

## STUDENT/ALUMNI/FACULTY/STAFF QUICK REFERENCE

### New Users:

1. Visit <https://sau-csm.symlicity.com/students>
2. Click on Register for BeeCAREERS
3. Complete the information \*
4. Once you submit your registration form, you will be sent an email to verify your information
5. After verifying your email, please allow up to 24 hours to receive an email with your username and password

**\*FACULTY/STAFF ONLY:** Fill out all sections and under Year in School, located in Academic Information, select FACULTY/STAFF

### Returning Users:

1. Visit <https://sau-csm.symlicity.com/students>
2. Sign in using your username and password

### ALL USERS

**Users must complete your Personal and Academic Profiles**

(User will NOT have full access to the system until this is complete)

**\* Also to qualify for on campus interviews you MUST have a current resume uploaded**

The screenshot shows the BeeCAREERS web application interface. The top navigation bar includes tabs for home, profile, documents, jobs and internships, employers, interviews, grad survey, events, and calendar. The main content area features sections for announcements, shortcuts, and a calendar for July 2009. A feedback form is also visible.

**Documents**  
Upload up to 10 documents (Resume, cover letter, transcript, etc)

**Jobs and Internships**  
Search and apply for jobs and internships

**Employers**  
Search employers and view information about their organization

**Calendar**  
Monitor your job search activity and important dates and events

**Profile**  
Complete and edit your personal and academic information (only viewable by Career Center staff, not employers). Your profile must be complete for your account to be fully active. You can also change your password in this tab.

**Announcements**  
Watch the announcements section for important information

**Shortcuts**  
Quick links to some commonly used areas of BeeCAREERS

**On-Campus Interviews**  
Search for on-campus interviews and sign up for interviews you have been selected for

**Events**  
Search all career events on campus. These include career fairs and employer information sessions

BeeCAREERS provides 24-hour access to St. Ambrose Students and Alumni to:

- search for full-time/part-time employment and internships
- apply and sign up for on-campus interviews
- review upcoming career events