
Using CSO

Introduction

Career Services Online (CSO) is the resource to find jobs and internships, sign up for on-campus interviews, learn about upcoming events, and search for employers. CSO is *free* for all CU-Boulder students and alumni! If you're new to CSO or not sure how to take advantage of all of the great features, this information is for you. If you ever have any problems using CSO, simply call the Help Desk at 303-492-4100.

New Users - Register with CSO

Visit <http://careerservices.colorado.edu/students/students.aspx> and choose 'New users click here!' to register. Make sure that your pop-up blockers are disabled. Follow these simple steps to register:

1. Complete all sections and click on the Register button. Required fields are marked with an asterisk (*).
2. Click "register," follow screen prompts to complete profile.
3. Click "continue" after information entered.
4. Click "submit profile."

Existing Users –Login to CSO

Do you already have a CSO account? Is your profile up to date? It's easy to check, visit <http://careerservices.colorado.edu/students/students.aspx> and follow these steps:

1. Log in to your CSO account.
2. Choose My Account and then My Profile.
3. Make sure the following sections are up-to-date: Personal Information, Demographic Information, Skills, and Additional Information. Each section has an option to edit fields within the section.
4. Take a minute to go through each section and complete all fields – don't forget to save your information. Required fields are marked with an asterisk (*).
5. Lastly, the more detailed your profile is, the better Career Services will be able to assist you.

Upload Your Documents

1. Log in to your CSO account.
2. Choose My Account and then My Documents.
3. Click on the [Upload File] link.
4. Click the Browse button to find your document. You can only upload Word or PDF documents.
5. Select the correct document and name it (something obvious, like SueArnoldResume). If you upload multiple resumes and/or cover letters, make sure the most generic documents are set as default.
6. Click the Upload button – you can upload up to 10 resumes, 10 cover letters, 4 supporting documents (e.g. letters of reference, writing samples), and 4 transcripts.

Searching for a Job or Internship in CSO

CSO is the place to find paid and unpaid internships and professional part- and full-time jobs. While all Career Services' events are opportunities to learn about jobs, there are two specific features in CSO to find open positions.

The On-Campus Interviews section is a list of organizations conducting interviews at CU-Boulder (local and national organizations). There are two options within this section:

- 'View Schedules I Am Qualified For' includes on-campus interviews that you qualify to sign up for based on your profile (including major, GPA, visa status, etc). You can apply for on-campus interviews in this section only by clicking on the 'Submit Resume' button in the upper left hand column. (Sometimes employers do not screen on the majors, so you may see positions that you are not interested in).
- 'View Upcoming Schedules' displays all on-campus interviews when you leave all field options blank and choose 'search.' It is possible that you may see a position that you believe you are qualified for, but if the position is not showing up under the qualified section, you are not able to submit your resume for that position. There will be a note indicating why you are not qualified and it may be that

you simply need to update your profile. However, if it is not something you can change and you are interested and qualified for the position, please contact the Help Desk at 303-492-4100.

The Job Search section features an average of 500 jobs and internships. Each position will have specific application instructions. The types of position include: full time (based on experience level), part time, internships, fellowships, seasonal and co-ops. Follow these tips for a successful search

- Try a couple of different search options; including by category (engineering/mechanical), the keyword search (water), and position types.
- Career Services recommends that you use fewer criterions so that you do not limit your search results. The fewer boxes you choose, the more positions that will display.
- You can customize how positions are sorted in your search results page. Simply click on the column icon to sort using that field; an arrow will notify you if the information is being sorted in ascending or descending order.
- Some positions may have a blue or orange ! icon. The blue ! icon indicates the employer will be interviewing on-campus for this position and the orange ! icon indicates the employer will be attending an upcoming career event. When both colors are present, the employer will be conducting on-campus interviews and attending an upcoming event. These icons make it easy to see the numerous ways you can interact with the employer.
- Saving your search results is easy! You can save a search and create a job agent.
 - When you select 'Save Search' you will be able to easily access this search the next time you log in. To find these results, simply click on 'Saved Searches' on the left side of the screen.
 - When you select 'Create Job Agent' you will receive emails when new positions are posted to your selected criteria. The email will include the position number, job title, and company so you can easily find this position the next time you log in to CSO.
- Lastly, remember to create a placement record for each job offer you receive. Indicate any you have accepted. Follow these steps to create a placement/ job offer:
 1. Go to My Account and select My Activity.
 2. Click on the Placements tab.
 3. Click on the Report a Hire link on the left side of the screen.

Additional Ways to Use CSO

- Career Events is a list of upcoming career-related events including employer information sessions, career and internship fairs, networking events, career panels, workshops, etc. In this section, you can find out if you need to RSVP, the time and location of the event, and, if applicable, a list of employers attending the event.
- The Employer Directory is a comprehensive list of employers who have requested to be in the Career Services database. Not all employers continually post positions in CSO, so this is another place to search for potential opportunities. In order to search for a particular employer, you can either type an organization name or search by category. There are numerous categories to choose from. Hold the 'Ctrl' button to pick more than one category. In some instances, a contact name will be included and you may contact these recruiters directly.
- My Activity (under My Account) tracks any positions or on-campus interviews for which you may have submitted your resume. It also keeps track of any events for which you have RSVP'd.
- The calendar is viewed on your home page. The calendar features all upcoming career events and on-campus interview. If you want to learn more about a specific event, click on the > key in box for more information. You can also add your own events in the month view by simply clicking on the + key.
- My Folio 21 provides a flexible and creative way for you to store artifacts and portray yourself via electronic portfolios. You can showcase your projects, volunteer work, photos, multimedia files, work experience and extracurricular activities online.

CAREER SERVICES • UNIVERSITY OF COLORADO AT BOULDER

Willard Administrative Center Room 34 133 UCB Boulder, CO 80309-0133

Phone 303-492-6541 FAX 303-492-5723 E-mail: career@colorado.edu <http://careerservices.colorado.edu>

Additional guides available at: <http://careerservices.colorado.edu/students/MajorCareerInfo.aspx>