

Employer Portal Overview

The Login Screen



The screenshot shows the login interface for the Steinbright Career Development Center. At the top left is the Steinbright logo, which includes a yellow dragon and the text "Drexel University Steinbright Career Development Center". To the right of the logo is a "CO" link. Below the logo is a "Secure Access Login" form with fields for "User ID" and "PIN" (Password), and "Login" and "Cancel" buttons. At the bottom left, there is a "Need assistance?" section with a "Have feedback?" link and a "Contact your co-op coordinator or the Steinbright Operations team" link. Three red arrows point from callout boxes to these elements: the Steinbright logo, the login fields, and the "Contact your co-op coordinator..." link.

The Steinbright logo is always a link back to the Steinbright website that will open in a new window.

Log in to employer.steinbright.drexel.edu using your existing Drexel credentials.

You can email your coordinator or click the link to email Steinbright's operations team if you have any questions or feedback.

Employer Portal Overview

The screenshot shows the 'Home' tab of the Career Development Center Portal. The header includes the Drexel University logo and the text 'Career Development Center PORTAL'. Below the header, there are navigation tabs for 'Home' and 'History'. The main content area features a calendar for 'APRIL 2016' with a 'Today' button and navigation arrows. The calendar grid shows dates from 28 to 29, with various events and deadlines highlighted in green and red. To the right of the calendar, there are several sections: 'Coordinator' with contact information, 'Access SCDCOnline' with links for 'Manage Co-op Jobs', 'Schedule On-Campus Interview Reservations', and 'Complete Student Performance Evaluations', and 'Quick Links' with links for 'Full Co-op Recruiting Calendars' and 'SCDCOnline Screenshots'.

The new Home tab provides clearer information about the Drexel co-op program and resources to support your participation.

The History tab provides easier access to your co-op jobs and hiring history.

This document will provide an overview of what is available in the employer portal. Detailed [screenshot guides](#) are also available for each stage of the recruiting process.

Employer Portal Overview

The Home Tab

APRIL 2016

today < >

Coordinator

Post A-Round Co-op Job Descriptions for Fall/Winter 2016-2017

Apr 7, 2016 - Apr 27, 2016

Co-op employers, post your A-Round co-op jobs for the **Fall/Winter 2016-2017 co-op cycle** in SCDOnline by **April 28, 2015**.

If you have any questions, please contact your co-op coordinator.

today < >

Deadline: Review and Submit Co-op Interview Candidates for Fall/Winter 2016-2017 A-Round

May 20, 2016 - May 20, 2016

Deadline: Co-op employers, review your A-Round co-op applicants and resumes in SCDOnline for the **Fall/Winter 2016-2017 co-op cycle**. Interview candidate selection is due by **May 20, 2016**.

If you are interviewing on campus from June 1 to June 3, 2016, on-campus recruiting reservations are also due by **May 20, 2016**.

If you have any questions, please contact your co-op coordinator.

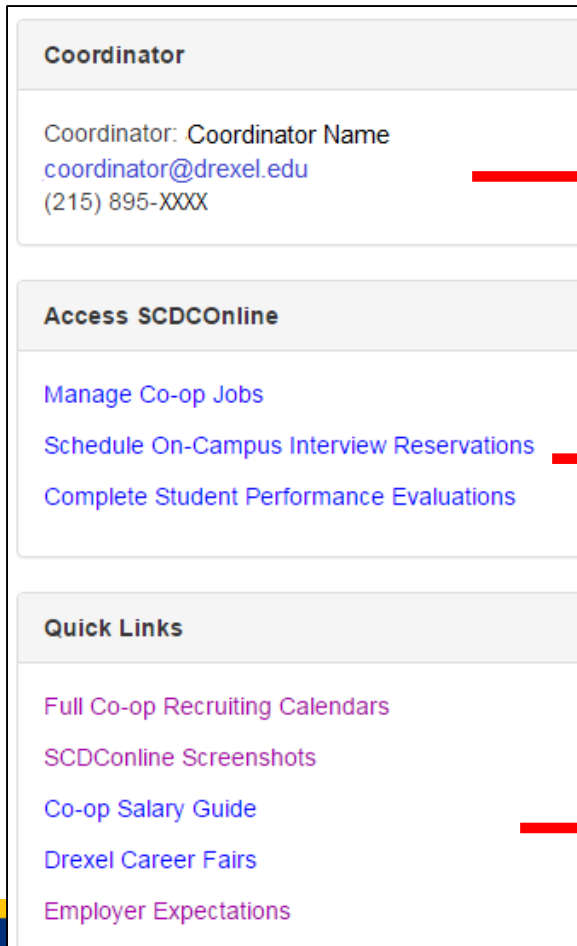
The calendar on the left side of the Home screen shows all dates and deadlines affiliated with a given co-op cycle. They are color coded by each recruiting round. Deadline days are always shown in **red** no matter what round they are in.

A-Round B-Round C-Round Overall Cycle Deadline

If you click on each activity, you will see a pop-up with more details about the actions required for that activity. Examples are shown above.

Employer Portal Overview

The Home Tab



The screenshot shows a sidebar menu with three main sections: 'Coordinator', 'Access SCDCOnline', and 'Quick Links'. Red arrows point from specific items in the menu to callout boxes on the right.

- Coordinator**
 - Coordinator: Coordinator Name
coordinator@drexel.edu
(215) 895-XXXX
- Access SCDCOnline**
 - [Manage Co-op Jobs](#)
 - [Schedule On-Campus Interview Reservations](#)
 - [Complete Student Performance Evaluations](#)
- Quick Links**
 - [Full Co-op Recruiting Calendars](#)
 - [SCDCOnline Screenshots](#)
 - [Co-op Salary Guide](#)
 - [Drexel Career Fairs](#)
 - [Employer Expectations](#)

Your co-op coordinator's name and contact information is available on the Home screen.

Access to the majority of the SCDCOnline recruiting functions and screens can be found on the Home screen. [Screenshot guides](#) are available for each step in the process.

Quick links provide easy reference to the Steinbright website including co-op recruiting calendars, co-op salary guides, career fair information, and Steinbright's expectations for employer participation in the co-op program.



Employer Portal Overview

The History Tab – Search Filters

The screenshot shows the 'History' tab selected in a navigation bar with 'Home' and 'History' buttons. Below the navigation bar is a blue header for the 'Filter Results' section, which includes a 'Refresh' button. The main area contains four filter categories: 'Search' with a text input field and a placeholder 'job number, job title, student name, major'; 'Group Results' with a dropdown menu set to 'By Job'; 'Term' with a dropdown menu listing 'Show All', 'Spring/Summer (March 2016)', 'Fall/Winter (September 2015)', and 'Fall/Winter (September 2014)'; and 'Display' with a checked checkbox for 'Most recent only' and a 'Results per page' dropdown set to '25'. To the right of these filters is a 'Round' section with three radio button options: 'A', 'B', and 'Other'. At the bottom of the filter area are 'Apply' and 'Reset' buttons.

The History tab allows you to search your previously posted jobs and students hired by job number, co-op cycle, student name, etc. Click “Apply” once you have selected your criteria. Grouping results by job is recommended for most search scenarios.



Employer Portal Overview

The History Tab – Search Results

Please note: Resumes are the most recent version for each student, if available. Email addresses are the students' official Drexel email addresses and may be out of date for alumni.

Export CSV

Select (0/14)

Job # ▲ ▼	Term ▲ ▼	Title ▲ ▼	Contact ▲ ▼	Repost	<input type="checkbox"/>
<input type="checkbox"/>	Spring/Summer (March 2016-Sept 2016)	Job Title One, City, State	Contact Name	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Spring/Summer (March 2016-Sept 2016)	Job Title Two, City, State	Contact Name	<input type="checkbox"/>	<input type="checkbox"/>

If grouping by job:
Expand each job
result to view the
student details.

To export search results to Excel, you can check some or all of the boxes and click “Export CSV.”

Download results include the job details (job title, co-op cycle, etc.) and student details (name, major, email, etc.).



Employer Portal Overview

The History Tab – Expanded Search Results

View student details including name, major, graduation date, salary details, etc.

Please note: Resumes are the most recent version for each student, if available. Email addresses are the students' official Drexel email addresses and may be out of date for alumni.

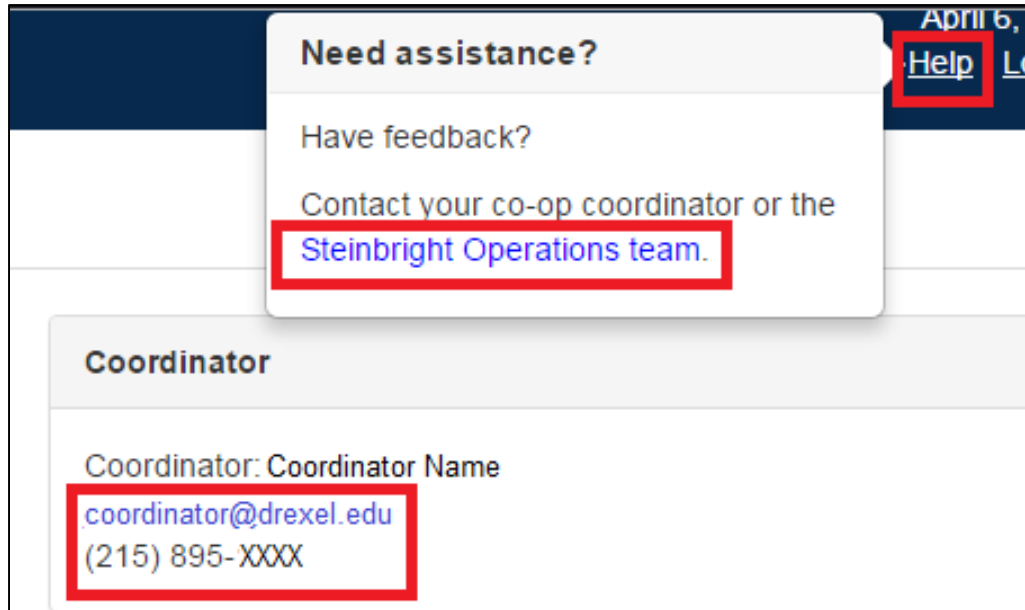
[Export CSV](#)
Select (0/14)

Job # ▲ ▼	Term ▲ ▼	Title ▲ ▼	Contact ▲ ▼	Repost	
123456	Spring/Summer (March 2016-Sept 2016)	Job Title / City, State	Contact Name		<input type="checkbox"/>
<input type="checkbox"/>	Student A Biomedical Engineering Anticipated Graduation Date: June 2017		Round: A Performance Evaluation: -- Gross Weekly Salary: \$Gross Salary (40 hours at \$hourly salary)		
<input type="checkbox"/>	Student B Biomedical Engineering Anticipated Graduation Date: June 2018		Round: A Performance Evaluation: -- Gross Weekly Salary: \$Gross Salary (40 hours at \$hourly salary)		

Use the icons to email the listed student or download their most recent resume from SCDCOnline.

Employer Portal Overview

Help



The screenshot shows a user interface for the Employer Portal. At the top right, the date "APRIL 6, 2016" is visible. A "Help" link is highlighted with a red box. Below it, a dropdown menu is open, showing options: "Need assistance?", "Have feedback?", and "Contact your co-op coordinator or the Steinbright Operations team." The last option is highlighted with a red box. Below the dropdown, a "Coordinator" section is visible, containing the text "Coordinator: Coordinator Name" and a red box around the email address "coordinator@drexel.edu" and the phone number "(215) 895-XXXX".

If you need assistance, contact:
Your co-op coordinator
OR
The Steinbright Operations team
(accessible by clicking the Help link)



Questions?

Contact your co-op coordinator.

Feedback on the new portal?

[Let us know!](#)

[Visit our co-op recruiting calendar.](#)

