CAMPUSVUE USER GUIDE

CAREER SERVICES

TABLE OF CONTENTS

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 industry-leading 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.

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…
      a. When logged into CampusVue right click on the workspace > Select Session Defaults.
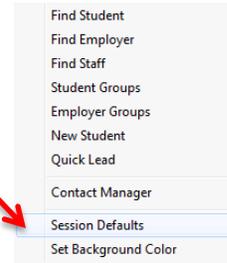
      b. Or on the bottom right corner of your screen, double click on the Campus
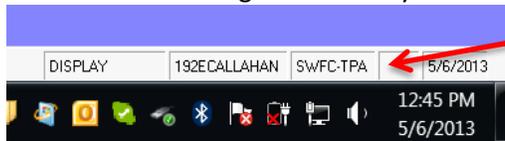
   B. Select your Default Settings.
      a. Select Campus
      b. Use default term
      c. Use default FA Year
      d. Select Module based on your department.
      e. Uncheck "Show this screen every time CampusVue stars" unless you'd like to adjust your settings frequently.
      f. Change Password > Clicking here will allow you to change the password used to log into CampusVue Live.
      g. SAVE
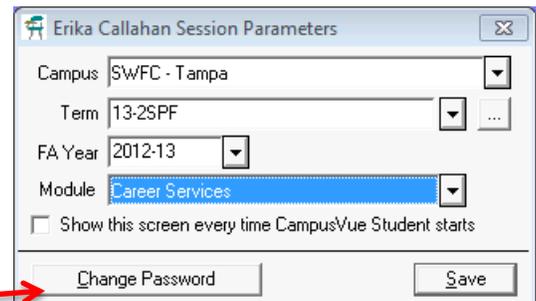
2. **Customizing Your Screen Color**
      a. When logged into CampusVue right click on the workspace > Select "Set Background Color" and choose the color you prefer > click OK. If you use both the Live and Train environment it is recommended that you choose one color for Live and another for Train to serve as a reminder of which one you are logged into.

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

Student Groups

Contact History Activities

Add New Employer

Contact Manager

Toggle Recent Students/ Employers

Student Groups assigned to Student

Recent Students   Tiller, Stephanie - 65864

Print Screen

Search Student/ Employer

Close Folders

Exit CVue

Documents

Addresses

Status Category Colors:

Blue	Enrolled
Green	Active
Red	Permanently Out (Graduate, Withdrawal, Drop)

Color and Status

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) ![binoculars icon] on the Toolbar.
   Click on the expansion arrow next to the Search Icon (Binoculars)
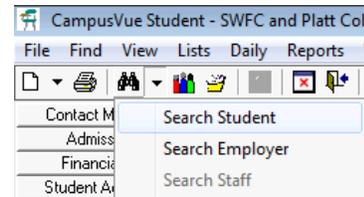
3. If you right-click an open space in the work area, a shortcut menu appears. Select the first option on the shortcut menu, **Find Student**, to open the Search form.

4. Click on FIND tab and scroll down to "Student"
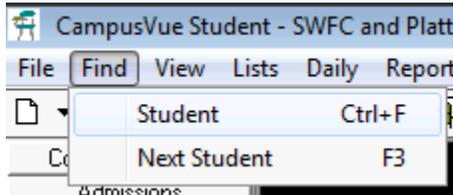
5. If toggle is set to Student, Double-click any open space in the work area to open the Search form
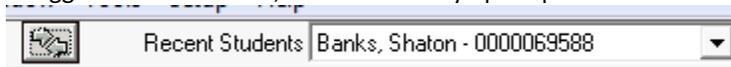
When you search for a student, a dialog box opens with three tabs on it. When you access the search tool, the program presents the **Search** dialog box. You can search for students by Enrollment Number, Student ID, Social Security Number, Last Name, and First Name. You can enter in a few characters 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.
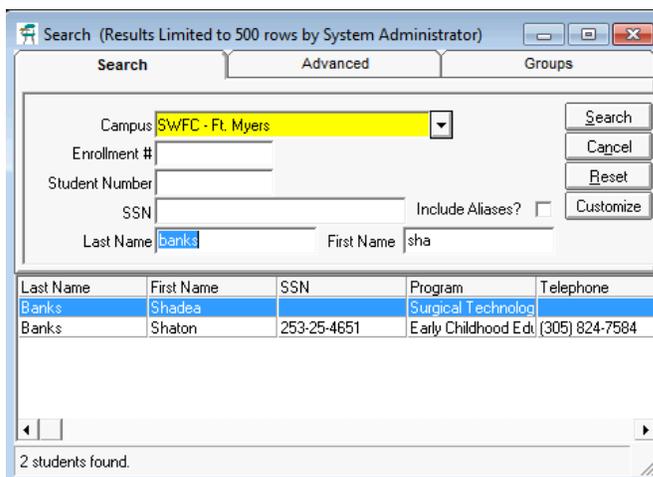
4. You can also highlight the student name and then click on any of the folders and subfolders located on the left margin to go directly to that window.

The following folders are accessed frequently by Career Services personnel.

CONTACT MANAGER

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

ACADEMIC RECORDS

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

PLACEMENT

Placements	Employment/ Internship/ Externship/ FWS information
	Exit Interview/ "Career Planning Meeting" Date conducted
	Employment Parameters: Minimum Pay, Hours Available, etc
	Job Skills Profile
Certifications	Relevant certifications

- **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.
  - o 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

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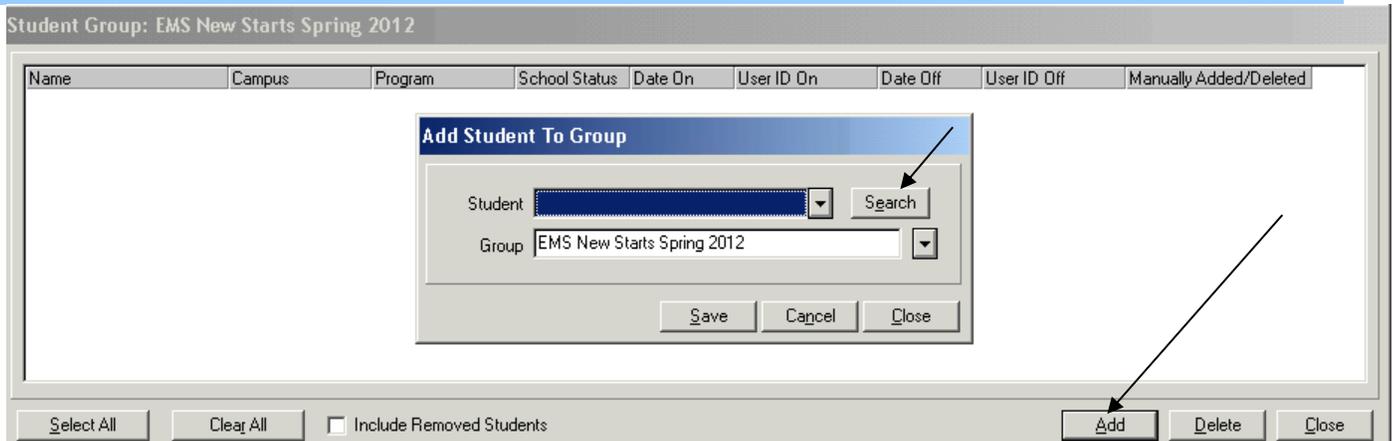
- Continue adding names until your group is Complete.
- If you'd like to Delete names from your student group just highlight the group> click on View Students > select names to delete and click on Delete.
- You can now use your Student Group to pull a variety of reports as long as Student Groups are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

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)
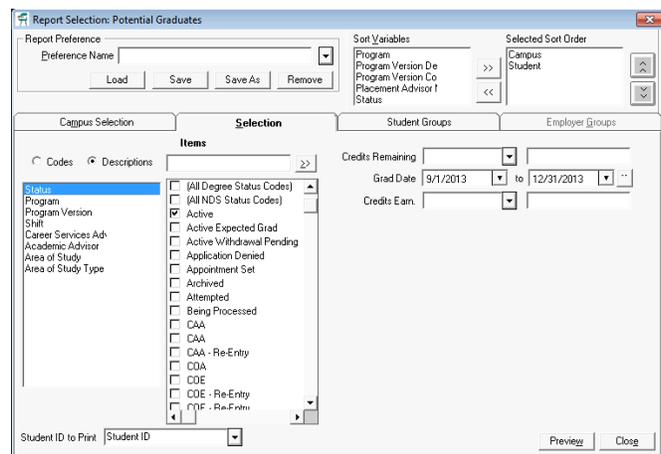
If there are more than one Career Services personnel in your department, it is recommended to also select the program versions that you are responsible for.
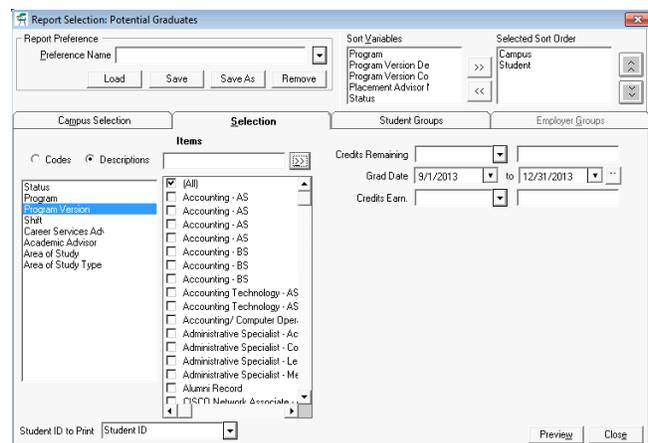
**You can also use the parameter "Career Services Advisor". You must first make sure that you have been assigned to your students. See "Assigning Advisor to Students in Bulk and Individually"

Saving the Student Group

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

- o 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.
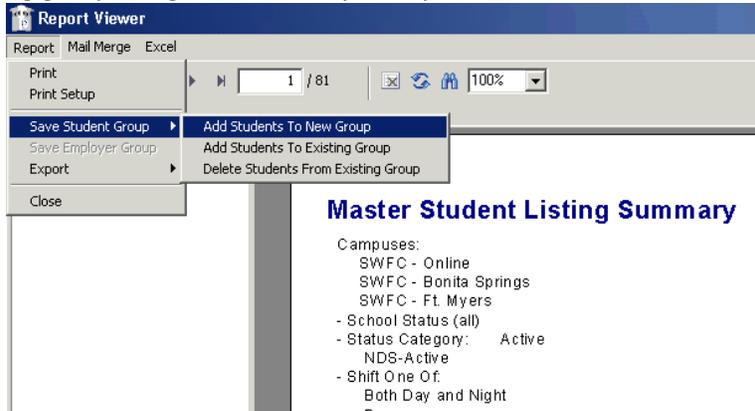
- Title your group using the recommended coding for your department. Begin with "CSS" to represent Career Services SWFC or "GPS" for Grad Placement SWFC. We leave the S on the end for SWFC since Platt and OHA also use the same system.
- Group Type = Manual or Static. In many cases you'll choose Manual. 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

- 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

13

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 → Career Services → Update Placement Status/ Advisors
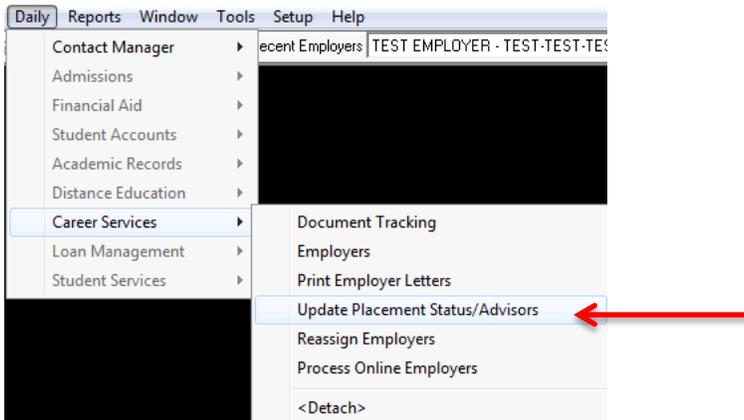
SINGLE CAREER SERVICES AT CAMPUS

1. 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

6. 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

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.

ASSIGNING INDIVIDUALLY

1. Search Student

2. Click on Placement Folder

3. Click Highlight Correct Enrollment

4. Click on Edit

5. Select Career Services Staff under "Career Services Advisor"

6. Click on SAVE

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

- o Efficiently and strategically using the Contact Manager Module
- o Setting up for future placements, externships, job orders
- o Building your "Book of Business"
- o 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)
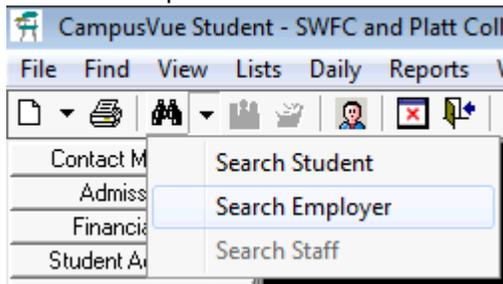
2. If you right-click an open space in the work area, a shortcut menu appears. Select the first option on the shortcut menu, **Find Employer**, to open the Search form.

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

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

EMPLOYER SEARCH

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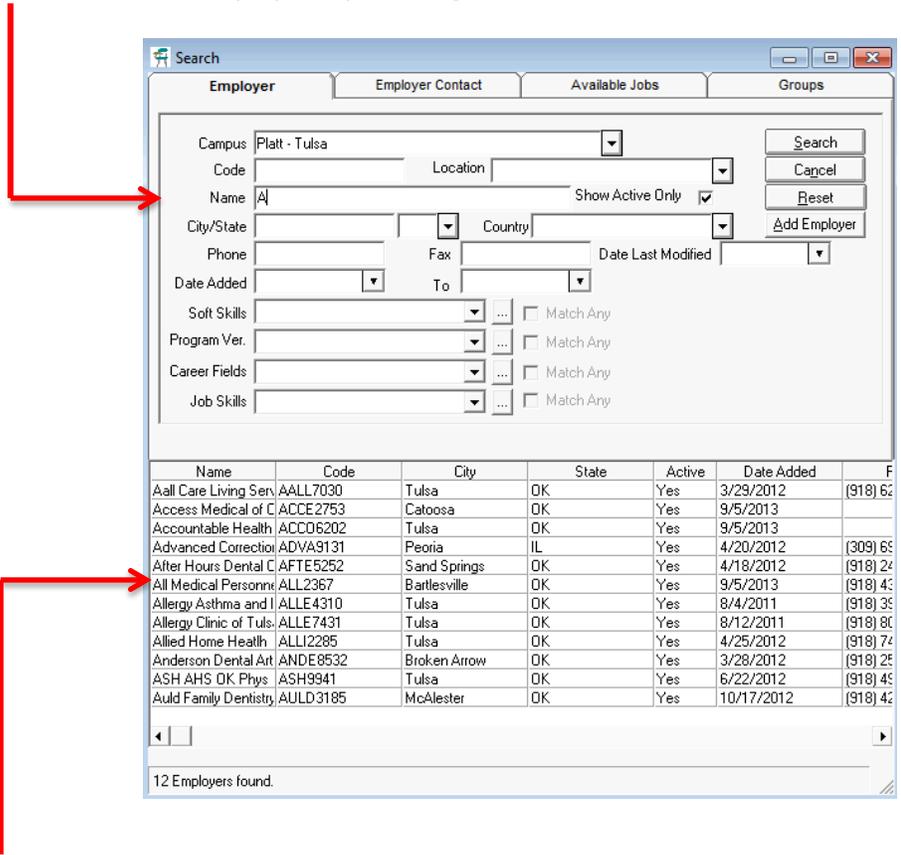
EMPLOYER VIEW

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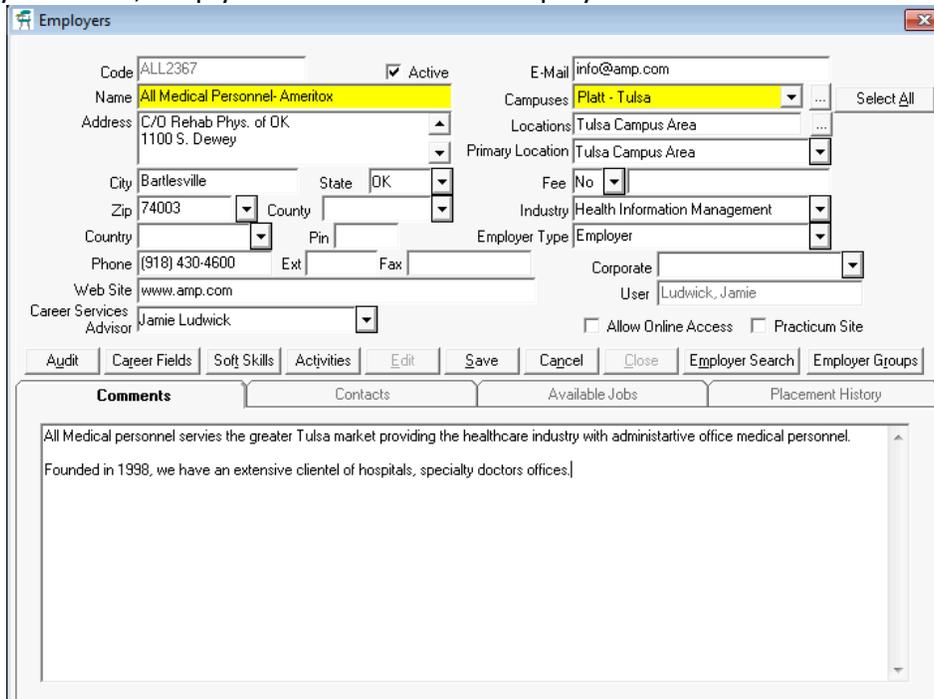
EMPLOYER ADD

- **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)

- Fill in the following fields…
  - 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.
  - 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**
  - o Fill in information for Employer Contact.
  - o Click Same button if address is same as Employer address.
  - o Click Save Contact

It is important to add employer contacts into CampusVue for the following reasons:
Efficiently and strategically using the Contact Manager Module
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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

It is important to add Job Orders into CampusVue for the following reasons:
- o Weekly Operations Report Section
- o Maintaining High Productivity of job orders
- o Market awareness of availability of job
- o Market awareness of employer hiring trends
- o Building your "Book of Business"
- o Personnel Evaluations

Adding Jobs into CampusVue
- o 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.
- o 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

- o Click on SAVE JOB
- o To allow a job to show online in the Student Portal, click on "Publish Online" and fill in the short form…

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.

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 Group

Schedule Activity

- 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

1. **VIA CONTACT MANAGER**
    Open Contact Manager
    Right click on the background of the main screen
        OR
    Daily Tab → Contact Manager → Contact Manager

Daily	Reports	Window	Tools	Setup	Help
Contact Manager	▶	Contact Manager			
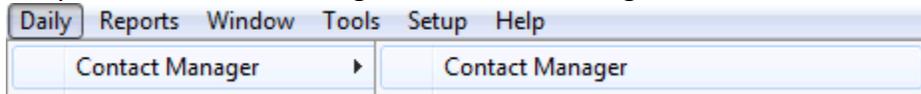
        OR
    Click on Contact Manager Icon

    Click on Add Activity Button
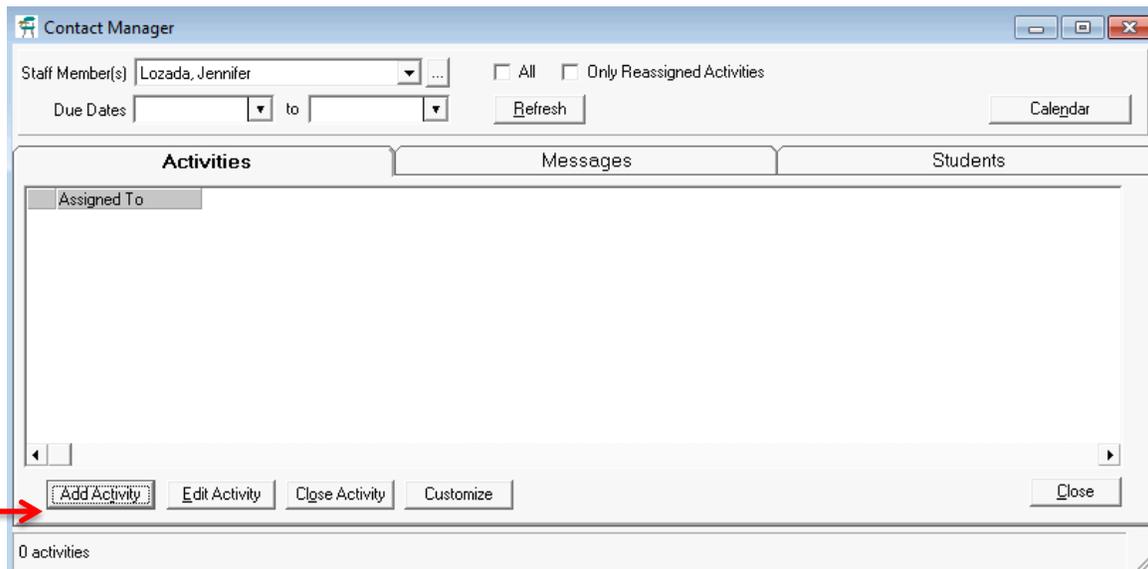
2. VIA INDIVIDUAL SCHEDULING OF ACTIVITIES THROUGH STUDENT/ EMPLOYER RECORD

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

Student:
Click on Contact Manager button on the left margin
Click on Activities Folder
Click on "Add Activities"
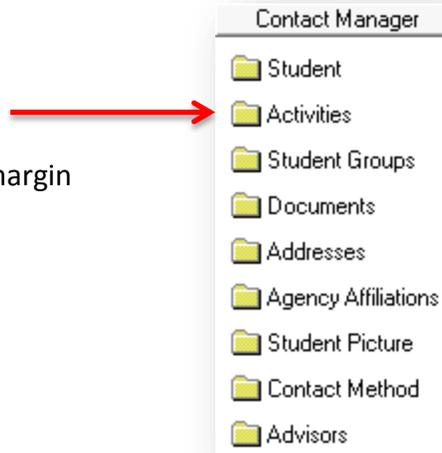
Employer
Open Employer Master Record
Click on Activities button
Click on "Add Activities"
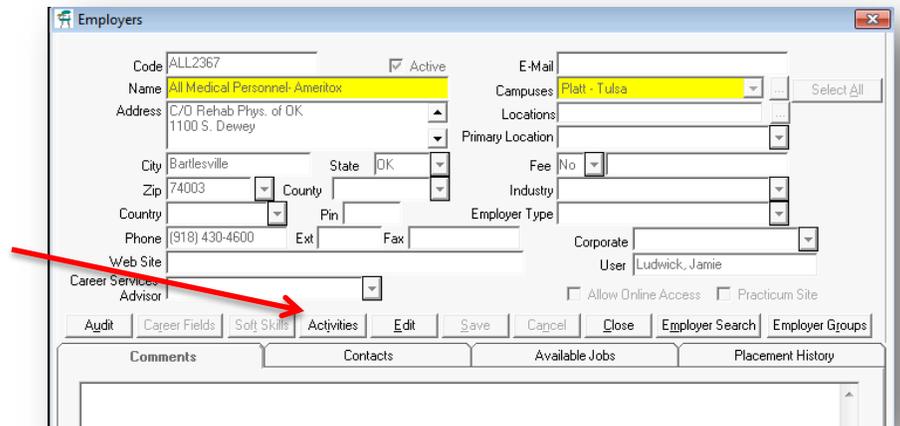
Now that activities are entered, you must maintain your tasks and calls and when appropriate, create follow up tasks after closing activities out.

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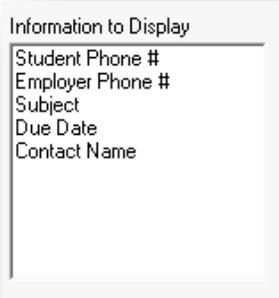
Your Contact Manager should list your scheduled activities.

You can also minimize the list by entering in "Due Dates" to only show activities of that day, week, month.
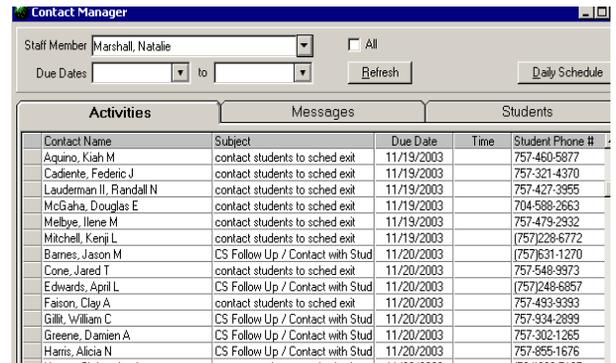
As you are making calls to students, Click on Close Activity to enter in the status of that call.
Located on the bottom left of the Contact Manager Screen
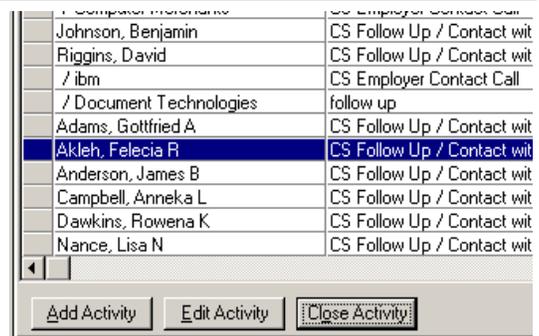
Select the Activity Result:
    Call Completed
    Cancelled
    Left Message
    No Answer
    and if needed, enter in any additional information in the
    Comments Section
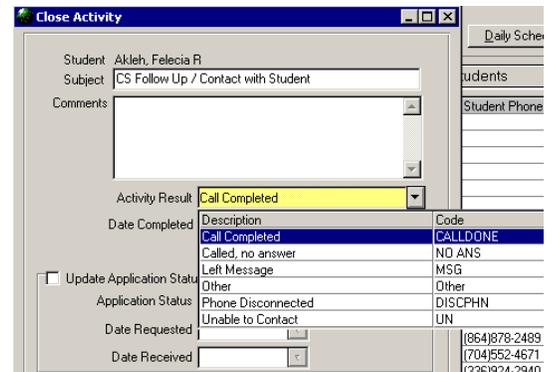
Click on Save and Follow up Button
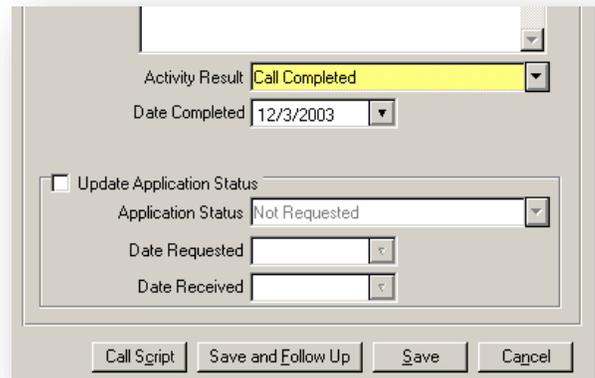
Enter Activity in an appropriate follow up activity
Ie/   Follow up with Graduates/ Students
         Outbound Marketing Calls with Employers

Make any necessary changes to the subject

Change DUE DATE to future date

Click on Save Follow up
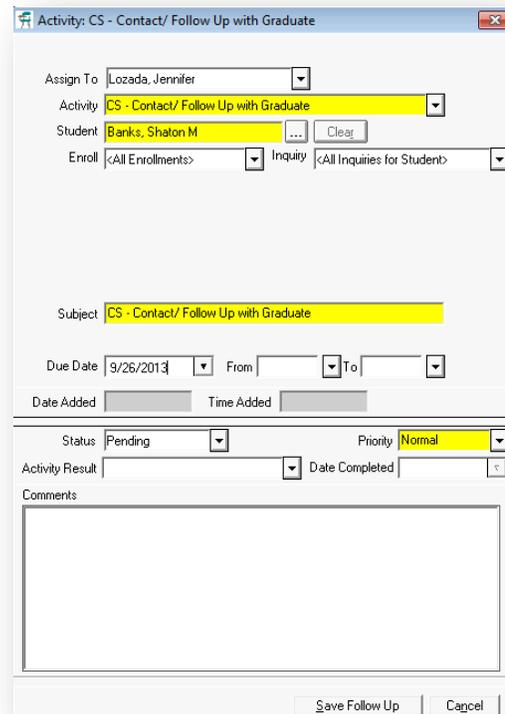
A new activity is now scheduled for the future in your Contact Manager

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

- Pull up Student Record
- Click on Career Services in the left margin
- Click on Placements Folder
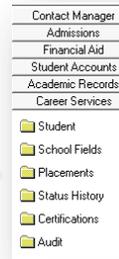
Exit Interview tab – Updating Statuses

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.
5. 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.

- 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)

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.

- 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 default settings. 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.

- 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
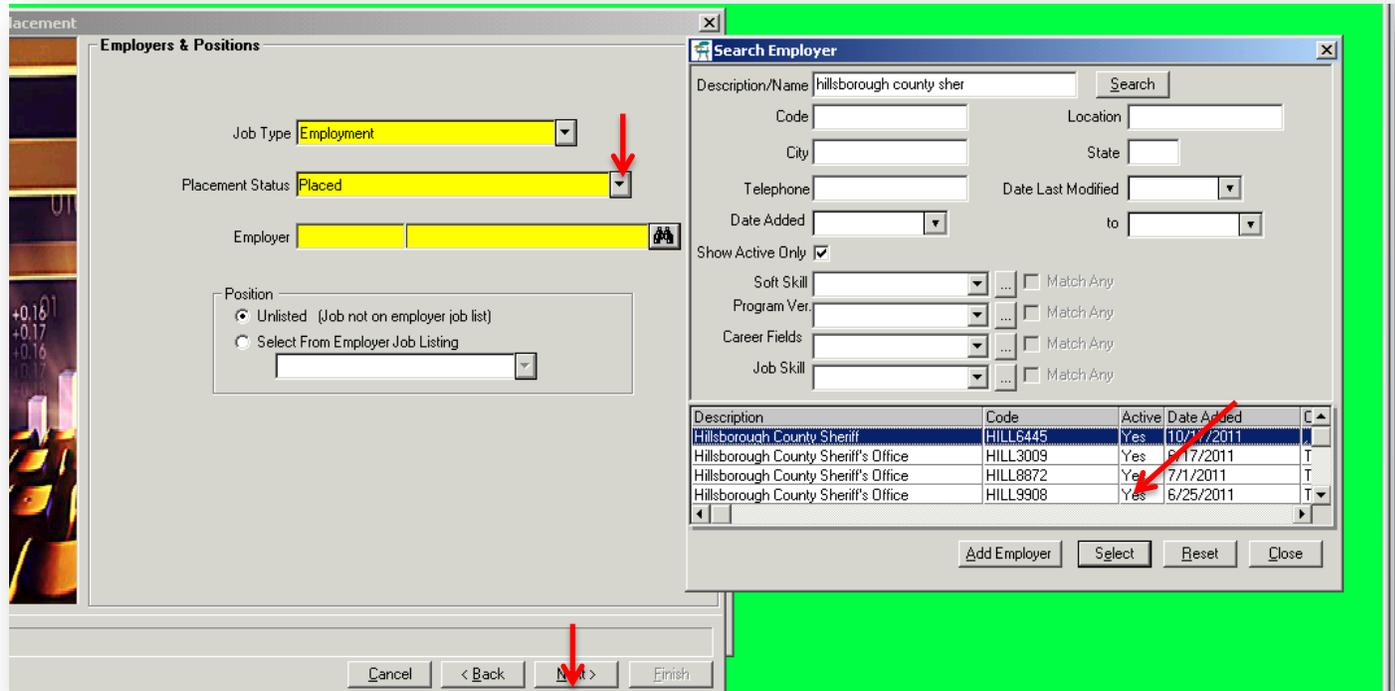
- Exact Job Title > Fill in
- Job Description > Fill in as needed. This is helpful when the job title doesn't provide enough info as to what the job duties would entire.
- Job Source > select from options
- Supervisor > Fill in
- Supervisor Phone Number > Fill in
- Status > defaults to Employed
- Date 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.

- 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"!

- **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.
  - o 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.)
  - o Click Perform Verification. The Verification tab is now editable.

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

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

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.

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.

➢ 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.
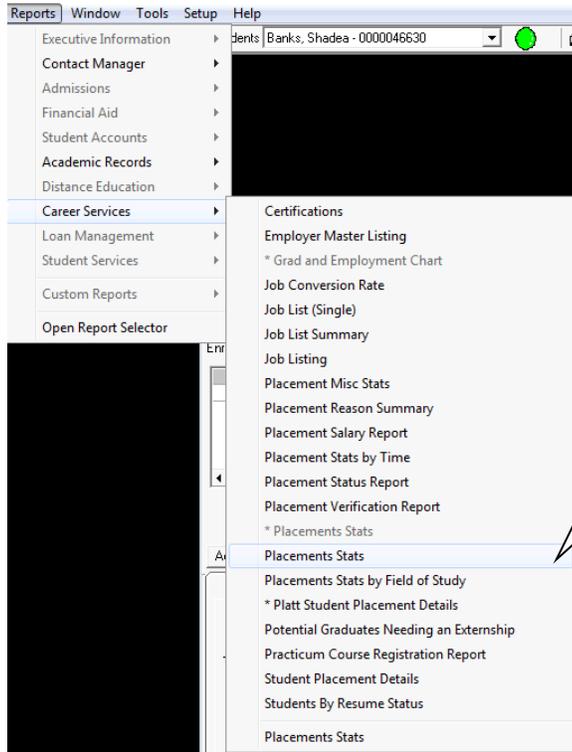
- Click on **Reports** tab

- Scroll down to **Career Services**

- Scroll down to **Placement Stats**

Enter in a Report Name and save for future loading
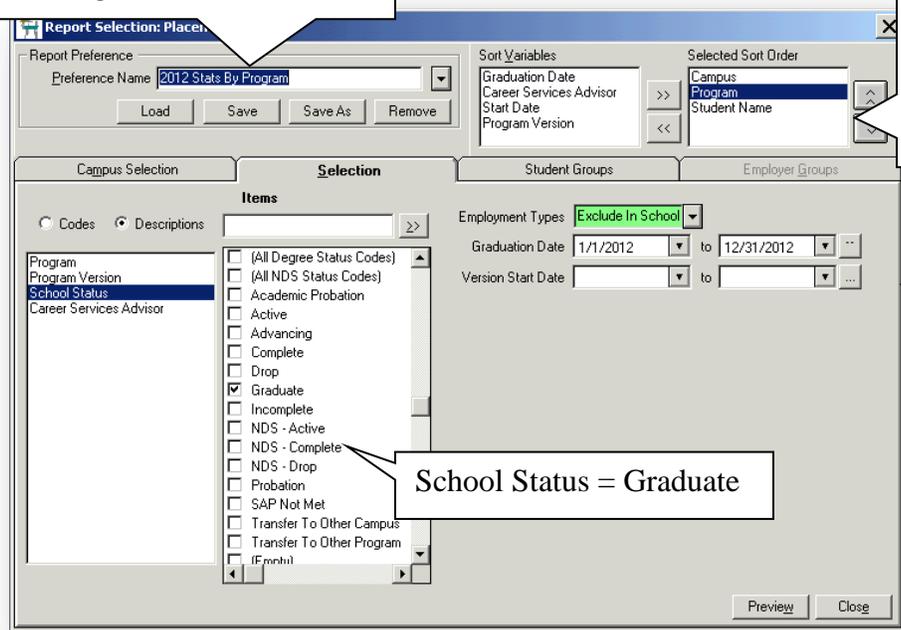
Selected Sort Order:
    Campus
    Program
    Student Name

Graduation Date
  *Recommended Calendar Year

  *You may also select specific
   Quarters to review progress of
   each quarter

School Status = Graduate

Click on **Preview** once all parameters are selected

Placement Stats

rpt_plStats.rpt
192JLOZADA

Employment Types: All Types
Campuses:
    SWFC - Ft. Myers
- Graduation Date between 1/1/2013 and 12/31/20...

Waived

Employment Pool
Total Grads - Waived

Actual Grads = Total

Sorted by: Campus, Prog... ...ersion, Student Nam...

9/5/2013
11:01:11PM

Number of Placed

Last Column represents
Statistic by Program

	Schd Grads	Actual Grads	Exit Interv	Not Avail	Waived	Elig Grads	Elig Grads Placed	Other Elig Placed	Comp Grads	Place Sched	Place Elig Gr.
										Percent... ...es	
SWFC - Ft. Myers											
Accounting - AS	0	2	0	1	0	1	1	0	1...		
Accounting - BS	0	2	0	0	0	2	2	0	2...		
Computer Animation/ Multimedia - AS	0	1	0	0	0	1	0	0	100.00	0.00	0.00
Computer Programming and Database Management - AS	0	3	0	0	0	3	2	0	100.00	0.00	66.67
Crime Scene Investigation - D	0	2	0	1	0	1	0	0	100.00	0.00	0.00
Criminal Justice - AS	0	9	0	2	0	7	2	0	100.00	0.00	28.57
Criminal Justice - BS	0	2	0	0	0	2	1	0	100.00	0.00	50.00

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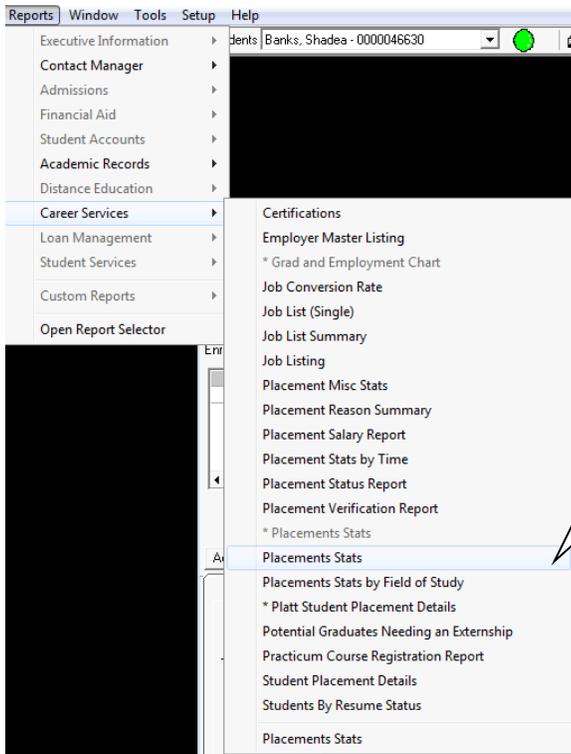
- Click on **Reports** tab

- Scroll down to **Career Services**

- Scroll down to **Placement Stats**

Enter in a Report Name and save for future loading
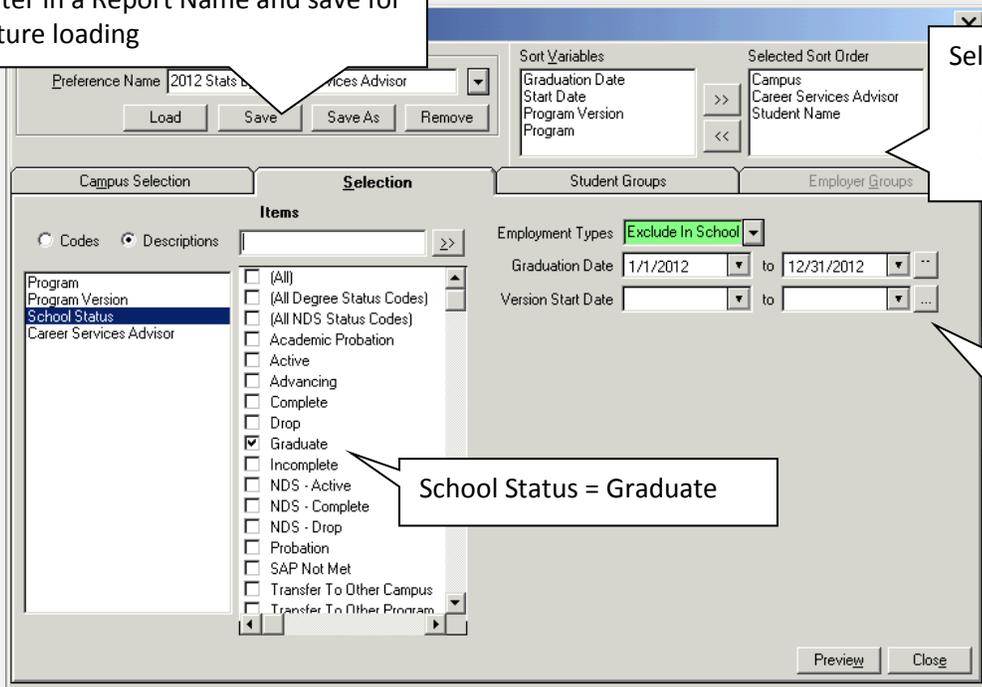
Selected Sort Order:
Campus
Career Services Advisor
Student Name

Graduation Date
    *Recommended Calendar Year

School Status = Graduate

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: Campus, Career Services Advisor, Student Name

9/5/2013
11:05:52PM

	Schd Grads	Actual Grads	Exit Interv	Not Avail	Waived	Elig Grads	Elig Grads Placed	Other Elig Placed	Comp Grads	Place Sched	Place Elig Gr.
										Percentages	
SWFC - Ft. Myers											
	0	1	0	0	0	1	0	0	100.00	0.00	0.00
Lewis, Tina	0	43	0	8	0	35	26	0	100.00	0.00	74.29
Williams, Jacqueline	0	48	0	6	0	42	22	0	100.00	0.00	52.38
	0	92	0	14	0	78	48	0	100.00	0.00	61.54
Totals	0	92	0	14	0	78	48	0	100.00	0.00	61.54

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 Stats

rpt_plStats.rpt
192JLOZADA

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

Sorted by: Program Version, Student Name, Campus

9/5/2013
11:12:14PM

	Schd Grads	Actual Grads	Exit Interv	Not Avail	Waived	Elig Grads	Elig Grads Placed	Other Elig Placed	Comp Grads	Place Sched	Place Elig Gr.
										Percentages	
Accounting - AS											
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
	0	2	0	1	0	1	1	0	100.00	0.00	100.00
Accounting - BS											
Crowder, Sandra	0	1	0	0	0	1	1	0	100.00	0.00	100.00
Nelson, Jeffrey A	0	1	0	0	0	1	1	0	100.00	0.00	100.00
	0	2	0	0	0	2	2	0	100.00	0.00	100.00
Computer Animation/ Multimedia - AS											
Portalatin, Luis	0	1	0	0	0	1	0	0	100.00	0.00	0.00
	0	1	0	0	0	1	0	0	100.00	0.00	0.00
Computer Programming and Database Management - AS											
Blythe, David	0	1	0	0	0	1	1	0	100.00	0.00	100.00
Garcia, Francisco J	0	1	0	0	0	1	1	0	100.00	0.00	100.00
Streeter, Kristian	0	1	0	0	0	1	0	0	100.00	0.00	0.00
	0	3	0	0	0	3	2	0	100.00	0.00	66.67
Crime Scene Investigation - D											
Bowman, Lindsey E	0	1	0	0	0	1	0	0	100.00	0.00	0.00
Ulrich, Mindie L	0	1	0	1	0	0	0	0	100.00	0.00	0.00
	0	2	0	1	0	1	0	0	100.00	0.00	0.00

Selected Sort Order

Program Version
Student Name
Campus

Placement Stats

rpt_plStats.rpt
192JLOZADA

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

9/5/2013
11:17:04PM

	Schd Grads	Actual Grads	Exit Interv	Not Avail	Waived	Elig Grads	Elig Grads Placed	Other Elig Placed	Comp Grads	Place Sched	Place Elig Gr.
										Percentages	
Attwood, Patricia	0	1	0	0	0	1	0	0	100.00	0.00	0.00
	0	1	0	0	0	1	0	0	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	0	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	0	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
Haag, Rosemarie	0	1	0	0	0	1	1	0	100.00	0.00	100.00
Hernandez, Debora	0	1	0	0	0	1	1	0	100.00	0.00	100.00
Hernandez, 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	0	1	0	0	0	1	0	0	100.00	0.00	0.00
Leyet, Alina	0	2	0	0	0	2	2	0	100.00	0.00	100.00
Maldonado, Madeline	0	1	0	0	0	1	0	0	100.00	0.00	0.00
Martinez, Carmen E	0	1	0	0	0	1	1	0	100.00	0.00	100.00

Selected Sort Order

Career Services Adv
Student Name
Campus

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
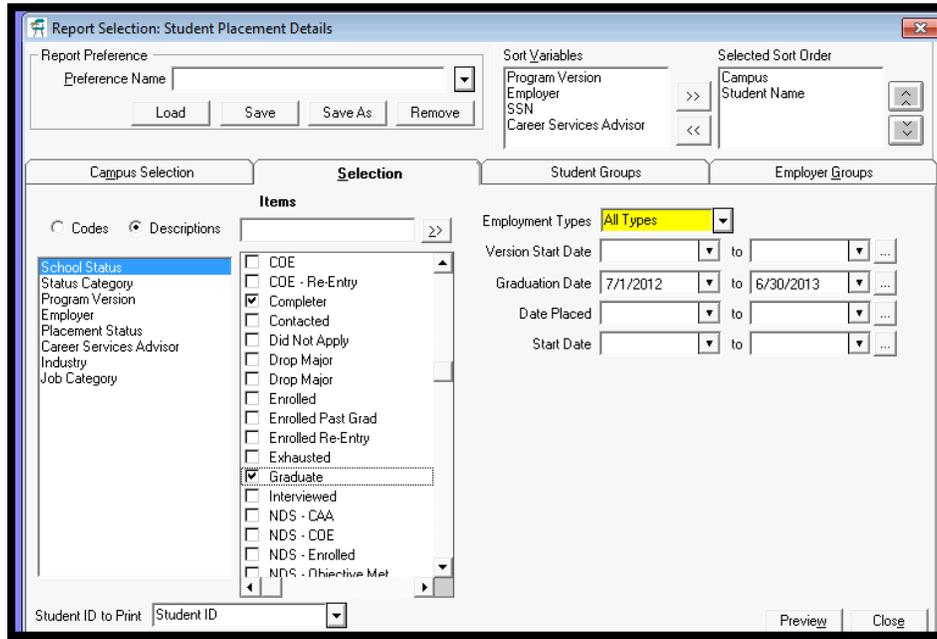
You can now sort or filter by the columns available to check for mistakes, inconsistencies or blanks that need to be filled in.
- I.e. In the following screen shot you can see the records that are left in Placed In Field or Placed In Related Field which still need to be switched over to the new category of "Placed".

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

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

	A	B	D	E	H	I	J	K	M	N	O	
1	**StudentName**	**systudent**	**Campus**	**stunum**	**Status**	**ProgVers**	**StartDat**	**GradDate**	**Catego**	**plStatCo**	**PlStatDesc**	**D**
21	Drouin, Rainey A	13372	SWFC - Tampa	70528	GRAD	ASST10A360	1/10/2011	12/15/2012	P	NP	Not Yet Placed	
26	Fulkinson, Crystal M	12953	SWFC - Tampa	67018	GRAD	AS-ST-12B	1/7/2013	3/25/2013	P	NP	Not Yet Placed	
36	Jackson, Steven D	12401	SWFC - Tampa	62412	GRAD	BSHA-10360	1/10/2011	12/15/2012	P	NP	Not Yet Placed	
38	Johnson, Melissa A	12951	SWFC - Tampa	66969	GRAD	AS-ST-12	4/4/2011	12/15/2012	P	NP	Not Yet Placed	
45	Mansfield-Davis, Katrina	290555	SWFC - Tampa	0000038013	COMPLETE	RNFA-12	3/29/2012	8/9/2012	P	NP	Not Yet Placed	
46	McCord, Nathan D	296230	SWFC - Tampa	0000044622	COMPLETE	RNFA-12A	6/21/2012	8/31/2012	P	NP	Not Yet Placed	
54	Peck, Deborah	101228	SWFC - Tampa	69FBZTIOU5	GRAD	D-MBCT-11	10/3/2011	3/25/2013	P	NP	Not Yet Placed	
55	Pompey, Avonette M	12479	SWFC - Tampa	62992	GRAD	ASST-10360	10/3/2011	12/15/2012	P	NP	Not Yet Placed	
58	Rathbone, Brandon L	12687	SWFC - Tampa	64787	GRAD	ASCAM-10	1/11/2010	9/8/2012	P	NP	Not Yet Placed	
59	Rathbone, Brandon L	12687	SWFC - Tampa	64787	GRAD	ASDD-10	4/5/2010	9/8/2012	P	NP	Not Yet Placed	
62	Rogers, Vanessa	13255	SWFC - Tampa	69471	GRAD	BSPSA-11	11/8/2010	3/25/2013	P	NP	Not Yet Placed	
63	Rosario, Harold I	13219	SWFC - Tampa	69250	GRAD	ASCAM-12	9/27/2010	12/15/2012	P	NP	Not Yet Placed	

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

	A	B	D	N	O	P	Q	R	S	T	
1	**StudentName**	**systudent**	**Campus**	**plStatCo**	**PlStatDesc**	**DatePlac**	**EmploymentStartDa**	**JobTit**	**Employer**	**EmployerPhor**	**Emp**
2	Arjibay, Joyce P	9491	SWFC - Tampa	PLACED	Placed In Field	4/2/2013	1/7/2013		Lake County Public School		201
7	Berrian, Kamella M	13104	SWFC - Tampa	PLACED	Placed In Field	4/2/2013	1/7/2013		Southwest Florida College- Tampa		391
10	Calleja, Damian	13377	SWFC - Tampa	PLACED	Placed In Field	1/23/2013	11/12/2012		Emergency Medical Services/ AMR		270
11	Calleja, Damian	13377	SWFC - Tampa	PLACED	Placed In Field	1/23/2013	11/12/2012		Emergency Medical Services/ AMR		270
33	Hershberger, Trina	12143	SWFC - Tampa	PLACED	Placed In Field	11/28/2012	2/11/2011		Hillsborough County Clerk of Court		419
39	Jones, Keith R	13234	SWFC - Tampa	PLACED	Placed In Field	11/5/2012	9/4/2012		L3 Stratis		119
49	Nesser, Anchalee	13276	SWFC - Tampa	PLACED	Placed In Field	11/28/2012	9/25/2012		Butterfly Designs		416
51	Ortega, Ryan M	12610	SWFC - Tampa	PLACED	Placed In Field	2/14/2013	8/2/2011		Southwest Florida College- Tampa		391

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

---

- Click on **Reports** tab
- Scroll down to **Career Services**
- Scroll down to **Job Listing**

- Sort Order =
  Job Category
  Job Title

- Status = Available

- Job Type = Employment

- Date Added = Dates Entered into Cvue
  *Recommended Weekly
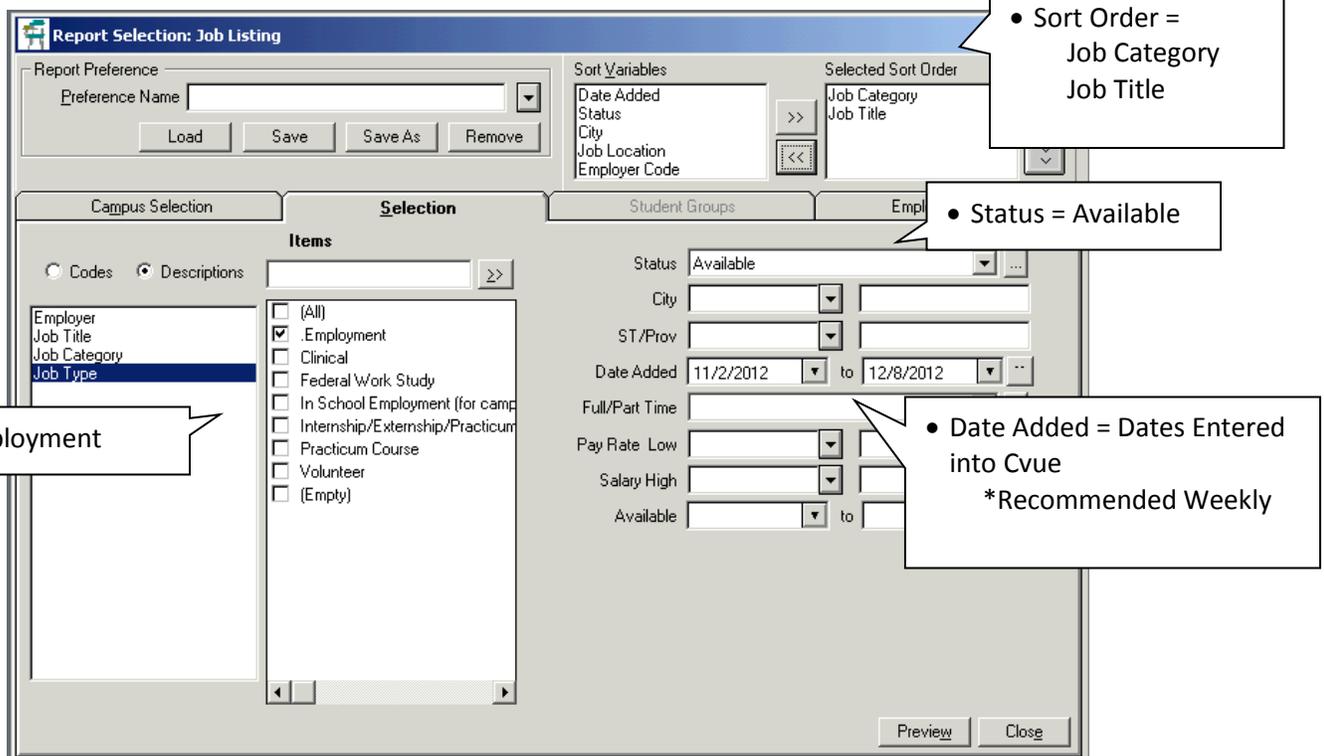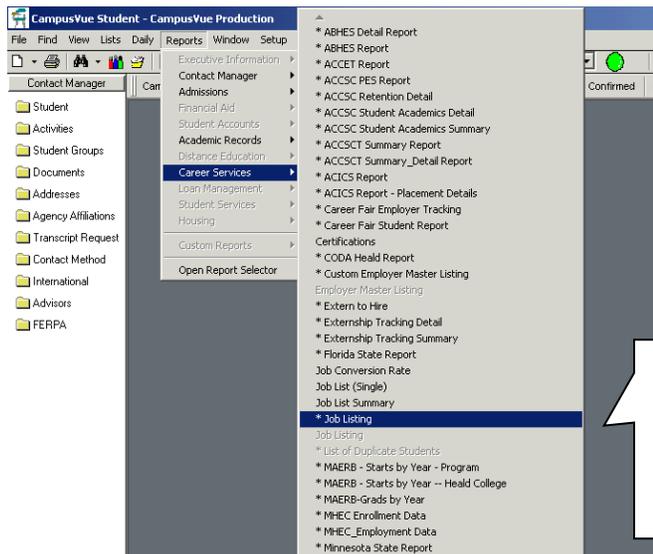
Click on **Preview** once all parameters are selected

Job Listing

Campuses:
    Heald Rancho Cordova
- Status is Available
- Date Added between 11/2/2012 and 12/8/2012
- Job Type =
    .Employment

Sorted by: Job Category, Job Title

cst_plEmployerJob.rpt
jlozada@healdnet.edu

12/13/2012
7:55:05AM

ACCOUNT

Job Listing

Emp. Code: 0000000000124161	**Job ID :** 8194789
Job Cat. Code: ACCOUNT	**Job Title:** Accounting
Job Type: .Employment	**Exact Job Title:** Financial Analyst - Elk Grove
Contact: Diana Chick	**Salary:** 15 - 16
Company: Adecco	**Dates Avail:** 12/4/2012 - 1/4/2013
Job Location:	**Date Added:** 12/4/2012
Address: 1860 Howe Ave. - Ste 1320	**Job Source:** Solicited - Phone
Sacramento CA 95825	**Schedule:**
Phone: 916-927-2431	**Status:** Available
Fax:	**Openings:** 1 **Filled:** 0
Email: Russ.Perez@AdeccoNA.com	**Account:** Yes
Career Advisor: Thornton, Carol	**Account Descrip:**
Benefits? False	

Comments: Temp. or longer, AA or 18 months accounting is fine. Prefer AA or BA .Will do background check, and drug test. and the sex offender list will be checked.

Official Output format blocks each job listing and its details

You can also export to Excel to view as a worksheet

Report Viewer

Report | Excel

Export to Excel   ▶| 1 / 111   🗙 🔄 🔍 100% ▼

Preview

⊞ ACCOUNT
⊞ ADMIN
⊞ BUSINESS
⊞ HEALTHCA
⊞ ITTECH
⊞ LEGAL
⊞ MKTING
⊞ PRSJUSTI
⊞ SOCSVCS
⊞ TRDES

Job Listing

Campuses:
    Heald Rancho Cordova
- Status is Available
- Date Added between 11/2/2012 and 12/8/2012
- Job Type =
    .Employment

Sorted by: Job Category, Job Title

	CampusDescription	CareerAdvisorName	PlDescription	Sal Low	Sal High	Sched	PlDay	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	P	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 E			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	Varied	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

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

- Click on **Reports** tab

- Scroll down to **Contact Manager**

- Scroll down to **Activity Summary**
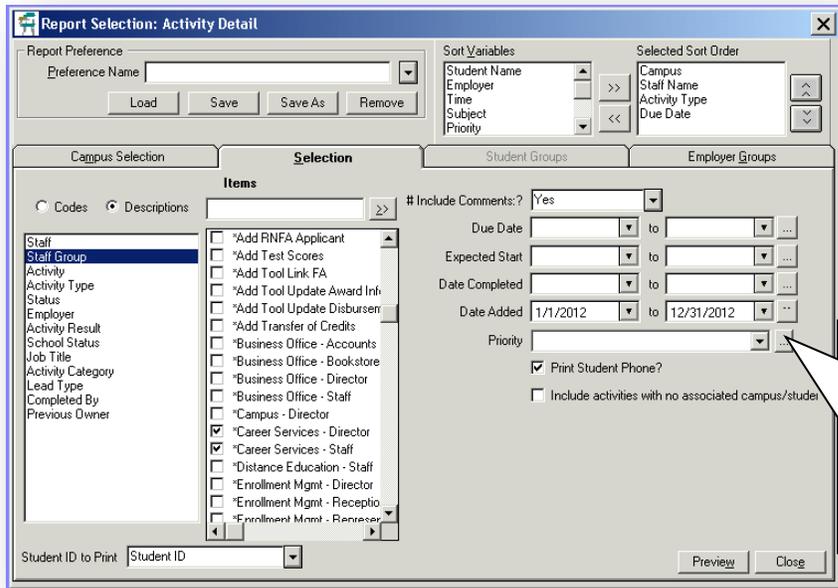
Staff Group =

*Career Services – Director

*Career Services – Staff

*You may also Select "Staff" and select individual employee names

Activity =
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
CS – Resume Sent to Employer

Enter in a Report Name and save for future loading

Selected Sort Order:
    Staff Name
    Activity Type
    Campus

Due Date and Date Completed are the same dates.
    *Recommended Weekly

Status = Closed

Click on **Preview** once all parameters are selected

Tip To Improve Report Performance

One of the date ranges selected is greater than a 2 year period. Selecting shorter date ranges may significantly decrease the time it takes for the report to complete. If you wish to continue with the dates already selected, click YES below. If you wish to change the date selections, click NO to return to the report selection screen.

[Yes] [No]
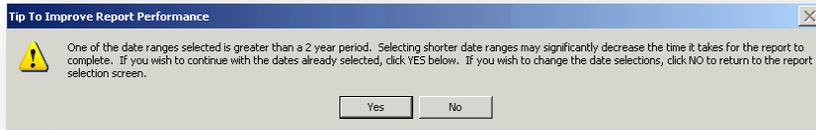
A window will pop up in regard to the system automatically adding in dates for open fields

Activity Category	Activity Description	Activity Total
Izaguirre, Linda		70
	CS - EMP Account Maintenance Contact	6
	CS - OJO Resume Sent	42
	CS - STU Employment Interview	18
	CS - STU Exit Interview	2
	CS - STU Second Employment Interview	2
Klink, Gloria		172
	CS - EMP Account Maintenance Contact	28
	CS - EMP Account Visit	8
	CS - EMP Outbound Marketing Contact	8
	CS - OJO Resume Sent	34
	CS - STU Employment Interview	12
	CS - STU Exit Interview	4
	CS - STU Second Employment Interview	6
	CS - STU Student Contact	72
Olivera, Serina		382
	CS - EMP Account Maintenance Contact	30
	CS - EMP Account Visit	16
	CS - EMP Outbound Marketing Contact	2
	CS - OJO Resume Sent	146
	CS - STU Employment Interview	6
	CS - STU Exit Interview	6
	CS - STU Student Contact	176

Official Output lists each employee, his/her activity, and count.

You can also export to Excel to view as a worksheet for more detail

Report Viewer
Report | Excel
Export to Excel

48
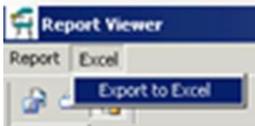
What companies have hired from _____ Program? What companies have used Platt/ SWFC interns or externs? From now on, you will be able to quickly run a report to answer these questions.

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.

Picture of Campus Selection

If not, check off your Campus Group

INDUSTRY (Program)
Select what program/ programs you are reporting on:

Picture of Industry Parameter

ie/ Medical Assisting

EMPLOYMENT TYPE
Select Employment , Internships, Both

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

Click on **Preview** to generate report

Once the report is generated, click on **Report**

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

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

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

For those who prefer to snail mail.
The excel report is set up so that it can easily be mail merged.

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

Picture of Campus Selection

Attribute:
Check off what you are reporting on:

Ie/ PAC (by program)
      Job Fair Participant
      Guest Speaker (by program)
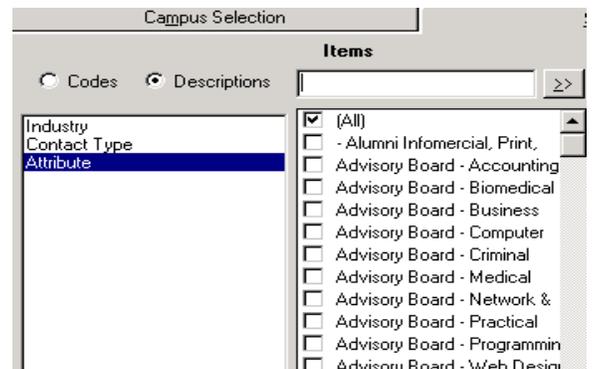
Click on **Preview** to generate report

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

Scroll down to **Export**
Then Scroll over to **Crystal Reports Export Formats**
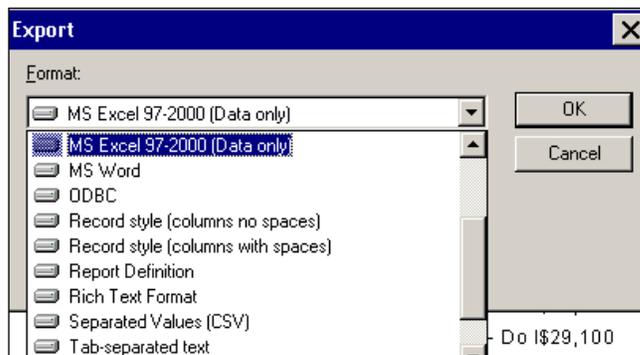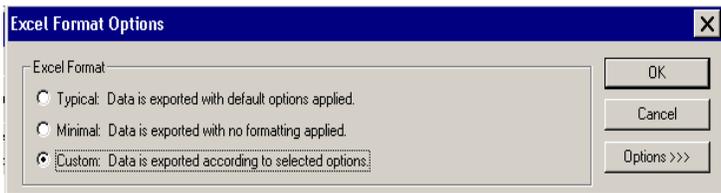
Format : MS Excel 97-2000 (Data only)
Destination: Application
Click **OK**

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

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.

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	