Employer Portal Overview

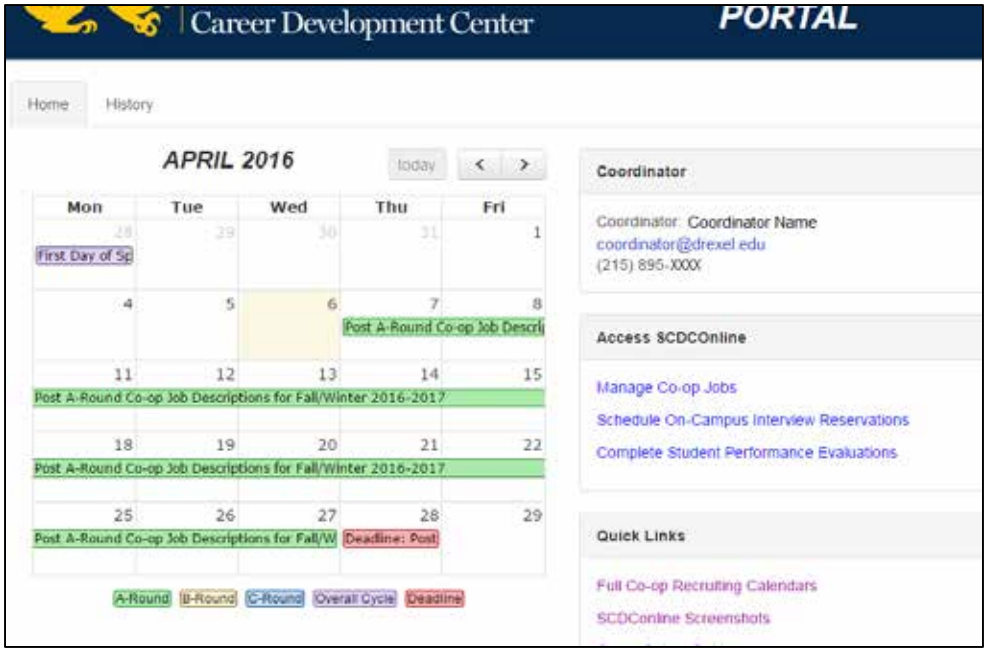
The Login Screen

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



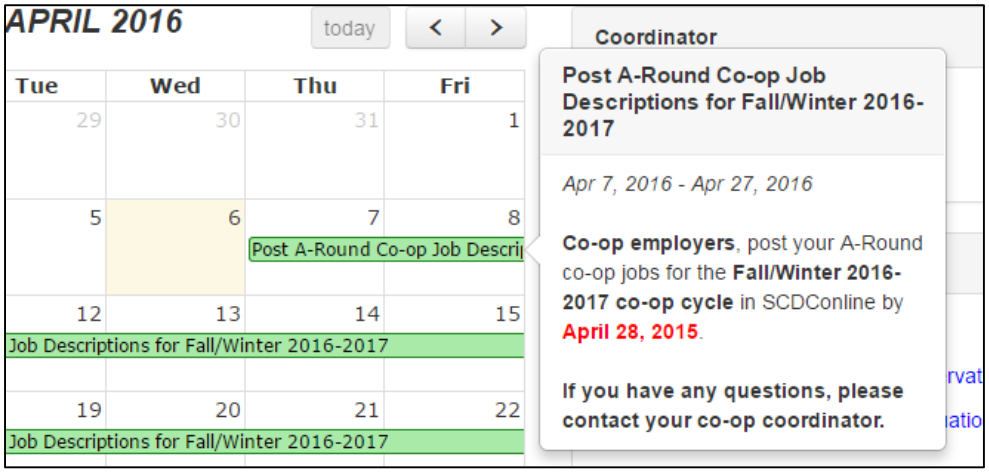
The new Home tab provides clearer information about the Drexel co-op program and resources to support your participation.

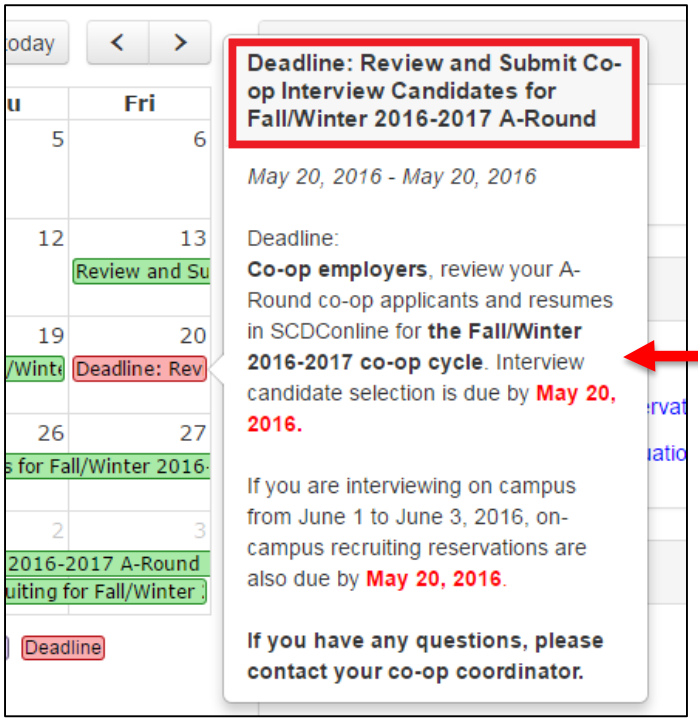
The History tab provides easier access to your co-op jobs and hiring history.

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.

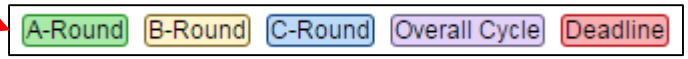
Employer Portal Overview

The Home Tab





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.



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.

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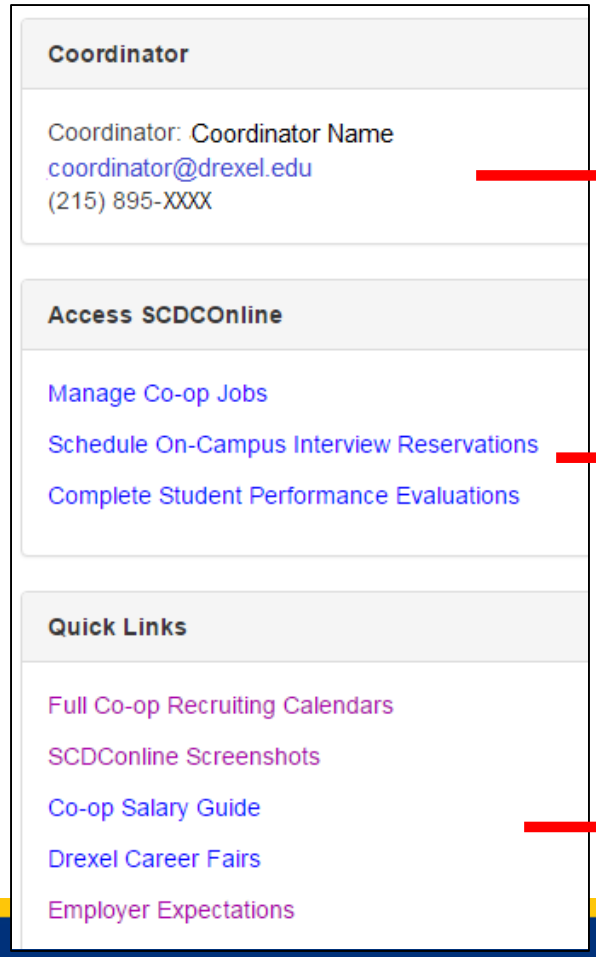
The Home Tab



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.

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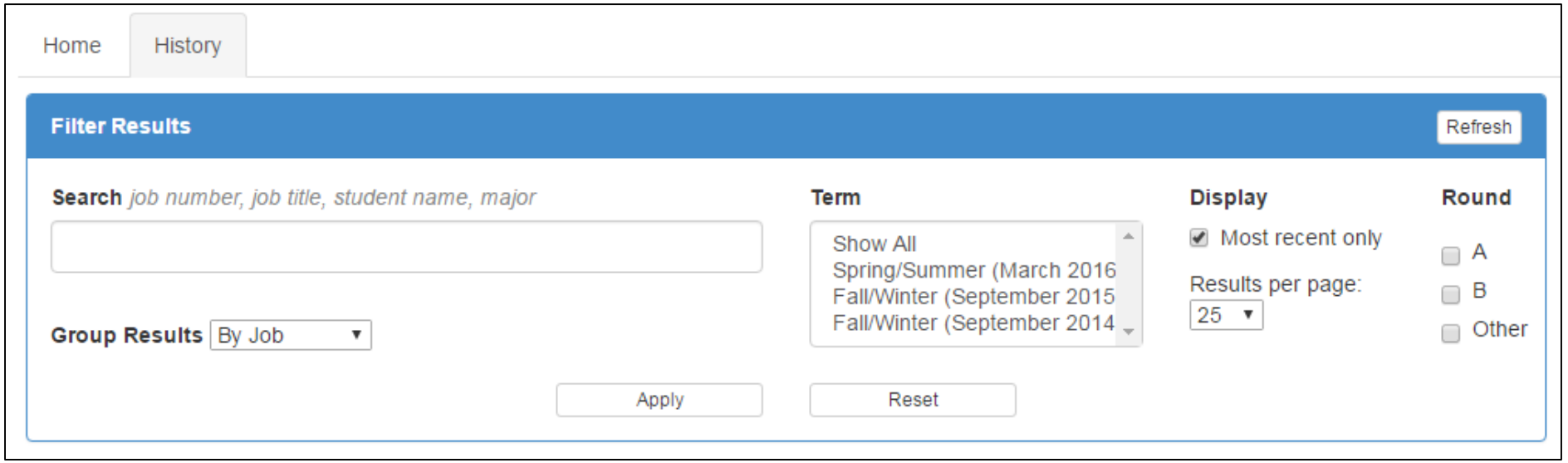
Employer Portal Overview

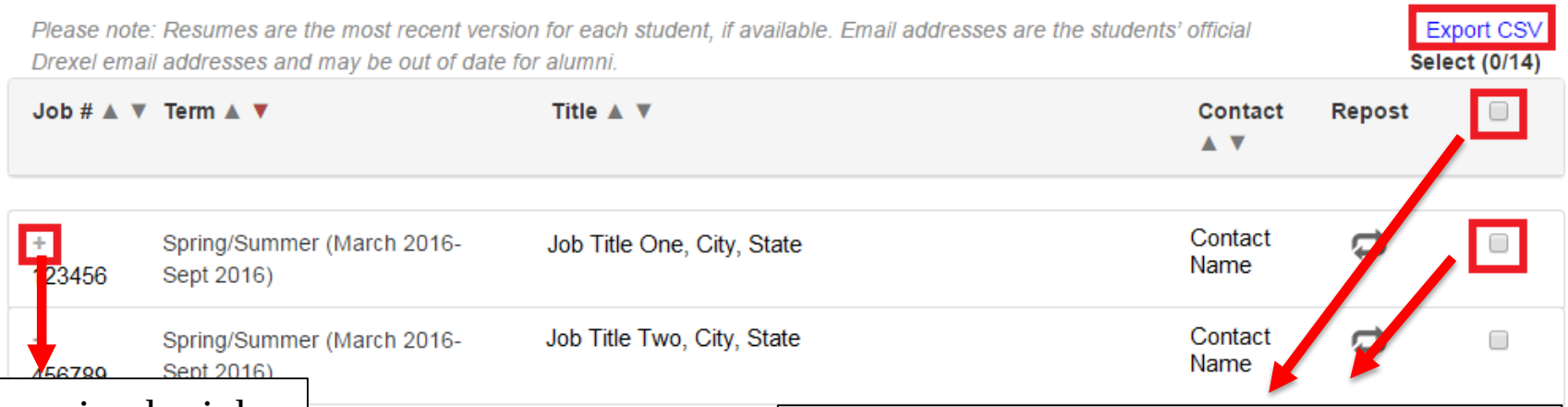
The History Tab – Search Filters



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



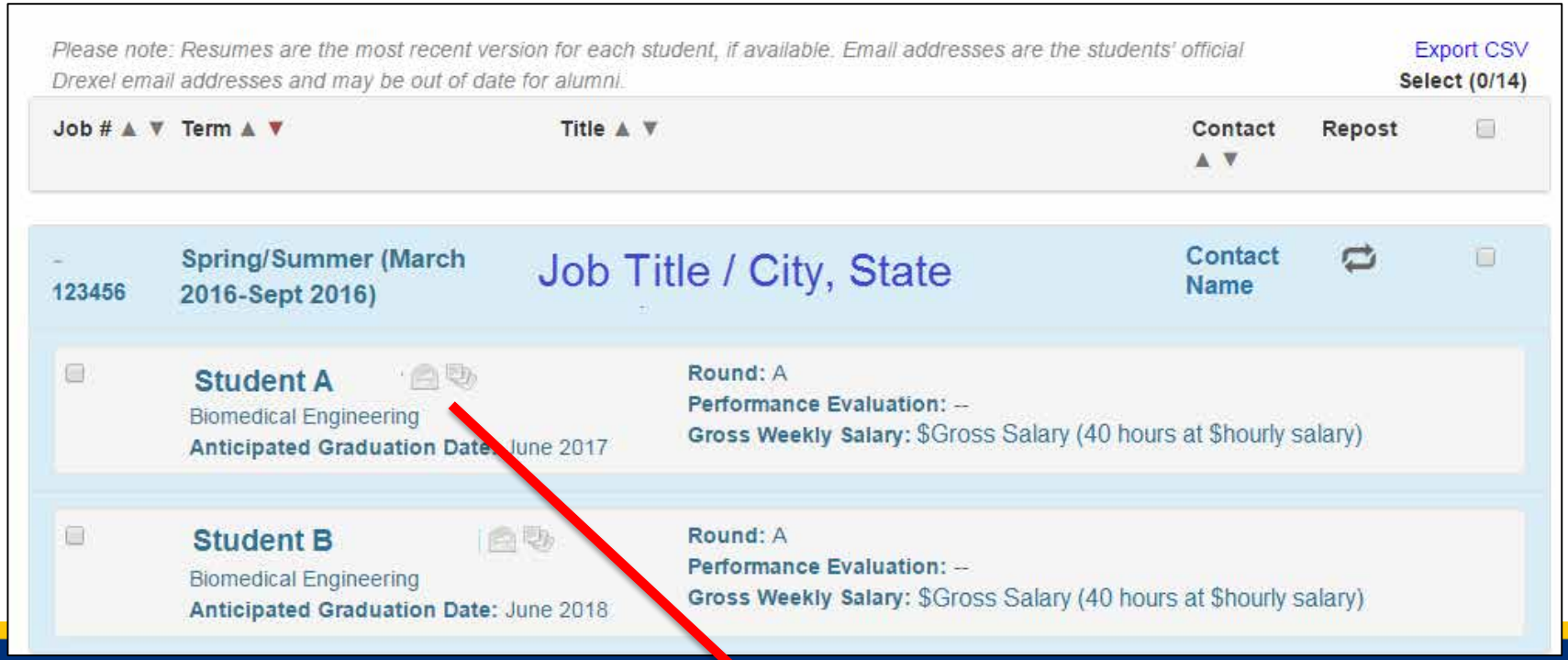
If grouping by job: Expand each job result to view the student details.

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.



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

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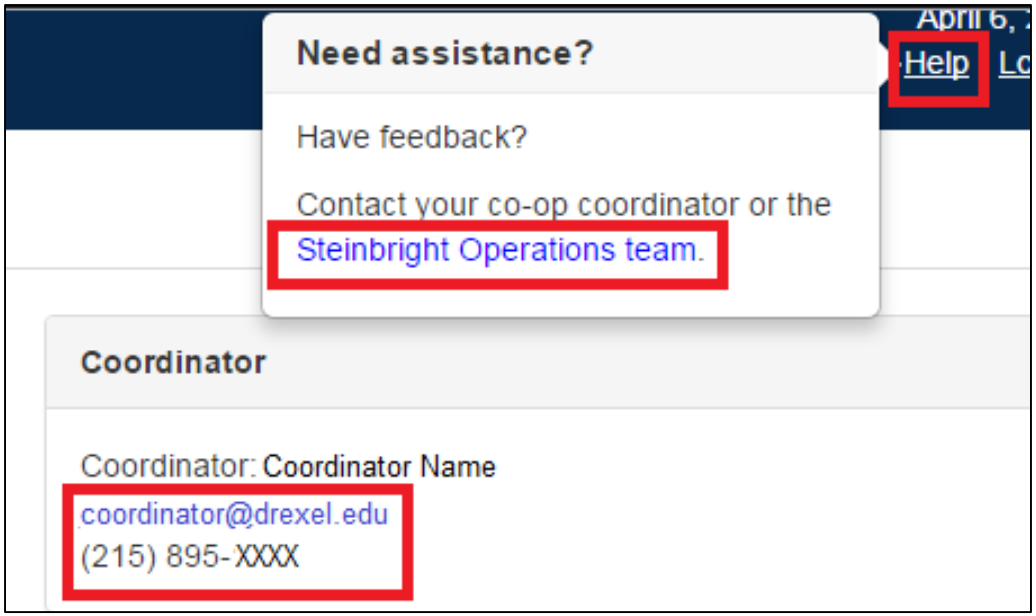
Employer Portal Overview

Help



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.