

Downloading Resumes



DREXEL UNIVERSITY
Steinbright
Career Development Center

Secure Access Login

User ID:

PIN:

Need assistance?

Have feedback?
Contact your co-op coordinator or the [Steinbright Operations team](#).

Step 1:

Log in to

employer.steinbright.drexel.edu

using your existing Drexel credentials.

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The screenshot displays the CO-OP EMPLOYER PORTAL interface. At the top, the Drexel University Steinbright Career Development Center logo is on the left, and the date 'April 15, 2015' with 'Help - Logout' links is on the right. Below the header, there are navigation tabs for 'Home' and 'History'. A calendar for 'APRIL 2015' is shown, with dates 13, 14, 15, 16, 17, 20, 21, 22, 23, 24, 27, 28, 29, and 30 highlighted in green. A red box highlights the 'Manage Co-op Jobs' link in the 'Access SCDCOnline' section. Other links in this section include 'Schedule On-Campus Interview Reservations' and 'Complete Student Performance Evaluations'. The 'Quick Links' section at the bottom contains the link 'Full Co-op Recruiting Calendars'.

Step 2:

Click “Manage Co-op Jobs.”

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Service Type: Co-op Experience

Choose the activity you wish to perform:

Active Jobs

These jobs are the ones that are currently, or will be, active in the system.

Add a new job

Add a brand new job to the system from scratch.

All Jobs

Search all of the jobs you have in the system. Use this for the purpose of reposting them to a new location; or to track down a specific job that you have previously posted.

Step 3:

Click “Active Jobs.”



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Step 4:

Click
“Select Interview
Candidates.”

*Note: You can edit your
interview instructions by
clicking “Make changes to
special instructions”.*

Cycle: Fall (September 2014-January
2015)

Round: A-Round

Job Title / Job City

Job Number: #####

Job Location: North New Jersey

1 opening Interview Loc: **On**

Campus

[Edit interview instructions](#)

[Select Interview Candidates](#)

Job was approved and was made available for student
viewing on 03/26/2014.

Interview requests received: 7

Interview candidates selected: no

Deadline to select candidates: 05/27/2014



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Candidate Selection Due: May 27th, 2014

[Return](#)
to Job list

Special Interview Instructions [Update Instructions](#)

-- None Entered --

Interview Location: On Campus [Change Interview Location](#)

Job not yet assigned an interview room

Print résumé packets for:
(Save any choices below before clicking on these links) [All candidates](#) [Accepted candidates](#)

Step 5:

Find “Print résumé packets for:” text. Click “All candidates” to access a PDF packet of student resumes in a separate window. You can then save or print this packet.

Note: You can also access PDF resumes individually by clicking on each student's name.

Questions?

Contact your co-op coordinator.

Feedback on the new system?

[Let us know!](#)

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

