

Engineering eConnection Students Help

<http://www.egr.uh.edu/careerT>

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Important items to note before you get started:

- Engineering eConnection is available only to students officially enrolled in a Cullen Engineering degree-seeking, major field of study.
- You must contact the Engineering Career Center for your user name and password if one has not already been assigned to you.
- When you navigate away, and then back to one of the links at the top (i.e. Home or Events or Calendar), you will be brought to the tab you were viewing when you were last on that page. Use the “back” link within the system, not on your browser, or just click on the tab you want to view.

Navigate the Homepage

1. View at-a-glance features (Announcements, Quick Links, Calendar, Alerts, etc.) by clicking on the Home link in the top toolbar.
2. Access all system sections with one click by clicking on Quick Links.
3. View important events by clicking on highlighted days in the Calendar.
4. View system-driven alerts.

The screenshot shows a Microsoft Internet Explorer browser window displaying a website. The address bar shows the URL: <https://eng-uh-csm.symphlicity.com/students/>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The website's navigation bar contains links for home, profile, documents, jobs, employers, interviews, events, and calendar. The main content area is divided into several sections: announcements, quick links, alerts, and a calendar for September 2006. A feedback form is also present.

Annotations:

- 1:** Points to the 'home' link in the top navigation bar.
- 2:** Points to the 'quick links' section, which lists: Pending Campus Interviews, Scheduled Campus Interviews, Campus Interviews I Qualify For, Jobs I Qualify For, Activity Summary, and Demo Fair Participants.
- 3:** Points to the date '28' in the calendar, which is highlighted in red.
- 4:** Points to the 'alerts' section, which displays 'No current alerts.'

Build your Personal Profile

1. Build your personal profile by clicking on the Profile link on the top navigation bar.
2. Click on the Personal Information and Academic Information tabs to update information.
3. Update your system access by clicking on the Change Password tab and creating a new password.
4. Update Privacy settings by clicking on the Privacy tab.
5. Track internships on the Internship Placements tab.
6. You MUST submit your changes before you navigate away from the Profile Section, or they will be lost.

The screenshot shows a Microsoft Internet Explorer browser window displaying a student profile page. The address bar shows the URL: <https://eng-uh-csm.symlicity.com/students/?s=profile&lsl=1>. The page has a navigation bar with links: home, profile, employers, interviews, events, and calendar. The 'profile' link is highlighted. Below the navigation bar, there are tabs for: Personal Information, Academic Information, Privacy, Placements, Change Password, Activity Summary, and Help. The 'Personal Information' tab is active. The form contains the following fields and controls:

- Buttons: Save Changes, Save Changes And Continue, Reset Form, Cancel.
- Student ID: HA1234567
- First Name: Roxana
- MI: (empty)
- Last Name: Afshar
- Gender: F M
- Ethnicity: (dropdown menu)
- Date of Birth: September 28, 2006
- Email: rafshar@uh.edu
- Phone Number: (555) 555-5555

Green arrows point to the following elements:

- Arrow 1: Points to the 'profile' link in the top navigation bar.
- Arrow 2: Points to the 'Save Changes' button.
- Arrow 3: Points to the 'Cancel' button.
- Arrow 4: Points to the 'Save Changes And Continue' button.
- Arrow 5: Points to the 'Personal Information' tab.

On the right side, there is a 'Completion Status' section with the following items:

- Personal Information**
 - ✓ Student ID
 - ✓ First Name
 - ✗ MI
 - ✓ Last Name
 - ✗ Gender
 - ✗ Ethnicity
 - ✓ Date of Birth
 - ✓ Phone Number
 - ✗ Permanent Phone Number
- Current Address**
 - ✓ Street Address
 - ✓ City
 - ✓ State
 - ✓ Zip Code
 - ✓ Country
- Permanent Address**
 - ✗ Street Address
 - ✗ City
 - ✗ State
 - ✗ Zip Code
 - ✓ Country
- Academic Information**
- Privacy**
- Documents**
 - ✗ 0 documents uploaded.

Manage Documents

1. View existing and upload new documents (resumes, cover letters, and transcripts) by clicking on the documents link on the top navigation bar.
2. Click on Add New to upload new documents
 - a. System will convert document to pdf. The process could take 5-10 minutes.
 - b. Engineering Career Center must approve your resume. It will remain on the Pending Documents tab until it is approved by Engineering Career Center.
 - c. Be aware that the name of your resume may sometimes be visible to employers.

The screenshot shows a web browser window with the following elements:

- Browser title: The Link - Microsoft Internet Explorer
- Address bar: https://eng-uh-csm.simplicity.com/students/index.php?s=resume&_ksl=1
- Navigation bar: home, profile, documents, myers, interviews, events, calendar
- Document tabs: Approved Documents, Pending Documents
- Table of Approved Documents:

| Document Title | Document Type | View | Last Modified | Status | Options |
|----------------|---------------|------|------------------------|--------|----------------------|
| Cover Letter | Resume | | 09/28/2006 11:59:57 am | ready | Delete |
| Resume | Resume | | 09/29/2006 10:28:46 am | ready | Make Default, Delete |

Below the table is a '+ Add New' button with '2 Items' next to it.

Search for Jobs

1. View job postings by clicking on Jobs on the top navigation bar, then selecting CSM Jobs.
2. Sort the job list by major position type, industry, or key words by utilizing the dropdown menus at the top.
3. Click on Show List With Status to see the status of jobs (applied, qualify, non-qualify).
4. Review position details by clicking on a link in the Title column.
5. When using the search, the system looks for EXACT matches. So, for example, if you want jobs for finance majors, you must search not only for finance majors, but also for "all majors." The simplest solution is generally to search on jobs for which you qualify and leave all other fields blank.
6. When performing searches, if you hold down the control key, you can select more than one option.

The screenshot shows a web browser window displaying a job search interface. The address bar shows the URL: https://eng-uh-csm.symlicity.com/students/index.php?s=jobs&_ksl=1. The navigation bar includes links for home, profile, documents, jobs, interviews, events, and calendar. The 'jobs' link is highlighted with a green arrow labeled '1'. Below the navigation bar, there is a search form with the following fields: 'Show Me' (set to 'All Jobs & Interviews'), 'Majors/Concentrations', 'Position Type', 'Industry', and 'Keywords'. A green arrow labeled '2' points to the 'Position Type' dropdown menu. The search form also includes 'Search' and 'Clear' buttons. A green arrow labeled '3' points to the 'Show Me' dropdown menu. Below the search form, there is a table of job listings. A green arrow labeled '4' points to the 'Search' button. A green arrow labeled '5' points to the 'show list with status' link. The table has columns for Job Title, ID, Employer, Location, Position Type, Posted, Deadline, and Type. The first row of the table is:

| Job Title | ID | Employer | Location | Position Type | Posted | Deadline | Type |
|---|----|--------------------------------|----------------------|--|--------------|--------------|------|
| Engineering Internship | 21 | Baker Hughes | Greater Houston Area | Part-Time and/or Full-Time Internships | Sep 19, 2006 | Oct 06, 2006 | P |
| Entry-Level Engineering Positions | 18 | Baker Hughes | Unspecified | Entry-Level | Sep 19, 2006 | Oct 06, 2006 | P |
| Industrial Engineer | 19 | Cameron Surface Systems | Unspecified | Entry-Level | Sep 17, 2006 | Oct 04, 2006 | P |
| Mechanical Engineer - Product Design Engineer I | 20 | Cameron Surface Systems | Unspecified | Entry-Level | Sep 17, 2006 | Oct 04, 2006 | P |
| Associate Design Engineer I | 31 | Fluor Daniels | Greater Houston Area | Entry-Level | Sep 15, 2006 | Oct 02, 2006 | P |
| Electrical Engineer | 38 | Key Engineering Group Services | Greater Houston Area | Entry-Level | Sep 07, 2006 | Dec 07, 2006 | J |
| Electrical Engineer Firmware | 40 | Key Engineering Group Services | Greater Houston Area | Entry-Level | Sep 07, 2006 | Dec 07, 2006 | J |
| Engineer I (BIT) | 43 | R.G. Miller Engineers, Inc. | Greater Houston Area | Entry-Level | Sep 07, 2006 | Dec 07, 2006 | J |
| Intern | 44 | Schooner Petroleum | Greater Houston Area | Part-Time Only Internships | Sep 07, | Dec 07, | J |

View and Apply for Jobs

1. Review the Posted Date and Resume Submission deadline by utilizing the Important Dates feature on the right.
2. Submit a resume, if qualified, by highlighting the proper resume name from the resume dropdown, inputting cover notes (if applicable), and clicking the Submit button from the Application Status on the right.
3. You will only be able to apply for a position if you meet the criteria set by the employer for the position. If your GPA is lower than the employer's set minimum, the system will not allow you to apply. If your major is not one of the majors that the employer has specified for the position, the system will not allow you to apply.
4. You can only submit the documents that a company has said it will accept. If the company wishes to receive resumes only from candidates, you will not be able to submit a cover letter or your transcripts.

The screenshot shows a web browser window with the address bar displaying a URL from symlicity.com. The page content includes a navigation menu at the top, a breadcrumb trail, and a main content area for a job posting. The job title is 'Mechanical Engineer - Product Design Engineer I'. A yellow note indicates it is an on-campus recruiting position. The 'Position Information' section lists employer details and job specifics. The 'Position Requirements' section lists applicant criteria. The 'Application Status' section on the right contains instructions for applying, a resume selection dropdown, and a submit button. The 'Important Dates' section on the right lists key dates for the application process. Two green arrows with numbers 1 and 2 are overlaid on the page: arrow 1 points to the 'Position Requirements' section, and arrow 2 points to the 'Application Status' section.

Position Information

Employer: Cameron Surface Systems [View profile](#)
Division: N/A
Job Posting Title: Mechanical Engineer - Product Design Engineer I
Location: Unspecified
Salary Range: Unspecified

Position Requirements

Applicant Type: Current Student, Alumni
Degree Level: Bachelors, Masters
Major: Engineering/Mechanical
Work Authorization: U.S. Citizen, Permanent Resident

[Back](#) [Add To Favorites](#) [Print Preview](#) [Print](#)

Application Status

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

Interview Date(s)

Oct 18, 2006

Schedule Details

Schedule Type: Pre-Select

Resume Submission Start Date
September 17, 2006

Resume Submission End Date
October 4, 2006

Sign-Up Start Date
October 4, 2006

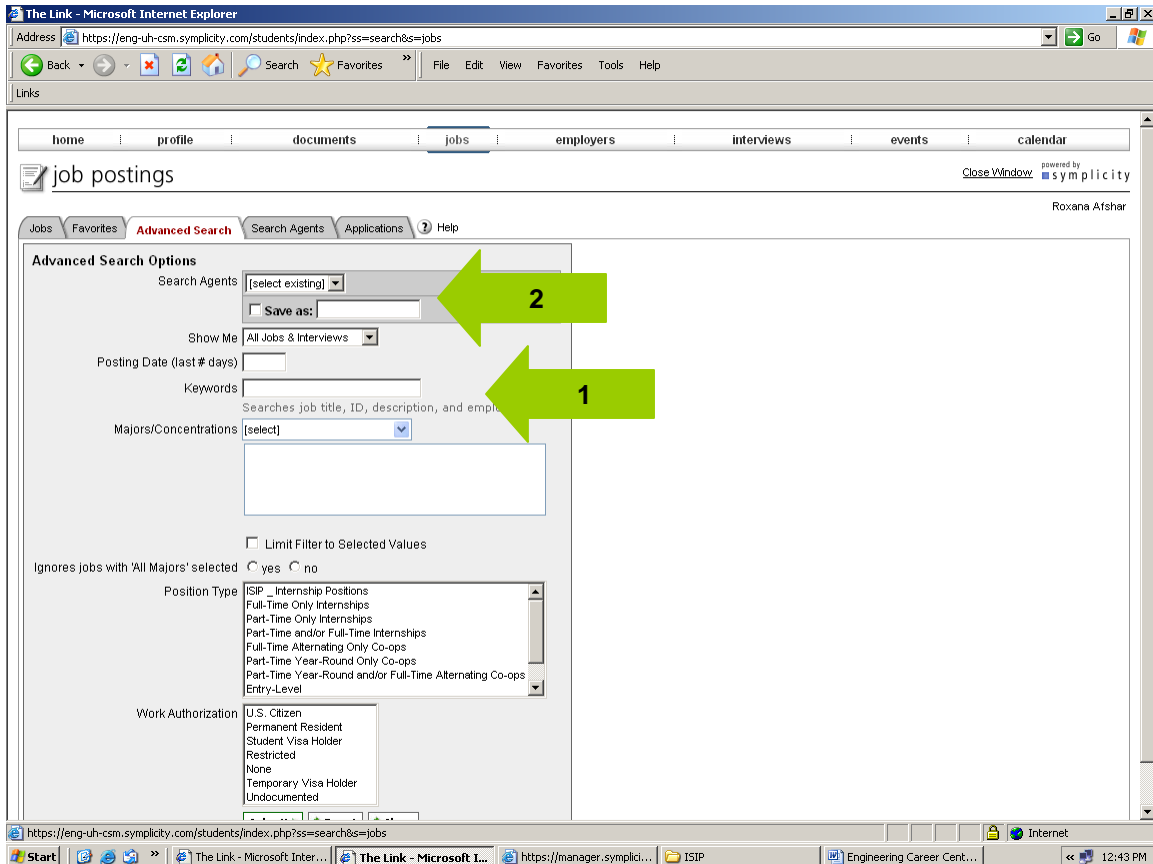
Sign-Up End Date
October 11, 2006

Screening Criteria

Majors/Concentrations
Mechanical
Graduation Date (Start)

Advanced Searches and Job Search Agents

1. From the Advanced Search tab, refine the job list by utilizing keywords, majors, work authorization, locations, position types, etc.
2. Save the advanced search as a search agent by checking Save As, and then putting a name in the Search Agent field. You can set up a search agent to notify you of job postings of interest to you on a regular basis.
3. Click on the Submit button at the bottom of the screen to run the search and/or save the search agent.



Search Results

1. Click on the job title link or the employer link for more information or to apply for the job.
2. Add the job to your list of favorites (accessible on the Favorites tab) by clicking Add Favorite. The "Favorites" feature is useful if you are considering a job but want to read more about it before actually applying. It will save the job under your "Favorites" tab for further review.

The screenshot shows a Microsoft Internet Explorer browser window displaying a search results page. The address bar shows the URL: <https://eng-uh-csm.symphlicity.com/students/index.php>. The page has a navigation bar with tabs: home, profile, documents, jobs, employers, interviews, events, calendar. Below the navigation bar, there are tabs for Jobs, Favorites, Advanced Search, Search Agents, Applications, and Search Results. A legend for Campus Interviews is shown: P = Pre-select, O = Open, J = Job Listing, CF = Career Fair. The main content area displays a table of job listings with columns: Job Title, ID, Employer, Location, Position Type, Posted, Deadline, Type, and Options. A green arrow labeled '1' points to the 'job postings' link in the navigation bar. Another green arrow labeled '2' points to the 'ADD FAVORITE' button in the 'Options' column of the job listing table.

| Job Title | ID | Employer | Location | Position Type | Posted | Deadline | Type | Options |
|---|----|--|---|--|--------------|--------------|------|------------------------------|
| Engineering/Science - Internship | 21 | Baker Hughes | Greater Houston Area | Part-Time and/or Full-Time Internships | Sep 19, 2006 | Oct 06, 2006 | P | ADD FAVORITE |
| Entry-Level Engineering Positions | 18 | Baker Hughes | Unspecified | Entry-Level | Sep 19, 2006 | Oct 06, 2006 | P | ADD FAVORITE |
| Mechanical Engineer | 37 | Key Engineering Group Services | Greater Houston Area | Entry-Level | Sep 07, 2006 | Dec 07, 2006 | J | ADD FAVORITE |
| Mechanical Engineer - Product Design Engineer I | 20 | Cameron Surface Systems | Unspecified | Entry-Level | Sep 07, 2006 | Dec 07, 2006 | J | ADD FAVORITE |
| Mechanical Engineer 2 | 39 | Key Engineering Group Services | Greater Houston Area | Entry-Level | Sep 07, 2006 | Dec 07, 2006 | J | ADD FAVORITE |
| Refining Entry-Level Engineer | 17 | Marathon Petroleum Company | Multiple locations around the U.S. including the Greater Houston Area | Entry-Level | Aug 08, 2006 | Oct 18, 2006 | P | ADD FAVORITE |
| Refining Mechanical Intern | 16 | Marathon Petroleum Company | Multiple locations around the U.S. including the Greater Houston Area | Full-Time Only Internships | Aug 08, 2006 | Oct 18, 2006 | P | ADD FAVORITE |

View, Edit and Run Search Agents

1. View a list of search agents by clicking on the Search Agents tab.
2. Run, edit or delete agents by using the buttons in the Options column.
3. To enable your agent to be run on a scheduled basis, click on the title in the label column (cont'd on next screen).

Schedule Automatic Search Agents

1. Enable your agent by checking yes, setting a Period and a Multiple, then clicking the submit button.
2. Engineering Career Center will run enabled Search Agents automatically, and then email the results.

Research Employers

1. View information about employers by clicking on Employers from the top navigation bar.
2. To search for a specific type of employer, use the Industry drop-down menu and the Keywords field at the top, and then click the Search button.
3. If an employer has a profile or available positions, then the employer name will be underlined.
4. View the employer overview, corporate culture information, key statistics and/or positions available by clicking on an underlined employer name in the Title column.
5. Place an employer under the Favorite Employers tab by clicking on the Add to Favorite button in the Options column.

The screenshot shows a web browser window displaying the 'employers' page. The page has a navigation bar with links: home, profile, documents, jobs, employers (highlighted with a green arrow labeled '1'), events, and calendar. Below the navigation bar is a search area with an 'Industry' dropdown menu, a 'Keywords' text input field, and 'Search' and 'Clear' buttons. A green arrow labeled '2' points to the 'Search' button. Below the search area is a table of employer profiles. The table has columns: Organization, Website, On Campus, and Options. The 'Organization' column contains names like Baker Hughes, Cameron Surface Systems, City of Nacogdoches, etc. The 'Options' column contains 'ADD FAVORITE' buttons. A green arrow labeled '3, 4' points to the underlined text 'FM Global' in the Organization column. A green arrow labeled '5' points to an 'ADD FAVORITE' button in the Options column.

| Organization | Website | On Campus | Options |
|---------------------------------------|--|-------------------------------------|--------------|
| <u>Baker Hughes</u> | www.bakerhughes.com | IS :Oct 19, 2006 I: Oct 20, 2006 | ADD FAVORITE |
| <u>Cameron Surface Systems</u> | | IS :Oct 17, 2006 I: Oct 18, 2006 | ADD FAVORITE |
| <u>City of Nacogdoches</u> | | | ADD FAVORITE |
| <u>Dril-Gulp, Inc.</u> | | | ADD FAVORITE |
| <u>Fluor Daniels</u> | | I: Oct 02, 2006 I: Oct 16, 2006 | ADD FAVORITE |
| <u>FM Global</u> | | | ADD FAVORITE |
| <u>FMC Technologies</u> | | I: Sep 29, 2006 | ADD FAVORITE |
| <u>HESS Corporation</u> | | | ADD FAVORITE |
| <u>Key Engineering Group Services</u> | | | ADD FAVORITE |
| <u>Kiewit Energy</u> | www.kiewit.com | | ADD FAVORITE |
| <u>Marathon Petroleum Company</u> | www.mpc.com | I: Oct 25, 2006 | ADD FAVORITE |
| <u>Pathfinder Energy Services</u> | www.pathfinderlwd.com | | ADD FAVORITE |
| <u>R.G. Miller Engineers, Inc.</u> | | | ADD FAVORITE |
| <u>Schlumberger</u> | | | ADD FAVORITE |

Career Fairs

1. View upcoming Career Fairs by clicking on the Events link on the top navigation bar.
2. View career fair participants, related information, RSVP for the event and submit your resume to participants by clicking on the Fair name link.

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'events' page of a website. The address bar shows the URL: https://eng-uh-csm.symplicity.com/students/index.php?s=event&_ksl=1. The page has a navigation bar with links: home, profile, documents, jobs, employers, interviews, **events**, and calendar. Below the navigation bar, there is a section titled 'events' with a sub-menu containing 'Career Fairs', 'Information Sessions', and 'Workshops'. A table lists the events, with one row highlighted: 'Demo Fair' on 'Day 1 (September 27, 2005)' with 0 participants. A green arrow labeled '1' points to the 'events' link in the navigation bar, and another green arrow labeled '2' points to the 'Demo Fair' row in the table.

| Fair | Days | Particip |
|-----------|----------------------------|----------|
| Demo Fair | Day 1 (September 27, 2005) | 0 |

Career Fair Participants

1. View participant information on the Participants tab.
2. View more detailed information by clicking on an underlined employer.
3. Click on Submit your Resume and RSVP to submit your resume to employers you are interested in.

RSVP to Career Fairs and Submit Your Resume

1. Choose your resume from the drop-down menu.
2. Check employers you want to submit your resume to.
3. Click on Submit to RSVP to the Career Fair and submit your resume.

Information Sessions

1. View upcoming information sessions by clicking on the Events link on the top navigation bar, and then clicking on the Information Sessions tab.
2. View information session details and RSVP for the event by clicking on the desired information session link.

The screenshot shows a web browser window displaying the 'events' page. The top navigation bar includes links for 'home', 'profile', 'documents', 'jobs', 'employers', 'interviews', 'events', and 'calendar'. The 'events' link is highlighted with a green arrow labeled '1'. Below the navigation bar, the 'Information Sessions' tab is selected, indicated by a green arrow labeled '2'. The page displays a search form and a table of information sessions.

| Information Session Start Date/Time | Information Session End Date/Time | Information Session Type | Employer | Location | RSVP |
|-------------------------------------|-----------------------------------|--------------------------|-------------------------|-------------------------------|------|
| Oct 17, 2006 6:00 pm | Oct 17, 2006 8:00 pm | | Cameron Surface Systems | University Center Underground | |
| Oct 19, 2006 6:00 pm | Oct 19, 2006 8:00 pm | | Baker Hughes | University Center Underground | |

Workshops

1. View upcoming workshops by clicking on the Events link on the top navigation bar. And then clicking on the Workshops tab.
2. Click on the title of the workshop in the Name column for detailed information about each event.

Important Dates and Personal Events

1. View important dates for the upcoming weeks by clicking on the Calendar link on the top navigation bar.
2. Review important dates by clicking on the highlighted dates in the inset calendar on the right.
3. Click on a link in the event to view the details.
4. Change the view of your calendar by clicking the appropriate tab.
5. Create, review and/or update events that do not automatically appear on the calendar by clicking on the Personal Events tab.

The screenshot shows a web browser window titled "The Link - Microsoft Internet Explorer" displaying a calendar application. The browser's address bar shows the URL: <https://eng-uh-csm.symplicity.com/students/index.php?getdate=20050927>. The application's navigation bar includes links for "home", "profile", "documents", "jobs", "employers", "interviews", "events", and "calendar". The "calendar" link is highlighted with a green arrow labeled "1". Below the navigation bar, there are tabs for "Today", "Day View", "Week View", "Month View", "Year View", and "Personal Events". The "Personal Events" tab is highlighted with a green arrow labeled "5". The main calendar area shows a "Day View" for "Tuesday, September 27". A blue event block is visible from 10:00 AM to 4:45 PM, titled "Demo Fair" at "Demo Venue". A green arrow labeled "3" points to this event. On the right side, there are three inset calendars for "August 2005", "September 2005", and "October 2005". The date "27" in the September 2005 calendar is highlighted in red, with a green arrow labeled "2" pointing to it. A green arrow labeled "4" points to the "calendar" link in the navigation bar.