	
Assign Career Services Advisor	Iv Jacqueline Williams ■	-
Comments	assigning students	
	v	
	<u>C</u> ancel < <u>B</u> ack <u>N</u> ext >	

ASSIGNING INDIVIDUALLY

1.	Search Student	🖷 Placements: Aber	rcrombie, Brandy				×
2.	Click on Placement Folder	3/29/2009 Crim		Enrollment Description Crime Scene Investigation Criminal Justice - AS Criminal Justice - BS	School Status Graduate Graduate Withdrawn	In School Status In School Not Yet In School Not Yet In School Not Yet	Not Avail- Continuir Not Avail- Continuir
3.	Click Highlight Correct Enrollment	Career Services A	dvisor Cheryl Vanan			SN 594-72-7892	
4.	Click on Edit	In School	Exit Interview	Intern/Extern History	Student Job Skills/Titles	Preferences	Resume
		Reason	In School Not Yet F	Placed	-		Yes 🗭 No
5.	Select Career Services Staff under	Pay Rate Low	0.00	Pay Rate High	0.00	Wants Assistance O	
	"Career Services Advisor"	Date Available Days Available		Hours Available			
6.	Click on SAVE	Comments	2				Â. V
					<u>E</u> dit	<u>S</u> ave Ca <u>n</u> c	el <u>C</u> lose

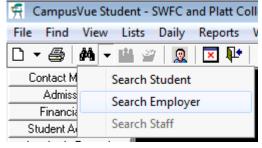
It is important to add employer contacts into CampusVue for the following reasons:

- Efficiently and strategically using the Contact Manager Module
- Setting up for future placements, externships, job orders
- Building your "Book of Business"
- Personnel Evaluations

EMPLOYER SEARCH

The employer record search features of CampusVue are extensive. The following instructions indicate the multiple processes of searching for employers or employer contacts within the system.

1. Click on the expansion arrow next to the Search Icon (Binoculars)



2. If you right-click an open space in the work area, a shortcut menu appears. Select the first option on the shortcut menu, **Find Employer**, to open the Search form.



5

3. From Daily Menu, scroll down to Placement then Employers

Daily Reports Window	Secob Helb
Contact Manager 🔹 🕨	Recent Students William
Admissions 🕨	
Einancial Aid 🔹 🕨	r
Student Accounts 🔹 🕨	
Academic <u>R</u> ecords 🔹 🕨	a, Jennifer
Distance Education 🔸	▼ to
Placement 🕨 🕨	Document Tracking
Loan Management 🔹 🕨	Employers
	Print Employer Letters
Contact Name	
/ Cox Commun	<u><</u> Detach>

4. If toggle is set to Student, Double-click any open space in the work area to open the Search form

Recent Employers TEST EMPLOYER - TEST-TEST-TEST

EMPLOYER SEARCH

It is recommended to search employers by entering in a few characters into the NAME field.

	Search						
ſ	Employer	Emp	loyer Contact	Available Jo	obs	Groups	
Г	Campus Pla					Search	
		itt - i uisa		-			_
Ш	Code		Location			✓ Cance	
Ы	Name A			Show Activ	re Only 🔽 🔽	<u>R</u> esel	t
	City/State		▼ Countr	ny l		Add Empl	oyer
	Phone		Fax	Date L	ast Modified		
	Date Added	•		•			
			To				
	Soft Skills		<u> </u>	🔲 Match Any			
	Program Ver.		▼	🔲 Match Any			
	Career Fields			Match Any			
Ш	Job Skills			Match Any			
	JOD SKIIIS		▼	Match Any			
Ļ	Name	Code	City	State	Active	Date Added	F
Āa	Name all Care Living Serv		City Tulsa	State OK	Active Yes	Date Added 3/29/2012	(918) 62
		AALL7030					F (918) 62
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Ac Ac Ac	all Care Living Serv ccess Medical of C ccountable Health	AALL7030 ACCE2753 ACC06202 ADVA9131	Tulsa Catoosa Tulsa	ОК ОК ОК	Yes Yes Yes	3/29/2012 9/5/2013 9/5/2013 4/20/2012 4/18/2012	
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EMPLOYER VIEW

To view Employer Details, simply Double Click on the Employer Name in the Search List

T Employers		
Code ALL2367	Active	e E-Mail info@amp.com
Name All Medical Pe		Campuses Platt - Tulsa Select <u>A</u> ll
Address C/O Rehab P		Locations Tulsa Campus Area
1100 S. Dewe	ey 🗸	Primary Location Tulsa Campus Area
City Bartlesville	State OK 🔻	Fee No V
Zip 74003	▼ County ▼	Industry Health Information Management
Country	▼ Pin	Employer Type Employer
Phone (918) 430-460	0 Ext Fax	Corporate
Web Site www.amp.com	n	User Ludwick, Jamie
Career Services Advisor Jamie Ludwich	k 🔽	Allow Online Access Practicum Site
	of <u>t</u> Skills Activities Edit	Save Cancel Close Employer Search Employer Groups
Comments	Contacts	Available Jobs Placement History
All Medical personnel servies	the greater Tulsa market providing th	ne healthcare industry with administartive office medical personnel.
Founded in 1998, we have an	n extensive clientel of hospitals, speci	sialty doctors offices

EMPLOYER ADD

- Important: BEFORE Adding an Employer record, ensure you have done a thorough search to see if the Employer already exists tied to another campus. If so simply edit that record to include the campus needed. Employers can be tied to more than one campus which helps eliminate duplicate records in the system. When searching you can select "All Campuses" instead of your particular campus.
- Click Add Employer from the Employer search box (see above screen shot)

Employers		EXAMI	PLE			×
Code		🔽 Active		E-Mail ccsolutions@so	olutions.org	
Name	Child Care Solutions		Car	npuses SWFC - Tampa	a 🔽	Select <u>A</u> ll
Address	222 Main St.	_	Lo	cations Orlando Area;T	ampa Area 📃	
		•	Primary Lo	ocation Tampa Area	•	
City	Tampa S	tate FL 💌		Fee 🔽		
Zip	33619 💌 County 🖡	HILLSBOROUGI 🔫	h	ndustry Education- Priv	ate 💌	
Country	US 🔽 Pin		Employe	r Type Employer]
Phone	(222) 222-2222 Ext	Fax (222) 3	33-3333	Corporate		•
	childcaresolutions.com			User		_
Career Services Advisor	Michele Nagy	-		🗖 Allow Onli	ne Access 🔲 Practicur	n Site
A <u>u</u> dit Car	eer Fields Sof <u>t</u> Skills Activ	ties <u>E</u> dit	Save	Cancel <u>C</u> lose	Employer Search En	nployer Groups
Comm	nents	Contacts	Ŷ	Available Jobs	Placemer	nt History
						<u> </u>

- Fill in the following fields...
 - o Name
 - Address, City, State, Zip, County, Country
 - Phone, Extension and Fax if available
 - Web Site if available
 - Career Services Advisor
 - Email (choose email of generic HR or primary contact)
 - Campuses Select all campuses that Employer is associated with. Click on the ellipsis (...) button to select more than one. If you do not select more than one campus you run the risk of having the employer entered into CVue multiple times if needed elsewhere.
 - Locations Choose Campus Locations that are applicable or ".Out of Campus Area"
 - Primary Location select only if more than one Location was selected above.
 - o Industry Select primary program this employer would be hiring or interning from
 - Employer Type select Employment, Internship/Externship or both
 - The "Allow Online Access" is not to be used at this time and is related directly to the Employer Portal.
 - Add any important employer information. Typically taken from website in ABOUT US section.
- Click Save > Other buttons/tabs are now available to be edited.

It is important to add employer contacts into CampusVue for the following reasons: Efficiently and strategically using the Contact Manager Module Mail Merges for events: job fair invitations, advisory board invitations, surveying Assigning job orders to contact which will auto-populate in placement module Building your "Book of Business" Personnel Evaluations

• Contacts tab

- Fill in information for Employer Contact.
- Click Same button if address is same as Employer address.
- Click Save Contact

Employers	
Code CHIL7874	Active E-Mail cosolutions@solutions.org
Name Child Care Solutions	Campuses SWFC - Tampa 🗾 Select All
Address 222 Main St.	▲ Locations Orlando Area;Tampa Area …
	Primary Location Tampa Area
City Tampa State	
Zip 33619 County HILLS	
Country US Pin	Employer Type Employer
Phone (222) 222-2222 Ext	Fax (222) 333-3333 Corporate
Web Site childcaresolutions.com	User Callahan, Erik
Career Services Michele Nagy	Allow Online Access Practicum Site
Audit Career Fields Soft Skills Activities	Edit Save Cancel Close Employer Search Employer Groups
Comments Cont	tacts 📕 👔 Available Jobs 👔 Placement History
Title Director	Phone (222) 222-2323 Ext 22
ast Name Smith First Name Sally	Fax (222) 333-3333
Address 222 Main St.	Phone 2 Ext
	▼ Phone 2 Type
City Tampa State F	
Zip 33619 🔹 Active 🔽	Contact Type Director
Country *United States 📃 💌	Contact Attributes N/A
Primary Contact	Contact is a staff Member
Job Skills Soft Skills Activities	Same Save Contact Cancel View Contacts Forward Contacts
ACTATINE ADD AVIIE ACTATINE	

It is important to add employer contacts into CampusVue for the following reasons: Efficiently and strategically using the Contact Manager Module Mail Merges for events: job fair invitations, advisory board invitations, surveying Assigning job orders to contact which will auto-populate in placement module Building your "Book of Business" Personnel Evaluations

• Contacts tab

- Fill in information for Employer Contact.
- \circ $\;$ Click Same button if address is same as Employer address.
- o Click Save Contact

It is important to add Job Orders into CampusVue for the following reasons:

- Weekly Operations Report Section
- $\circ\,$ Maintaining High Productivity of job orders

- $\circ\,$ Market awareness of employer hiring trends
- ers o Building your "Book of Business"
- Market awareness of availability of job

Personnel Evaluations

Adding Jobs into CampusVue

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- You can enter in jobs associated with the employer through the employer master detail. If entered they will be available in the "Position" drop down when adding an employment record to a student's Placement folder.
- View the screen shot below for an example record. All suggested fields are filled in but at a minimum the following fields should be completed if adding a job to an employer record.
 - JOB CATEGORY: Main program hiring from
 - JOB TITLE: Main Program Hiring From
 - EXACT JOB TITLE: Exact Title of position expressed by employer
 - **DESCRIPTION:** Start with Job Title again, brief job description
 - JOB TYPE: Employment, Internship/Externship, College Work Study
 - AVAILABLE DATE: Enter the date when you first identified the job lead, order
 - TO: Enter in 3 months later, allowing that time to fill the position
 - **PAY RATE LOW/ HIGH:** Enter in hourly calculation (if expressed by employer)
 - FULL/PART TIME: Select the status of the position.
 - WORK DAYS: Enter in days of work schedule
 - WORK HOURS: If given by the employer, please enter. If not, type in the traditional 9-5
 - CONTACT: Select from the list of contacts who you are coordinating with for this position
 - STATUS: When first entering job opportunities, always select Available.
 - JOB LOCATION: Campus Area or empty
 - JOB SKILLS: Skills required expressed by employer
 - **OPENINGS:** Select the number of openings
 - JOB SOURCE: Generally, how the position was identified
 - BENEFITS Select Benefits offered
 - **COMMENT:** Any additional information outside of job description ex/ selling points
- Click on SAVE JOB
- To allow a job to show online in the Student Portal, click on "Publish Online" and fill in the short form...

Audit Career Fields Soft	Skills Activities Edit	Save Cancel Close	Employer Search Employer Groups
Comments	Contacts	Available Jobs	Placement History
Job Category Culinary - Platt/OH.	A -	Contact Norman Sandusky	Acti <u>v</u> ities
Job Title Sous Chef	•	Status Available 🗾 💌	Fee 🗾 💌 <u>B</u> enefits
Exact Job Title Banquet Manager		Job Location	Publish Online
Description Banquet Manager:	Operates and Supervises	Job Skills Customer Service	.
Job Type Employment in Fiel	d of Study 👻 Job ID	Openings 1 🗧 Filled	
Externship Type	Active	Job Source Job Order - Direct Ou	treach to Employe 💌
Available 9/5/2013 🔻	To 12/5/2013 🔻	Comment	*
Pay Rate Low 10.00	Salary High 12.00		
Full/Part Time Full Time 💌	Work Days M-F		~
	Work Hours 10-7	View Jobs Save Job	Cancel Email Employer Job
🔲 Resume require	d with a job application		
🔲 Student can dir	ectly apply to the employer		

Quick Search: Viewing Available Jobs tab Via Search Module

For quick view of available job orders, you may search them through the AVAILABLE JOBS tab in the Employer Search Module.

	Y		Y	Y		
Employ	ver	Employer Contact	Available .	Jobs	Groups	
Campus	SWFC - Ft. Myers		•			
Employer			#4		<u>S</u> earch	
Description					Ca <u>n</u> cel	
Area Code		State 🔽			<u>R</u> eset	
Job Type	Employment in Field	l of Study or Relate 🔻	Job ID			
Job Title			Exact Job Title			
Soft Skills			Match Any			
			Match Any			
Program Ver.						
			International Access			
Career Fields		<u> </u>	🔲 Match Any			
Job Skills		<u>-</u>	Match Any			
	Available		~ .	th no openin	gs	
Job Skills	A 14 14		Match Any	th no openin	gs	
Job Skills Job Status	A 14 14		Match Any	th no opening	Date Added	F
Job Skills Job Status Available Job	Dates From 9/1/2 Code	2013 To	Match Any		-	(918) 62
Job Skills Job Status Available Job Name	Dates From 9/1/2 Code Gers AALL7030	2013 To City	Match Any Include Jobs wi T State	Active	Date Added	(918) 62
Job Skills Job Status Available Job Name Aall Care Living S	Dates From 9/17 Code Gers AALL7030 of C ACCE2753	2013 To City Tulsa	Match Any Include Jobs wi Include Jobs wi Iteration	Active Yes	Date Added 3/29/2012	(918) 62
Job Skills Job Status Available Job Name Aall Care Living S Access Medical	Dates From 9/1/2 Code ferv AALL7030 of C ACCE2753 alth ACC06202	2013 To City Tulsa Catoosa	Match Any Match Any Include Jobs wi T State OK OK	Active Yes Yes	Date Added 3/29/2012 9/5/2013	(918) 62 (309) 63
Job Skills Job Status Available Job Name Aall Care Living S Access Medical Accountable Hea	Code Code Gerv AALL7030 of C ACCE2753 alth ACC06202 stiol ADVA9131	2013 To City Tulsa Catoosa Tulsa Peoria	Match Any Match Any Include Jobs wi T State OK OK OK	Active Yes Yes Yes	Date Added 3/29/2012 9/5/2013 9/5/2013	
Job Skills Job Status Available Job Name Aall Care Living S Access Medical Accountable Hea Advanced Correc	Code Gerv AALL7030 of C ACCE2753 alth ACC06202 ctioi ADVA9131 al C AFTE5252	2013 To City Tulsa Catoosa Tulsa	Match Any Match Any Include Jobs wi State OK OK IL	Active Yes Yes Yes Yes Yes	Date Added 3/29/2012 9/5/2013 9/5/2013 4/20/2012	(309) 69
Job Skills Job Status Available Job Name Aall Care Living S Access Medical Accountable Hea Advanced Correc After Hours Dent	Oates From 9/1/2 Code	2013 To City Tulsa Catoosa Tulsa Peoria Sand Springs	Match Any Match Any Include Jobs wi State OK OK OK IL OK OK	Active Yes Yes Yes Yes Yes Yes	Date Added 3/29/2012 9/5/2013 9/5/2013 4/20/2012 4/18/2012	(309) 69
Job Skills Job Status Available Job Name Aall Care Living S Access Medical Accountable Hea Advanced Correct After Hours Dent All Medical Perso	Code ierx AALL7030 of C ACCE2753 alth alth ACC06202 alth alth ACC06203 alth alth ACC06204 alth alth ACC06205 alth alth ACC06202 alth alth ACC06202 alth alth ACC06202 alth alth ACC06202 alth alth ALC06202 alth alth ALC06202 alth alth ALC06202 alth alth ALC367 alth alth ALL2367 alth	2013 To City Tulsa Catoosa Tulsa Peoria Sand Springs Bartlesville	Match Any Match Any Include Jobs wi State OK OK OK IL OK OK OK	Active Yes Yes Yes Yes Yes Yes	Date Added 3/29/2012 9/5/2013 9/5/2013 4/20/2012 4/18/2012 9/5/2013	(309) 69 (918) 24 (918) 43
Job Skills Job Status Available Job Name Aall Care Living S Access Medical Accountable Hea Advanced Correa Alter Hours Dent Alter Hours Dent All Medical Perso Allergy Asthma ar	Code iers AALL7030 of C ACCE2753 alth ACC06202 alto APTE5252 nmi ALL2367 ndl ALL24510 ulss ALL2431	2013 To City Tulsa Catoosa Tulsa Peoria Sand Springs Bartlesville Tulsa	Match Any Match Any Include Jobs wi State OK OK UK OK UK OK OK OK OK	Active Yes Yes Yes Yes Yes Yes Yes	Date Added 3/29/2012 9/5/2013 9/5/2013 4/20/2012 4/18/2012 9/5/2013 8/4/2011	(309) 69 (918) 24 (918) 43 (918) 39
Job Skills Job Status Available Job Name Aall Care Living S Access Medical Accountable Hea Advanced Correa After Hours Dent All Medical Perso Allergy Asthma an Allergy Clinic of T	Code Code ier ALL7030 of C ACCE2753 alth ACC06202 attion ADVA9131 al C AFTE5252 mn ALL2367 nd I ALLE4310 uls. ALLE7431 th ALL1285	2013 To City Tulsa Catoosa Tulsa Peoria Sand Springs Bartlesville Tulsa Tulsa Tulsa	Match Any Match Any Include Jobs wi State OK	Active Yes Yes Yes Yes Yes Yes Yes Yes	Date Added 3/29/2012 9/5/2013 9/5/2013 4/20/2012 4/18/2012 9/5/2013 8/4/2011 8/12/2011	(309) 63 (918) 24 (918) 43 (918) 33 (918) 33
Job Skills Job Status Available Job Name Aall Care Living S Access Medical Accountable Hea Advanced Correa Alter Hours Dent Allergy Clinic of T Allergy Clinic of T Allergy Clinic of T Allerd Home Hea	Code Code ALL7030 of C ACCE2753 alth ACC06202 tioin ADVA9131 al C AFTE5252 mnr ALL2367 nd I ALLE7431 uls. ALLE7431 th ALL285 Art ANDE8532	2013 To City Tulsa Catoosa Tulsa Peoria Sand Springs Bartlesville Tulsa Tulsa Tulsa Tulsa Tulsa	Match Any Match Any Include Jobs wi State OK	Active Yes Yes Yes Yes Yes Yes Yes Yes Yes Ye	Date Added 3/29/2012 9/5/2013 9/5/2013 4/20/2012 4/18/2012 9/5/2013 8/4/2011 8/12/2011 4/25/2012	(309) 63 (918) 24 (918) 43 (918) 33 (918) 30 (918) 80 (918) 74

Recommended Parameters to search via

Available Dates

Job Status = Available

Career Fields (If you would like to do quick programmatic search)

** You may also be able to export or print out a list of job orders. Please Reference Job Orders Report in the Reports Section

In order to organize your employer and student activity, it is best to schedule them into your Contact Manager (and in some cases alongside your outlook meeting calendar)

- CS Contact/ Follow Up with Graduate
- CS Employer Outbound Marketing Call
- CS Employer Visit Off Campus or Networking Event
- CS Employer Visit On Campus
- CS Job Campaign/ Career Planning Meeting
- CS Job Interview 1st
- CS Job Interview Subsequent

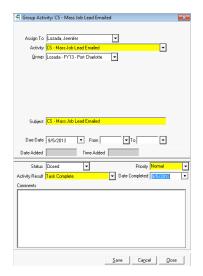
To schedule past activities to a student group

*Bulk Scheduling may be good for Follow ups with existing graduates, setting up Career Planning Meetings with upcoming graduates

- Go to View > Student Groups
- Select the group
- Click on Schedule Activity

	🎁 Student Groups					_ 🗆 ×
	Description BOS Add 4 TECH Fees 11-2SPF BOS Credit Card BS SP-11 NEW	Owner Erika Callahan Dianne Bommarito Cassandra Wallace	Type M M M	Hold Group	Expires 4/27/2012 4/3/2012	2
Student Group	BS SP-11 REENTRY Credit Balance	Cassandra Wallace Shannon Sutton	M S	-	4/3/2012 6/27/2012	2
\longrightarrow	CSS Active FM, BS and OL/FM&BS Email ECE Tampa	Erika Callahan Makra Brannon	M		8/4/2012 3/17/2012	2
Schedule Activity	Befresh Students Schedule Activity Update Sch View Students Schedule Activity For Group/rc		tion <u>L</u> oc	ks <u>E</u> dit	<u>A</u> dd	<u>D</u> elete
	Group Name CSS Active FM, BS and OL/FM&BS Owner Erika Callahan Expiration Date 8/4/2012 T	Email	V	Public Active Portal Content	Group Type - C Dynamic C Static C Frozen	
	Other Users Seject			2	Manual	
	Job Frequency La Exclude manually added/deleted students upon	ast Date Refreshed		<u>v</u>	⊻iew SQL	
	Display Inactive Groups Display other Grou	ibs		Save	Cancel	<u>C</u> lose

- Choose the Activity (See Above recommendations)
- Edit the Subject line if helpful (IE/ Job Leads)
- Status = "Pending" for events scheduled for the future. Ensure Due Date is scheduled in the future.
- Save



You may also opt to schedule individual student activities as they come up. There are a few ways to do this:

- 1: Enter in the activity through the CONTACT MANAGER module
- 2: Enter the activity through the STUDENT or EMPLOYER RECORD module

÷7

1. VIA CONTACT MANAGER

Open Contact Manager

Right click on the background of the main screen

OR

Daily Tab $ ightarrow$ Contact Ma		
Daily Reports Window	Tools	Setup Help
Contact Manager	•	Contact Manager

OR

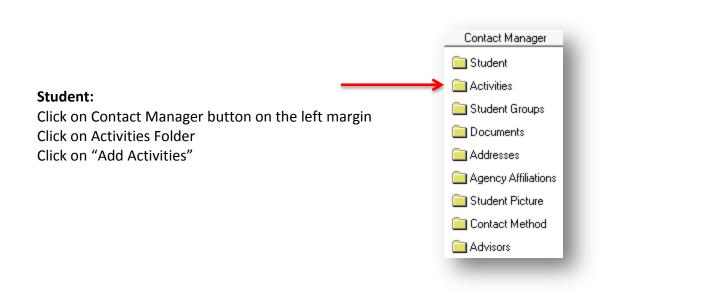
Click on Contact Manager Icon

Click on Add Activity Button

🖣 Contact Manager		
Staff Member(s)	💌 🗆 All 📄 Only Reassigned Activities	•
Due Dates 🗾 🔻 to	▼ <u>R</u> efresh	Cale <u>n</u> dar
Activities	Messages	Students
Assigned To		
•		Þ
	Customize	<u>C</u> lose
Add Activity Edit Activity Close Activity		

2. VIA INDIVIDUAL SCHEDULING OF ACTIVITIES THROUGH STUDENT/ EMPLOYER RECORD

Search for the specific student or Employer you want to assign an activity to



Employer

Open Employer Master Record Click on Activities button Click on "Add Activities"

	ALL2367		🔽 Acti	ve	E-Mail			
Name	All Medical Personn	el-Ameritox		Can	npuses Plat	t - Tulsa 👘	<u></u>	Select A
Address	C/O Rehab Phys. ol	OK		▲ Lo	cations			
	1100 S. Dewey			 Primary Lo 	cation			-
City	Bartlesville	State	OK	*	Fee No	-		
Zip	74003 💌	County			ndustry	<u> </u>		Ŧ
Country	-	Pin		Employe	r Type			Ŧ
Phone	(918) 430-4600	Ext	Fax		c	orporate		-
Web Site					_	User Lu	dwick, Jamie	
Career Services Advisor			Ŧ		Г	Allow Online	e Access 🔲 Pra	sticum Site
A <u>u</u> dit Car	eer Fields Sof <u>t</u> Ski	s Activities	<u>E</u> dit	<u>S</u> ave	Ca <u>n</u> cel	<u>C</u> lose	Employer Search	Employer Group
Comm	nents	Con	tacts	- Y	Available	e Jobs	Plac	ement History
Comn	nents	Con	tacts	Ĭ	Available	e Jobs	Plac	ement History

MANAGING YOUR CONTACT MANAGER ACTIVITIES

Now that activities are entered, you must maintain your tasks and calls and when appropriate, create follow up tasks after closing activities out.

Open up your Contact Manager. This module should be open at all times. Customize the view of your Contact Manager to the following:

Student Phone # Employer Phone # Subject Due Date	
Contact Name	- 1
	- 1
	- 1

Your Contact Manager should list your scheduled activities.

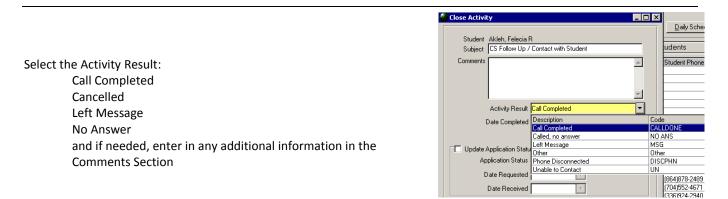
You can also minimize the list by entering in "Due Dates" to only show activities of that day, week, month.

to <u>R</u> e	fresh		Daily Sched
Messages	<u> </u>		Students
Subject	Due Date	Time	Student Phone \$
contact students to sched exit	11/19/2003		757-460-5877
contact students to sched exit	11/19/2003		757-321-4370
contact students to sched exit	11/19/2003		757-427-3955
contact students to sched exit	11/19/2003		704-588-2663
contact students to sched exit	11/19/2003		757-479-2932
contact students to sched exit	11/19/2003		(757)228-6772
CS Follow Up / Contact with Stud	11/20/2003		(757)631-1270
contact students to sched exit	11/20/2003		757-548-9973
CS Follow Up / Contact with Stud	11/20/2003		(757)248-6857
contact students to sched exit	11/20/2003		757-493-9393
CS Follow Up / Contact with Stud	11/20/2003		757-934-2899
CS Follow Up / Contact with Stud	11/20/2003		757-302-1265
CS Follow Up / Contact with Stud	11/20/2003		757-855-1676
	Subject contact students to sched exit contact students to sched exit CS Follow Up / Contact with Stud contact students to sched exit CS Follow Up / Contact with Stud CS Follow Up / Contact with Stud CS Follow Up / Contact with Stud CS Follow Up / Contact with Stud	Messages Subject Due Date contract students to sched exit 11/19/2003 contract students to sched exit 11/20/2003 CS Follow Up / Contract with Stud 11/20/2003	Messages Subject Due Date Time contact students to sched exit 11/19/2003 contact students to sched exit contact students to sched exit 11/19/2003 contact students to sched exit contact students to sched exit 11/19/2003 contact students to sched exit contact students to sched exit 11/19/2003 contact students to sched exit Contact students to sched exit 11/19/2003 contact students to sched exit CS Follow Up / Contact with Stud 11/20/2003 contact students to sched exit CS Follow Up / Contact with Stud 11/20/2003 contact students to sched exit CS Follow Up / Contact with Stud 11/20/2003 cS Follow Up / Contact with Stud CS Follow Up / Contact with Stud 11/20/2003 CS Follow Up / Contact with Stud CS Follow Up / Contact with Stud 11/20/2003 CS Follow Up / Contact with Stud

As you are making calls to students, Click on Close Activity to enter in the status of that call.

Located on the bottom left of the Contact Manager Screen

i compator m	oronanio		oo Employor Corkaal Car
Johnson, Benj	amin		CS Follow Up / Contact wit
Riggins, David			CS Follow Up / Contact wit
/ ibm			CS Employer Contact Call
/ Document T	echnologies		follow up
Adams, Gottfri	ed A		CS Follow Up / Contact wit
Akleh, Felecia	R		CS Follow Up / Contact wit
Anderson, Jarr	nes B		CS Follow Up / Contact wit
Campbell, Ann	eka L		CS Follow Up / Contact wit
Dawkins, Row	iena K		CS Follow Up / Contact wit
Nance, Lisa N			CS Follow Up / Contact wit
		. —	
Add Activity	Edit Activity	(C)	ose Activity



MANAGING YOUR CONTACT MANAGER ACTIVITIES

Activity Result Call Completed	
Date Completed 12/3/2003	
Update Application Status	
Application Status Not Requested	
Date Requested	Ľ
Date Received	

🖷 Activity: CS - Contact/ Follow Up with Graduate × Assign To Lozada, Jennifer -Activity CS - Contact/ Follow Up with Graduate ▼ Student Banks, Shaton M Clear Enter Activity in an appropriate follow up activity Enroll <All Enrollments> Inquiry <All Inquiries for Student> -Follow up with Graduates/ Students le/ **Outbound Marketing Calls with Employers** Make any necessary changes to the subject Subject CS - Contact/ Follow Up with Graduate Change DUE DATE to future date Due Date 9/26/2013 • From To -Date Added Time Added Click on Save Follow up Status Pending • Priority Normal • Activity Result ▼ Date Completed 7 Comments Save Follow Up Cancel

Click on Save and Follow up Button

A new activity is now scheduled for the future in your Contact Manager

CAREER SERVICES ACTIVITIES TO DOCUMENT

Below is a quick list of all priority activities set up for Career Services. Please only use activities that begin with "CS"

- CS Contact/ Follow Up with Graduate
- CS Employer Follow Up
- CS Employer Outbound Marketing Call
- CS Employer Visit Off Campus or Networking Event
- CS Employer Visit On Campus

- CS Job Campaign/ Career Planning Meeting
- CS Job Interview 1st
- CS Job Interview Subsequent
- CS Mass Job Lead Emailed
- CS Resume Sent to Employer

Contact Manager

Financial Aid Student Accounts

Academic Records Career Services

🚞 Student

School Fields
 Placements
 Status History
 Certifications
 Audit

- Pull up Student Record
- Click on Career Services in the left margin
- Click on Placements Folder

Exit Interview tab – Updating Statuses

- 1. Ensure that Career Services Advisor is filled in.
- 2. Ensure that you have the Graduate/Completer enrollment line highlighted in the top box. The School Status should read "Graduate"
- 3. To update the Placement status to any of the waiver options or Employed, Not Placed click Edit while on the Exit Interview Tab and choose the appropriate status from the drop down. SAVE. All students already have "Not Yet Placed" as the defaulted placement status. To list a student as Placed, see the instructions that follow regarding the Placement & Intern/Extern History tab.
- 4. Ensure that all backup documentation for the selected Placement status is scanned/ uploaded into CampusVue.
- If student is waived or noted by campus as unavailable for career services assistance, checkmark YES under the Waiver Signed selection. Ensure that all backup documentation is scanned/ uploaded into CampusVue
- 6. After choosing the Placement Status, the effective date field will show and will default to today's date.

2 Straduation Date Program Version Enrolment Description School Status In School Status Placement Status 3/30/2009 Non-Degree Seeking Non-Degree Seeking NDS - Withdrawn In School Status Not Yet Placed	Placements: Brown, Thomas F Industron Date [Program Version Envolment Description School Status In School Status Placement Status /30/2009 Non-Degree Seeking Non-Degree Seeking ND5 - Withdrawn In School Not Yel Not Yel Placed
Sizes/2013 Web Design and Develop Graduate Sool Not Yet Placed Career Services Advise 1 ne Sizes	725/2013 Web Design and Develop Web Design and Develop Graduate In School Net Yet Placed Career Services Advisor Jacqueline Williams SSN 384-78-6849 In School Exit Interview Placement & Interview Student Job Student Job In School Exit Interview Placement & Student Job Student Job Student Job
Placement Status Not Yet Placed Placement Status Not Yet Place	Placement Status Continuing Education Effective Date 5/14/2013 Has Car Fast Fast Has Car Yes No Pay Rate Low Pay Rate High Wants Assistance Yes No Date Available Exit Interview Date Hours Available Hours Available Hours Available Hours Available Hours Available Hours Available No N
Waiver Signed Not Readed In the Stand-alone ESL ESL ES	Waiver Signed C Yes C No
<u>Edit</u> <u>Save</u> <u>Capcel</u> <u>Close</u>	Edt Save Cancel Glose

If student is waived or unavailable under any of the official accreditation statuses. Please click on WAIVE and select the appropriate reason. Also, enter in any additional Comments in the Comments box. (IE/ Pregnancy, Continuing Ed at "x" Universitry)

UPDATING STATUSES AND ENTERING IN EMPLOYMENT – INTERNSHIP - FWS RECORDS Placements & Intern/Extern History tab

STUDENTS MAY HAVE MORE THAN ONE ENROLLMENT. IT IS IMPORTANT TO SELECT THE PROPER ENROLLMENT SEQUENCE WHEN ENTERING IN EMPLOYMENT RECORDS. TO ENTER IN EMPLOYMENT RECORDS, YOU MUST ALSO MAKE SURE THAT THE EMPLOYER ACCOUNT EXISTS.

PLEASE REFER BACK TO ADDING NEW EMPLOYERS IF YOU FIND THAT YOU NEED TO CREATE AN ACCOUNT

• Click Add to enter Placement details on this tab. After completing the form the Placement Status on the Exit Interview tab will automatically update to "Placed" for SWFC or "Graduates-Employed in Field" for Platt.

Placements:	Brown, Thomas F				
raduation Date	Program Version	Enrollment Description	School Status	In School Status	
/30/2009	Non-Degree Seeking	Non-Degree Seeking		In School Not Yet	
/25/2013	Web Design and Develop	Web Design and Develop	Graduate	In School Not Yet	Not Yet Placed
Career Servio	es Advisor Jacqueline W	illiams 💌	SSN	384-78-6848	
In School	Exit Interview		itudent Job Skills/Titles	Preferences	Resume
Employer	Job Type	Job ID# Job Descri	iption	Date	Placed Verified?
			Activ		<u>D</u> elete

- Select Job Type > Employment
- Select Placement Status > Placed (for SWFC) or Graduates- Employed in Field (for Platt)
- Click on Binoculars to search for and select Employer. Enter in Employer name or other information that will help the search engine fill in options to select from in the bottom are of the search screen. If the Employer is not available in the search options you may fill in their information on this screen and click Add Employer (See subsequent How To Document for directions on how to Add an Employer Record). Click Select once you have the Employer highlighted.
 - NOTE: The available employers that show in the Search are directly tied to the campus you have selected in your session <u>default settings</u>. Look at the campus you are tied to in the bottom right corner of your CampusVue screen. If you are tied to FM you will only see Employers tied to the FM campus. It's important to connect employer records to any/all campuses that students can be employed by them from for this reason. To change your default campus, just double click on the bottom right corner of your screen and change campus.

192ECALLAHAN SWATTPA frmPIStudentPlacement 5/14/2013						
	192ECALLAHAN	SWE	TPA	frmPIStudentPlacement	5/14/2013	//.

- Position > If the needed position is available in the drop down you may select from there. The drop down draws information directly from the Employer record. If you wish to be able to select from this drop down moving forward, ensure that positions are tied to the Employer record. Choose Unlisted in cases where the option needed is not available.
- Click Next

lacement	- Employers & Positions	
UI	Employers & Positions	Search Employer Image: Search Employer Description/Name hillsborough county sher Search Code Location City State Telephone Date Last Modified Date Added Image: State Show Active Only Image: State
+0.16 +0.17 +0.16 1017		Soft Skill Image: Soft Skill Program Ver. Image: Soft Skill Image: Soft Skill Image: S
		Hillsborough County Sheriff HILL6445 Yes 10/1/2011 I Hillsborough County Sheriff's Office HILL3009 Yes 17/2011 T Hillsborough County Sheriff's Office HILL8872 Yet 7/1/2011 T Hillsborough County Sheriff's Office HILL9908 Yes 6/25/2011 T ▲dd Employer Sglect Reset Close
	<u>C</u> ancel <u>Back</u> <u>M</u> t> Einish	

- Exact Job Title > Fill in
- Job Description > Fill in as needed. This is helpful when the job title doesn't provide enough info as to what the job duties would entire.
- Job Source > select from options
- Supervisor > Fill in
- Supervisor Phone Number > Fill in
- Status > defaults to Employed
- Date Placed > select actual placement date. In some cases this will be a past date. If this date is unknown, select the student's first date on the job.
- Start Date > select the student's first date on the job.
- Salary > fill in yearly salary. Ensure it is listed as ACTUAL.
- Salary Type > Hourly
- Benefits > if known select Yes or No
- Job Schedule > Full Time or Part Time
- In Field of Study > select Yes or Related. While students are listed as "Placed" regardless of whether they
 are In Field or Related, documenting this field within the placement record can assist with reporting of
 the distinction for Career Services and Campus Directors.
- How Placed > select from options
- Career Services Rep > select from options
- Comments > Add as/if needed.
- Click Finish
- Below is an example of all fields filled in.

🖷 Student Placement			×
	-Student Placement Info	ormation	
	Student Name	Brown Thomas	
1/	Job Category	7	
+/4	Job Title		
+7/8	Exact Job Title	Deputy	
1/	Job Description		
+/4 01	Job ID	Job Source Career Fair	
+//8	Supervisor	Sally Smith	
States 1	Supervisor Phone No.	(222) 222-2222	
+0.181	Status	Employed 🔽 From Interview Yes 💌	
+0.17	Date Placed	5/6/2013 🔻 Start Date 5/13/2013 🔻	
16 V +0.19	Salary	35,000.00	
		C Estimate 💿 Actual 🛛 Salary Type Yearly 🔽 🔽	
all trans	Fee	Benefits Yes	
	Job Schedule	Full Time	
	In Field Of Study	Yes 🗾 How Placed Self-Placed 🔽	
	Career Services Rep	Jacqueline Williams 🔹	
1 1 1	Comment		
			1
		Cancel < Back Next> Einisr	

- You will now see the placement record listed in the tab.
- The Activities button is also now enabled. You can add activities to the employer from this screen or view the associated activity history.
- Job ID will remain blank on this screen if the Position was left as "Unlisted" when the job was added to the student record. See page 3 above.
- Look back at the Exit Interview tab and you will now see that the student's Placement Status has been updated to "Placed"!

🖷 Placements:	Brown, Thomas F				×
Graduation Date	Program Version	Enrollment Description	School Status	In School Status	Placement Status
3/30/2009	Non-Degree Seeking	Non-Degree Seeking		In School Not Yet	
3/25/2013	Web Design and Develop	Web Design and Develop	Graduate	In School Not Yet	Not Yet Placed
	ALC: 1. 19 10			204 70 0040	
Lareer Servic	es Advisor Jacqueline W	illiams 🔛	SSN	384-78-6848	
In School	Exit Interview		itudent Job Skills/Titles	Preferences	Resume
Employer	Job Type	Job ID# Job Descri	ption		Placed Verified?
Hillsborough Co	unty Sheri Employment	0		5/6/	2013
-					
			Activ	ities Add	Delete
			<u>P</u> ri	nt	
L			50	e _ e	
			<u> </u>	Save Can	cel <u>C</u> lose

- Verification of Employment All employment records are required to be verified. In the screen above the Verified? Field is left blank until the user updates that information.
 - Highlight the Employment record in the above screen. Click Edit.
 - o Adjust details related to the job at this time if needed. (i.e. Salary etc.)
 - Click Perform Verification. The Verification tab is now editable.

itudent Place	Hillsborough (Lab Tura	Employment		
	milisboroughic	Soundy Shellin	-				Ľ
Job Category			<u> </u>	Job ID	0		
Job Title			🗾 Jo	b Description			
Exact Job Title	Deputy						
Job Source	Career Fair	-					
Supervisor	Sally Smith		Super	visor Phone	[222] 222-2222		
Status	Employed	From Interview	w Yes	•	How Place	Self-Placed]
Field Of Study	Yes	•		_			
Date Placed	5/6/2013	🔹 Start Date	e <mark>5/13</mark> /	/2013 🔹			
Fee	No 🔻	Benefits	: Yes	-	Career		
Job Schedule	Full Time	-			Services Rep <mark>Ja</mark>	cqueline Williams	•
rmination Date		▼ Termination Rea	son 🗌				
Сотп	ient	Verification	$\neg \gamma$	Employe	r Details	Salary Deta	ils
Comment							<u> </u>
							-
Perform Verifica	ition			Activitie	es <u>S</u> ave	Cancel	<u>C</u> lose

- Verification Agent > Fill in
- Title > Fill in
- Verification Date > select date
- Verification Rep > select rep
- Phone No > fill in phone number for agent
- Verification Comments > Add as/if needed.
- Save so that the placement record field titled "Verified?" will show YES.
- Ensure that all backup documentation is scanned/uploaded into CampusVue.

Student Placement: Brow		<u>:</u>
_		<mark>۔</mark>
Job Category	Job ID 0	
Job Title	Job Description	
Exact Job Title Deputy		
Job Source Career Fair		
Supervisor Sally Smith	Supervisor Phone (222) 222-2222	
Status Employed	▼ From Interview Yes ▼ How Placed Sel	f-Placed 🔻
n Field Of Study Yes		_
Date Placed 5/6/2013	▼ Start Date 5/13/2013 ▼	
Fee No 🔻	Benefits Yes 🔽 Career	
Job Schedule Full Time	Services Rep <mark>Jacqueli</mark>	ne Williams 📃 💌
ermination Date	Termination Reason	
Comment	Verification Employer Details	Salary Details
Verification Agent Sally S	mith Title Sheriff	
Verification Date 5/14/	2013 Verification Rep Jacqueline Williams	_
Phone No (222) 3	33-3333 Verification Comments Add\Edit Comments	
Perform Verification	Activities Save	Cancel <u>C</u> lose

It is required that the following documents (when appropriate) be uploaded to CampusVue

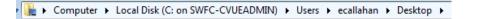
- Resume (in word format for future editing)
- Employment Confirmation
- Employer Verification
- Waiver Form (incl, back up documentation)
- Graduate Information Form
- 1. Find student and click on Document Tracking Folder off the left margin
- 2. If the "CS" document is not listed, click on "Add Document" to populate it.
 - a. After clicking "Add Document", click on Document drop down menu
 - b. Change Document Status to "on file" if you are in the process of uploading that document
 - c. Change Date Requested to current date
 - d. Click on Save

ident Number 0000005720	Ţ	Module (All Modules)	ment No. 714			
Document	Source	Status	Requested	Approved	Received	Date Due 🔺
EMS- Photo ID	AM	On File	6/22/2011	6/24/2011		6/22/2011
ADS-FERPA Release Data Form	AD	On File	6/22/2011	6/25/2011		
EMS-Social Security Card	AM	On File	6/22/2011	6/24/2011		6/22/2011
TAS- Stafford Loan Entrance Cour		On File	8/15/2011	8/15/2011		
FL- Stafford Loan Exit Counseling	FA	Requested	4/19/2013			5/19/2013 🔻
Document List Add Document	Display [Document	equest	Aud	li <u>t</u> <u>E</u> dit Permit Det	<u>D</u> elete
	Display [Inbound Transcript R	equest ent Status	Aud	•	
Document Detail		Inbound Transcript R		Aud	•	ails
Document Detail Document Enrollment Network Engineering	g and Admini	Inbound Transcript R	ent Status	_Aud	•	ails
Document Detail Document Enrollment Network Engineerin ate Requested	and Admini	Inbound Transcript R Docume stration - AS	ent Status	ř	Permit Del	iails
Document Detail Document Enrollment Network Engineerin ate Requested	and Admini	Inbound Transcript R Docume stration - AS	ent Status	Pate Approved	Permit Del	
Document Detail Document Enrollment Network Engineerin ate Requested Date Due	and Admini	Inbound Transcript R Docume stration - AS	ent Status	Pate Approved	Permit Del	
Document Detail Document Enrollment Network Engineerin ate Requested Date Due	and Admini	Inbound Transcript R Docume stration - AS	ent Status	Pate Approved	Permit Del	

- 3. Highlight the "CS" Document you wish to upload
- 4. Click on Display Document button
 - a. This will bring up a small box as seen here with 4 icons. Click on the upload documents image in the upper left hand corner.

🍿 Herrera, Jennifer - 31169	×
No attachment found for this do	cument.
	Scan Close

- 5. This will give you an OPEN search box, you will need to navigate to your personal desktop.
 - a. Pull the Look In drop down box down and click on "Local Disk (C: on SWFC-CVUEADMIN)"
 - b. Next click on Users
 - c. Then click on YOUR username
 - d. Then Desktop



- 6. Once you have found your desired file on the desktop, upload this file to Campus Vue
 - a. A small file image will appear next to the Document in Vue. You can highlight this and click DISPLAY DOCUMENT again to view this document. Once it is loaded in Vue can may delete from your desktop.

your acsidop.			
Award Year 2010-11 💌			Add Docur
Document	Source	Status	Requested
[III] [AS- Parent Credit Check Authoriza	FA	Requested	6/21/2011
AS- Award Letter	FA	Requested	6/21/2011
TAS- How Refunds Affect FA & Ver	FA	Requested	6/21/2011
TAS-TIV Credit Bal. Auth. HOLD - F	FA	Not Needed	6/21/2011

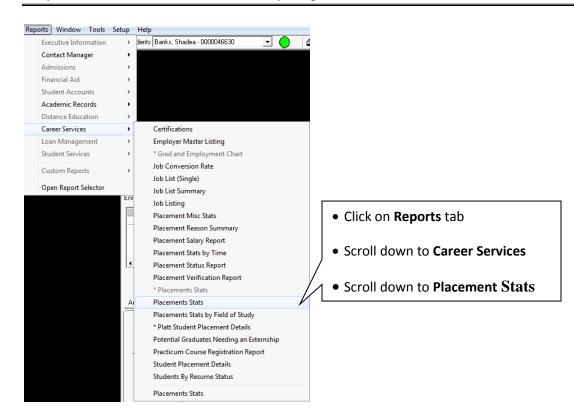
CAMPUSVUE REPORTS

- > Employment Statistics by Campus, Program, Advisor
 - > Employments, Internships/ Externships, FWS

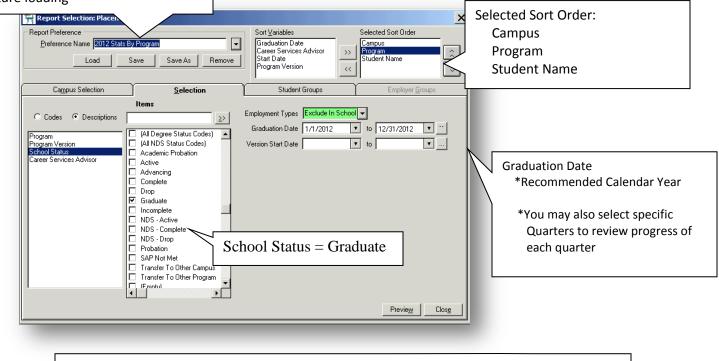
> Job Orders

- > Contact Manager Student and Employer Activity
 - Employers by Program, Type
 - > Events Contact Report
 - > Waiver/ Unavailable Reasons

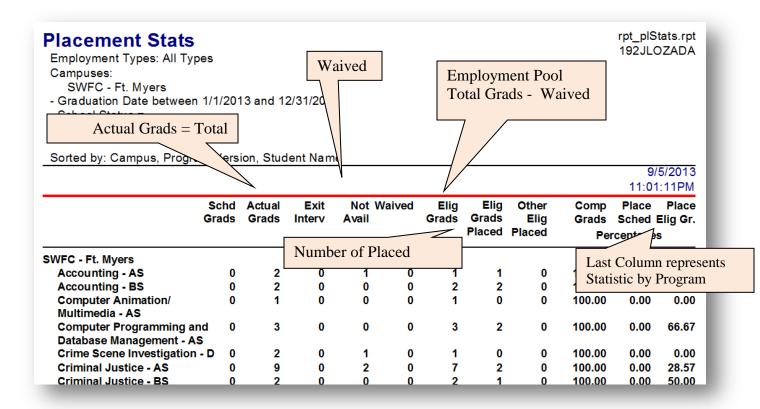
Purpose: To review current statistics by Program.



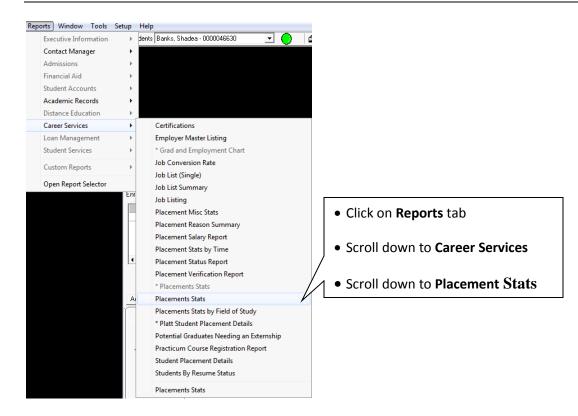
Enter in a Report Name and save for future loading

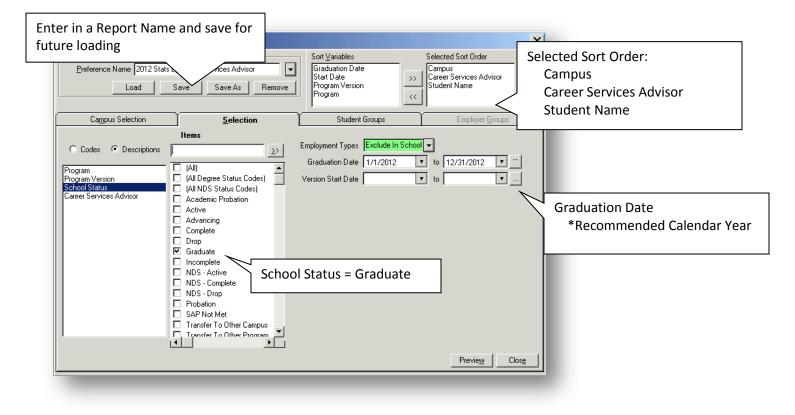


Click on Preview once all parameters are selected



Purpose: To review current statistics by Career Services Advisor *Career Services Advisor must be assigned in CampusVue for this reporting to be accurate





Placement Stats Employment Types: All Typ Campuses: SWFC - Ft. Myers - Graduation Date betweer - School Status = Graduate	pes	3 and 1	2/31/201	3						rpt_pIS 192JLC	
Sorted by: Campus, Caree	er Service	es Advis	or, Stude	ent Nam	e						51004
											5/201 5:52PN
	Schd Grads	Actual Grads	Exit Interv	Not Avail	Waived	Elig Grads	Elig Grads Placed	Other Elig Placed	Comp Grads Pei	Place Sched I rcentage	Elig G
SWFC - Ft. Myers											
-	0	1	0	0	0	1	0	0	100.00	0.00	0.0
Lewis, Tina	0	43	0	8	0	35	26	0	100.00	0.00	74.
Williams, Jacqueline	0	48	0	6	0	42	22	0	100.00	0.00	52.
	0	92	0	14	0	78	48	0	100.00	0.00	61.
Totals	0	92	0	14	0	78	48	0	100.00	0.00	61.
92 record(s) selected											

**Note: IF there is a blank space to the left of the Actual Grads, then an Advisor has not been assigned to the Graduate in CampusVue.

DIFFERENT VIEWS OF REPORT VIEWER

*Note: By changing the Sort Order in the Parameters Module, you can also change the output of the preview Report Viewer.

		Placement Sta Employment Types: A Campuses: SWFC - Ft. Myers - Graduation Date bet - School Status = Graduate Sorted by: Program Ve	ll Types veen 1/1/201									DZADA
ected Sort Order			Schd Grads	Actual Grads	E xit Interv	Not Waive Avail		Grads	Other Elig Placed		Place Sched centage	E lig G r
ogram Version		Accounting - AS										
dent Name		Gee, Darin W	0	1	0) 1	1	0	100.00		
ous		Gee, Tabitha	0	1 2	0	1 1) 0) 1	0 1	0 0	100.00 100.00	0.00 0.00	0.00 100.00
		Accounting - B S										
	\sim	Crowder, Sandra	0	1	0	0) 1	1	0	100.00	0.00	100.00
		Nelson, Jeffrey A	0	1	0) 1			100.00		100.00
			0	2	0) 2		0	100.00	0.00	100.0
		Computer Animation/ Mu	Itimedia - AS									
		Portalatin, Luis	0	1	0) 1	0	0	100.00	0.00	0.00
			0	1	0	0) 1	0	0	100.00	0.00	0.00
		Computer Programming	and Databas	e Manage	ement - A	s						
		Blythe, David	0	1	0) 1	1	0	100.00		100.00
		Garcia, Francisco J	0	1	0) 1	1		100.00		100.00
		Streeter, Kristian	0	1	0) 1	0	0	100.00	0.00	0.0
			0	3	U	U	, 3	2	0	100.00	0.00	66.67
		Crime Scene Investigation	on - D									
		Bowman, Lindsey E	0	1	0) 1	0	0	100.00	0.00	0.0
		Ulrich, Mindie L	0	1	0		0 0	0	0	100.00	0.00	0.0
			0	2	0	1) 1	0	0	100.00	0.00	0.00

Placement Stats

Employment Types: All Types Campuses: SWFC - Ft Myers - Graduation Date between 1/1/2013 and 12/31/2013 - School Status = Graduate

Sorted by: Career Services Advisor, Student Name, Campus

Selected Sort Order		
Career Services Adv Student Name Campus	×	

Sorted by: Career Services	Adviso	r, Studer	it Name,	Campu	JS						
											/5/2013
										11:1	7:04PM
	Schd Grads	A ctual Grads	E xit Interv	Not A vail	Waived	Elig Grads	Elig Grads	Other Elig Placed		Place Sched	-
							Flaced	Placed	Pe	rce ntag e	5
Attwood, Patricia	0	1	0	0	0	1	0	0	100.00	0.00	0.00
Attivood, Fatricia	ő	- i	ŏ	ő	ő	i i	ő	ŏ	100.00	0.00	0.00
Lewis. Tina											
Barnett, Carolyn M	0	1	0	1	0	0	0	0	100.00	0.00	0.00
Black, Denise A	0	1	0	0	0	1	1	0	100.00	0.00	100.00
Cardenas, Arturo	0	1	0	0	0	1	1	0	100.00	0.00	100.00
Clark, Lauren A	0	1	0	1	0	0	0	0	100.00	0.00	0.00
Colby, Jordanna M	0	1	0	0	0	1	1	0	100.00	0.00	100.00
Conover, Donna L	0	1	0	0	0	1	1	0	100.00	0.00	100.00
Crowder, Sandra	0	1	0	0	0	1	1	0	100.00	0.00	100.00
Durkee, Robert M	0	1	0	1	0	0	0	0	100.00	0.00	0.00
Evans, Arthur	0	1	0	1	0	0	0	Ō	100.00	0.00	0.00
Festa, Paul	0	1	0	0	0	1	0	0	100.00	0.00	0.00
Figueroa-Santiago, Richard	1 O	1	0	0	0	1	0	0	100.00	0.00	0.00
Fred, Lisa C	0	1	0	0	0	1	1	0	100.00	0.00	100.00
Gee, Darin W	0	1	0	0	0	1	1	0	100.00	0.00	100.00
Gee, Tabitha	0	1	0	1	0	0	0	0	100.00	0.00	0.00
Gioscia, Deborah J	0	2	0	0	0	2	0	0	100.00	0.00	0.00
Goodwin, Rhiannon N	0	1	0	0	0	1	1	0	100.00	0.00	100.00
Gumbs, Tanya	0	1	0	0	0	1	1	0	100.00	0.00	100.00
Haaq, Rosemarie	0	1	0	0	0	1	1	0	100.00	0.00	100.00
Hemandez, Debora	0	1	0	0	0	1	1	0	100.00	0.00	100.00
Hemandez, Sylvia L	0	1	0	1	0	0	0	0	100.00	0.00	0.00
Juarez, Flor V	0	1	0	0	0	1	0	0	100.00	0.00	0.00
Knell, Tricia	ō	1	ō	ō	0	1	ō	ō	100.00	0.00	0.00
Leyet, Alina	ō	2	0	ō	0	2	2	Ō	100.00	0.00	100.00
Maldonado, Madeline	ō	1	ō	ō	ō	1	ō	ō	100.00	0.00	0.00
Martinez Carmen F	0	1	0	0	0	1	1	0	100.00		100.00

rpt_pIS tats.rpt 192JLOZADA

ADVISOR EMPLOYMENTS, INTERNSHIPS, FWS

The **Student Placement Details report** can be utilized as a cross check report to verify that a variety of data elements are entered into CampusVue consistently and accurately. The selection criteria chosen by the user can vary greatly based on the reason for pulling the report but the following instructions provide just a few examples of how the report can be used.

Go to Reports > Career Services > Student Placement Details

- Select Campus
- Select School Status = Graduate
- Graduate Date = 7/1/YR to 6/30/YR
- Click Preview
- Click Excel > Export to Excel

🖷 Report Selection: Student Pla	cement Details		×
Report Preference Preference Name Load	Save Save As Remove	Sort <u>Variables</u> Program Version Employer SSN Career Services Advisor	
Campus Selection	Selection	Student Groups	Employer <u>G</u> roups
C Codes C Descriptions Status Category Program Version Employer Placement Status Career Services Advisor Industry Job Category	Items	Employment Types All Types Version Start Date Graduation Date 7/1/2012 Date Placed Start Date	v to v v to 6/30/2013 v v to v v to v v to v
Student ID to Print Student ID			Previe <u>w</u> Clos <u>e</u>

You can now sort or filter by the columns available to check for mistakes, inconsistencies or blanks that need to be filled in.

• I.e. In the following screen shot you can see the records that are left in Placed In Field or Placed In Related Field which still need to be switched over to the new category of "Placed".

	А		В	C)	E		н	1	J	К	М	N	0	P
1	StudentName	•	systudent 💌	Campus	s 💌	stunum	 Statu 	s 🔻	ProgVers 💌	StartDat 🔻	GradDate 💌	Catego 🔻	plStatCo(🔻	PIStatDesc 2	DatePlace Emp
2	Arjibay, Joyce P		9491	SWFC -	Tampa	65102	GRAI)	ASECE-10	1/7/2013	3/25/2013	P	PLACED	Placed In Field	4/2/2013
3	Aviles, James E		12390	SWFC -	Tampa	62374	GRAI)	BSCTS-11	6/27/2011	12/15/2012	P	PLACED	Placed In Field	1/23/2013
6	Bell-Adams, Lisa		12087	SWFC -	Tampa	59702	GRAI)	BSHA-10360	6/28/2010	12/15/2012	P	PLACED	Placed In Field	/1/2006
7	Berrian, Kamella M		13104	SWFC -	Tampa	68162	GRAI)	ASHIM-11	8/9/2010	3/25/2013	P	PLACED	Placed In Field	4/2/2013
10	Calleja, Damian		13377	SWFC -	Tampa	70602	GRAI)	D-CSI-10	4/2/2012	12/15/2012	P	PLACED	Placed In Field	1/23/2013
11	Calleja, Damian		13377	SWFC -	Tampa	70602	GRAI)	ASCJ-10	1/10/2011	12/15/2012	Р	PLACED	Placed In Field	1/23/2013
12	Calleja, Tammara V		13379	SWFC -	Tampa	70612	GRAI)	AS-MA-12	1/10/2011	3/25/2013	Р	PLACED	Placed In Field	4/8/2013
13	Carty, Otania		11773	SWFC -	Tampa	56892	GRAI)	BSM-10360	1/10/2011	12/15/2012	Р	PLACED	Placed In Field	1/23/2013
14	Chitwood, Mathew		261835	SWFC -	Tampa	0000006209	GRAD)	ASMG-12	8/8/2011	12/15/2012	Р	PLACED	Placed In Fiel	1/31/2013
15	Collazo, Michael		12938	SWFC -	Tampa	66828	GRAI)	ASNEA-10	4/4/2011	9/8/2012	Р	PLACED	Placed In Field	11/5/2012
19	Damiron, Ricky A		13209	SWFC -	Tampa	69087	GRAI)	ASCJ-10	4/4/2011	9/8/2012	P	PLACED	Placed In Field	6/1/2012
20	Downing, Joshua M		13169	SWFC -	Tampa	68713	GRAI)	ASCAD-10	9/27/2010	9/8/2012	P	PLACEDRE	Placed in Related Field	3/8/2010
22	Dubose, Quinton		10053	SWFC -	Tampa	11414	GRAI)	BSPSA-11	1/9/2012	9/8/2012	Р	PLACED	Placed In Field	6/1/2012

ADVISOR EMPLOYMENTS, INTERNSHIPS, FWS

• You can easily see those still in "Not Yet Placed" status

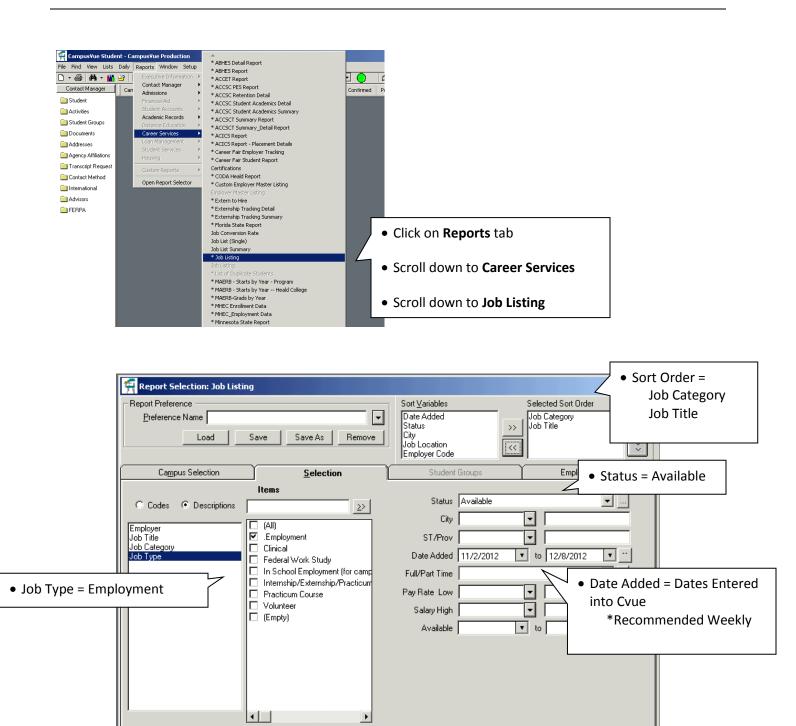
	А	B	D		E	H	1 I	J	K	M	N	0	
1	StudentName 🔹	systudent 🔻	Campus	-	stunum 💌	Status 💌	ProgVers 💌	StartDat 🔻	GradDate 🔻	Catego 🔻	plStatCo(🔻	PIStatDesc	T I
21	Drouin, Rainey A	13372	SWFC - Tan	npa	70528	GRAD	ASST10A360	1/10/2011	12/15/2012	P	NP	Not Yet Place	
26	Fulkinson, Crystal M	12953	SWFC - Tan	npa	67018	GRAD	AS-ST-12B	1/7/2013	3/25/2013	P	NP	Not Yet Pla	
36	Jackson, Steven D	12401	SWFC - Tan	npa	62412	GRAD	BSHA-10360	1/10/2011	12/15/2012	P	NP	Not Yet Placed	
38	Johnson, Melissa A	12951	SWFC - Tan	npa	66969	GRAD	AS-ST-12	4/4/2011	12/15/2012	P	NP	Not Yet Placed	
15	Mansfield-Davis, Katrina	290555	SWFC - Tan	npa	0000038013	COMPLETE	RNFA-12	3/29/2012	8/9/2012	P	NP	Not Yet Placed	
16	McCord, Nathan D	296230	SWFC - Tan	npa	0000044622	COMPLETE	RNFA-12A	6/21/2012	8/31/2012	P	NP	Not Yet Placed	
5 4	Peck, Deborah	101228	SWFC - Tan	npa	69FBZTIOU5	GRAD	D-MBCT-11	10/3/2011	3/25/2013	P	NP	Not Yet Placed	
55	Pompey, Avonette M	12479	SWFC - Tan	npa	62992	GRAD	ASST-10360	10/3/2011	12/15/2012	P	NP	Not Yet Placed	
58	Rathbone, Brandon L	12687	SWFC - Tan	npa	64787	GRAD	ASCAM-10	1/11/2010	9/8/2012	P	NP	Not Yet Placed	I
59	Rathbone, Brandon L	12687	SWFC - Tan	npa	64787	GRAD	ASDD-10	4/5/2010	9/8/2012	P	NP	Not Yet Placed	
52	Rogers, Vanessa	13255	SWFC - Tan	npa	69471	GRAD	BSPSA-11	11/8/2010	3/25/2013	P	NP	Not Yet Placed	
60	Posario Haronid I	12210	SIMEC Top	000	69250	GRAD	ASCAM 12	9/27/2010	12/15/2012	D	ND	Not Yot Discod	

• Find Placed students that are missing Employers phone numbers..

	А	В	D	N	0	Р	Q	R	S	Т
1	StudentName	🔹 systudent 👻	Campus 🛛 🔻	plStatCo(🔻	PIStatDesc ,T	DatePlace 🔻	EmploymentStartDa 💌	JobTit 🔻	Employer	✓ EmployerPhor -▼ Er
2	Arjibay, Joyce P	9491	SWFC - Tampa	PLACED	Placed In Field	4/2/2013	1/7/2013		Lake County Public School	20
7	Berrian, Kamella M	13104	SWFC - Tampa	PLACED	Placed In Field	4/2/2013	1/7/2013		Southwest Florida College- Tampa	39
10	Calleja, Damian	13377	SWFC - Tampa	PLACED	Placed In Field	1/23/2013	11/12/2012		Emergency Medical Services/ AMR	27
11	Calleja, Damian	13377	SWFC - Tampa	PLACED	Placed In Field	1/23/2013	11/12/2012		Emergency Medical Services/ AMR	27
33	Hershberger, Trina	12143	SWFC - Tampa	PLACED	Placed In Field	11/28/2012	2/11/2011		Hillsborough County Clerk of Court	41
39	Jones, Keith R	13234	SWFC - Tampa	PLACED	Placed In Field	11/5/2012	9/4/2012		L3 Stratis	11
49	Nesser, Anchalee	13276	SWFC - Tampa	PLACED	Placed In Field	11/28/2012	9/25/2012		Butterfly Designs	41
51	Ortega, Ryan M	12610	SWFC - Tampa	PLACED	Placed In Field	2/14/2013	8/2/2011		Southwest Florida College- Tampa	39

What kind of jobs are the graduates of program doing? What available jobs do we currently have open?

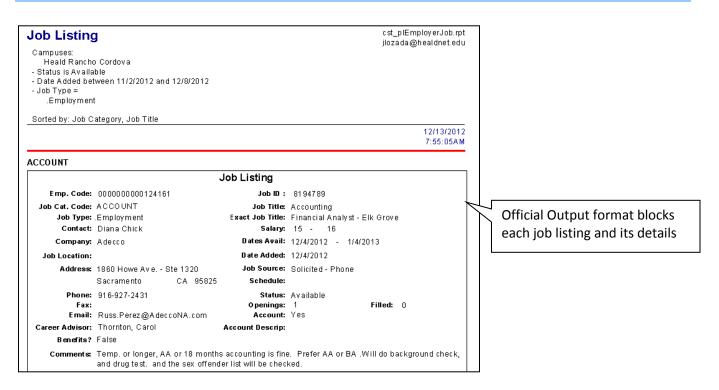
PURPOSE: Monitor and identify job orders generated in a specific time frame or all existing available job orders, and by career services staff



Clos<u>e</u> Previe<u>w</u>

Click on Preview once all parameters are selected

JOB ORDER REPORT





	А	В	С	D	E	F	G	Н	1	J
1	CampusDescription 🗹	CareerAdvisorName 🛛 🔽	PIDescription 💽	Sal Low 🛛 🔽	Sal High	Sched 🛛 🔽	PIDay 🔽	PlTime 🔽	PlOpe	PlStatus 🔽
57	Heald Salinas	Wilson, Belen	Insurance Billing and Coding			F	Mon-Fri	7am-3pm	1	Available
58	Heald Salinas	Mercadal-Espinosa, Rhonda	Business	0		P			0	Available
59	Heald Salinas	Uddin, Farhana	HR Assistant						1	Available
60	Heald Salinas	Uddin, Farhana	YMCA Membership Staff	8.65	11	Р	M-F	9 -5	1	Available
61	Heald Salinas	Wilson, Belen	Registration Float Clerk			F			1	Available
62	Heald Salinas	Wilson, Belen	Customer Service Rep-Patient B			F	Mon-Fri	8am-4pm	1	Available
63	Heald Salinas	Wilson, Belen	Medical Receptionist			F	Varied	8am-6pm	1	Available
64	Heald Salinas	Wilson, Belen	Medical Billing and Collections			F	Mon-Fri	∨aried	1	Available
65	Heald Salinas	Wilson, Belen	Medical Assistant			F	Mon-Fri	8:30-5:30	1	Available
66	Heald Salinas	Untalon, Susie	Pharmacy Technician	12	15	F	vary	vary	2	Available
67	Heald Salinas	Wilson, Belen	Security Officer			F	Varied	Evenings	1	Available
78	Heald Stockton	Olympia, Fay	Accounts Payable Specialist						1	Available
79	Heald Stockton	Olympia, Fay	Student Data Technician	2520	3065	F			1	Available
80	Heald Stockton	Olympia, Fay	Student Data Technician	2520	3065	F			1	Available
81	Heald Stockton	Olympia, Fay	Administrative HR Clerk						1	Available
82	Heald Stockton	Olympia, Fay	Receptionist/Date Entry/Filing						3	Available
83	Heald Stockton	Byrd, Dwight	Dental Assistant						1	Available
84	Heald Stockton	Henson, Darlene	Medical Billing Assistant						1	Available
85	Heald Stockton	Horton, Pamela	Entry Level Medical Assistant						8	Available
86	Heald Stockton	LeDee, Lisa	Legal Sales Associate	10	19	P			1	Available

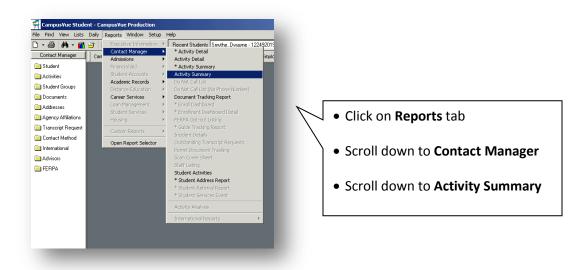
CONTACT MANAGER – STUDENT AND EMPLOYER ACTIIVITY

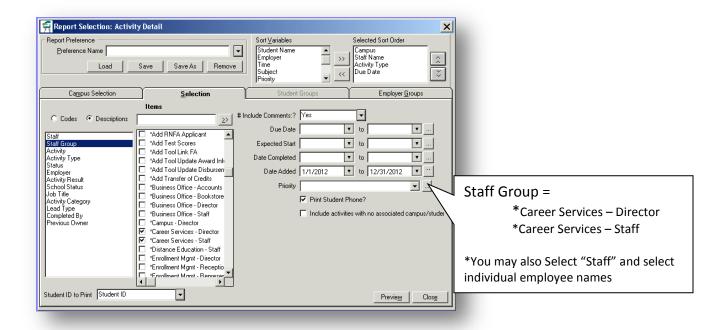
Setting up your report to identify student, graduate and employer activities that have been logged is beneficial for various weekly reporting and organization.

Activities that take priority for logging include:

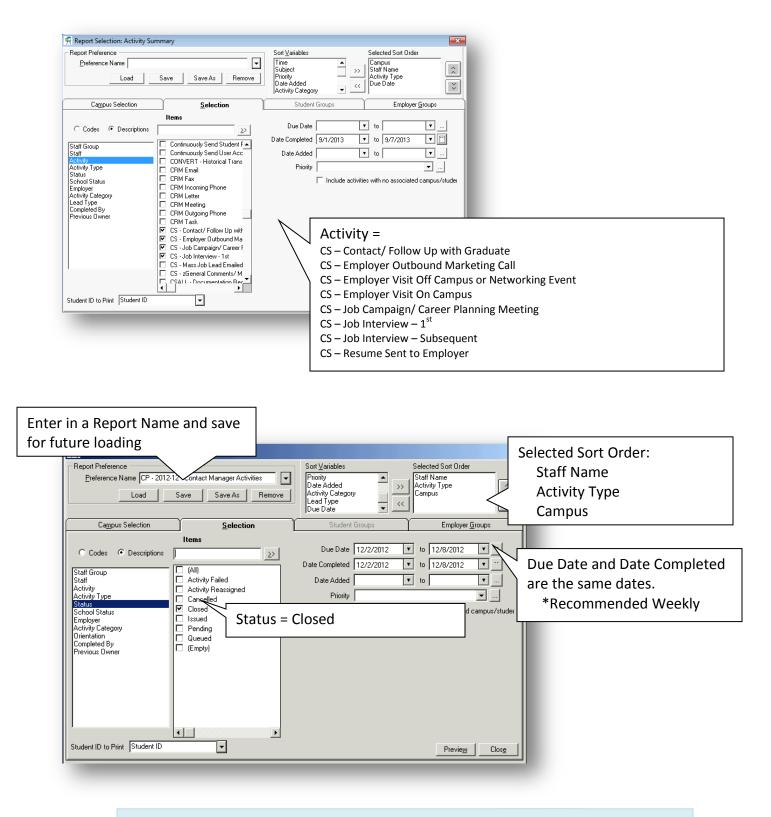
- CS Contact/ Follow Up with Graduate
- CS Employer Follow Up
- CS Employer Outbound Marketing Call
- CS Employer Visit Off Campus or Networking Event
- CS Employer Visit On Campus

- CS Job Campaign/ Career Planning Meeting
- CS Job Interview 1st
- CS Job Interview Subsequent
- CS Mass Job Lead Emailed
- CS Resume Sent to Employer



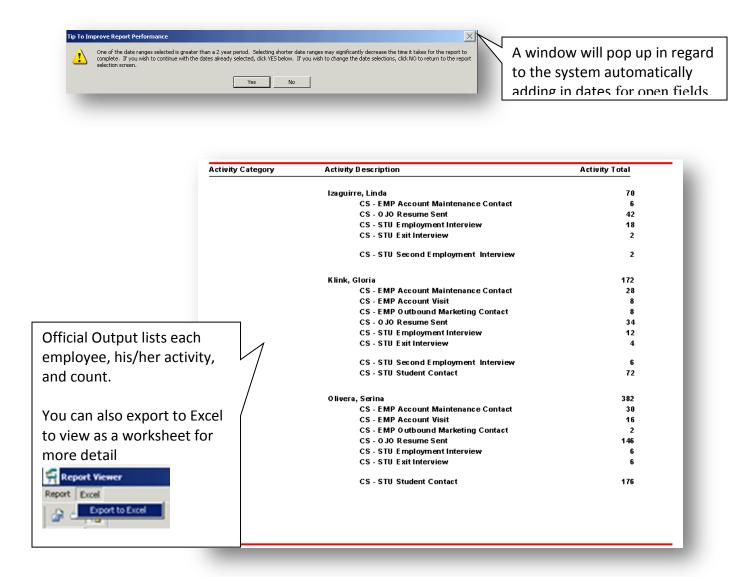


CONTACT MANAGER – STUDENT AND EMPLOYER ACTIIVITY



Click on Preview once all parameters are selected

CONTACT MANAGER – STUDENT AND EMPLOYER ACTIIVITY



GENERATING REPORT FOR EMPLOYERS BY PROGRAM OR TYPE

What companies have hired from ______ Program? What companies have used Platt/ SWFC interns or externs? From now on, you will be able to quickly run a report to answer these questions.

Click on the **Reports** Tab. Scroll down to **Placement**, then to **Employer Master Listing**

Picture of path to report

CAMPUS SELECTION TAB

The report should automatically default to your campus group.

If not, check off your Campus Group

Picture of Campus Selection

INDUSTRY (Program)

Select what program/ programs you are reporting on:

ie/ Medical Assisting

Picture of Industry Parameter

EMPLOYMENT TYPE

Select Employment , Internships, Both

*You can click on the box be able to select multiple listings

<u>S</u> election	Student Groups
Employer State	Both
Employer Type	Employment
Date Placed	Internship/Externship

 Report Viewer

 Report Excel

 Print

 Print Setup

 Save Student Group

 Export

 Crystal Reports Export Formats

 Close

 Comma Separated (CSV)

 XML Format

Click on Preview to generate report

Once the report is generated, click on Report

GENERATING REPORT FOR EMPLOYERS BY PROGRAM OR TYPE

Scroll to **Export**, then Scroll to **Crystal Reports Export** Format : Excel 8.0 (XLS) (Extended) Destination: Application Click **OK**

Export	×
Eormat: Excel 8.0 (XLS) (Extended)	ОК
Destination:	Cancel
Application	•

You will need to manipulate the excel form for easier viewing.

Excel Format Options	×
Excel Format C Typical: Data is exported with default options applied. Minimal: Data is exported with no formatting applied. C Dustom: Data is exported according to selected options.	OK Cancel Options >>>

For Mass Emailing to Employers, highlight the EMAIL column and Click on CTRL + C to copy into an email

	E	F	G	H		
1	Address	City	State		email	Pho
2	532 Viking Drive	Virginia Beach	VA	23452-7399	jcross@milcom-systems.com	(757
3		Virginia Beach	VA	23455	jsaad@novawireless.com	757-
4	477 Viking Drive	Virginia Beach	VA	23452	ajones@uslec.com	(
5	2524 George Washington	Yorktown	VA	23693	bschaum@jds.hrcoxmail.com	(757
6	another #757-466-2740				lucas.salvage@kmctelecom.com	757-
	575 Lynnhaven Parkway, Ste 102	Virginia Beach	VA	23452	glenn@comverge.us	757-
8	575 Lynnhaven Parkway, Ste 102	Virginia Beach	VA	23452	john@comverge.us	757-
9	Lake Center 1, Suite 112□	Chesapeake	VA	23320	ddodson@initusa.com	757-
10					Mark.Larson@VerizonWireless.com	757-
11		Chesapeake	VA		jeff.stone@wcom.com	757-
12			VA		grogic@radiocode.com	757-
13			va		malcolmbranch@aol.com	757-
14			va		bhadley@contbb.com	
15	2500 Alemeda Avenue, Suite 214	Norfolk	VA	23513	wwoodwar@wrsystems.com	757-
16	Special Projects - D.C./ Baltimore		va		revans13@sprintspectrum.com	301-
17		Norfolk	VA		ajones@uslec.com	757-
18	720 Boush Street	Norfolk	VA	23510	sperry.davis@wtkr.com	757-

For those who prefer to snail mail.

The excel report is set up so that it can easily be mail merged.



GENERATING REPORT OF EMPLOYER CONTACTS & ATTRIBUTES

Getting ready to contact employers for the Advisory Boards, Job Fair, Awards Ceremony, testimonials? This report will facilitate that process.

As long as you are entering employer contacts attached to the appropriate **ATTRIBUTE**, this report should be able to better assist you in identifying them for future events.

Click on the **Reports** tab Scroll down to **Career Services** Scroll down to ***Events Contact Report**



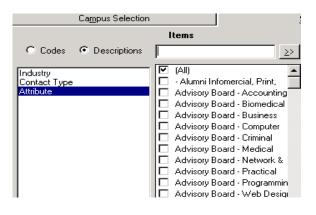
Selection: Check off your Campus Group *This will typically default to your campus

Attribute:

Check off what you are reporting on:

Ie/ PAC (by program)Job Fair ParticipantGuest Speaker (by program)

Picture of Campus Selection



Previe<u>w</u> <u>C</u>lose

Click on Preview to generate report

GENERATING REPORT OF EMPLOYER CONTACTS & ATTRIBUTES

To Export to Excel: Click on the **Report** tab.

Scroll down to **Export** Then Scroll over to **Crystal Reports Export Formats**

🌇 Report Viewer					
<u>R</u> eport	<u>E</u> xcel				
Print Print Setup Save Student Group					
<u>E</u> xpo	rt 🕨	Crystal <u>R</u> eports Export Formats			
⊆lose		Excel Comma Separated (CSV)			
	10/31/20	XML Format			

Excel Format Options				
Excel Format C Typical: Data is exported with default options applied. C Minimal: Data is exported with no formatting applied. C [Dustom: Data is exported according to selected options]	OK Cancel Options >>>			

Export		×
Eormat:		
MS Excel 97-2000 (Data only)	•	OK
MS Excel 97-2000 (Data only)		Cancel
B MS Word		
DDBC ODBC		
Record style (columns no spaces)		
Record style (columns with spaces)		
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Rich Text Format		
🗌 💷 Separated Values (CSV)		
Tab-separated text)o I\$29,100

Format : MS Excel 97-2000 (Data only) Destination: Application Click OK

You will need to manipulate the excel form for easier viewing.

Export X				
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🚍 Lotus Domino Mail	- Do I\$29,100			

	E	F	G	Н		
1	Address	City	State	Zip	email	Pho
	532 Viking Drive	Virginia Beach	VA	23452-7399	jcross@milcom-systems.com	(757
3 4 5 6		Virginia Beach	VA	23455	jsaad@novawireless.com	757-
4	477 Viking Drive	Virginia Beach	VA	23452	ajones@uslec.com	(
5	2524 George Washington	Yorktown	VA	23693	bschaum@jds.hrcoxmail.com	(757
	another # 757-466-2740				lucas.salvage@kmctelecom.com	Ż57-
7	575 Lynnhaven Parkway, Ste 102	Virginia Beach			glenn@comverge.us	757-
8	575 Lynnhaven Parkway, Ste 102	Virginia Beach	VA		john@comverge.us	757-
9	Lake Center 1, Suite 112D	Chesapeake	VA	23320	ddodson@initusa.com	757-
10					Mark.Larson@VerizonWireless.com	757-
11		Chesapeake	VA		jeff.stone@wcom.com	757-
12			VA		grogic@radiocode.com	757-
13	2500 Alemeda Avenue, Suite 214		va		malcolmbranch@aol.com	757-
14			va		bhadley@contbb.com	
15	2500 Alemeda Avenue, Suite 214	Norfolk	VA	23513	wwoodwar@wrsystems.com	757-
16	Special Projects - D.C./ Baltimore		va		revans13@sprintspectrum.com	301-
17		Norfolk	VA		ajones@uslec.com	757-
18	720 Boush Street	Norfolk	VA	23510	sperry.davis@wtkr.com	757-

For Mass Emailing to Employers, highlight the EMAIL column and Click on CTRL + C to copy into an email

Open up a new email and click in the BCC: Section. CTRL + V to paste the email addresses into the New Email.

For those who prefer to snail mail or physical invitations, the excel report is set up so that it can easily be mail merged.



	WAIVER REASONS
Click on the Reports tab,	
Scroll down to Placement	
Select * Waiver Reasons	
The campus group should default to your campus	
School Status:	
Select: Graduate	
Placement Status:	
Waived	
Graduation Date	
Enter the dates that you would like to	
Report	
Print Detail:	
Select either Yes or No if you would like to include	
the documented comments.	
Click on Preview to generate report	
The report shows both the number and percentage	
broken down by the waiver reasons or Comments for	
Not Yet Placed Reasons	