Quick guide

ESADE Career Portal
How to access?

https://esade-csm.symplicity.com/

¿Qué tipo de usuario es?
To log-in, use your ESADE user and your password.
How to update your profile

To modify your profile, go to the PROFILE tab
How to update your profile

Go here for a complete view of your profile

Build a personal profile (contact information, academic profile, etc.) by clicking on the “Profile” main navigation.
How to update your profile

Personal Profile

Click on the ‘Personal’ Information tab to update email address and other contact information

NOTE: It is important to keep this information updated as this will be used for communication

The «Completion Status» shows what information you already updated.
How to update your profile

Academic Profile

Click on 'Academic' Information to update some school and academic information.

Please keep all your personal and academic information updated. This is the information that the companies use for their searches.

Student Information

Full name*: 
Enter your full name - first, middle, last(s).
Oliver Aton

Name:
Oliver

Surname(s):
Please make sure your surnames are placed in the correct order.
Aton

preview:
Please be aware your picture is viewed by recruiters. We recommend you to upload a professional picture.
How to update your profile

Professional Experience

Click on the 'Professional Experience' tab to enter your previous and current professional experiences along your career.

Click on company name or ‘Edit’ to review the professional experience details.

Click ‘Add New’ to Add a Professional Experience.
How to update your profile

Click on the “Privacy” tab to update your privacy settings including: being included in receiving emails from your C.S. office and receiving Job Newsletters.

Show interest in Internships to C.S. by filling the Internship Application form (when available).

Review your activity by clicking on the Activity Summary tab.

Report employment information by clicking on the Exp.Learning tab (when available).

Please keep all your personal and academic information updated. This is the information that the companies use for their searches.

Full name*: Enter your full name - first, middle, last
Oliver Aton

Name:
Oliver

Surname(s):
Please make sure your surnames are placed in the correct order.
Aton

preview:
Please be aware your picture is viewed by recruiters. We recommend you to upload a professional picture.
How to update the pre-filled data

In your profile there are already pre-filled fields. To change them you should follow the following steps:

1. Access the Intranet within MyEsade using your username and password

2. Choose the option in the menu: Academic Services: Update Personal Data

3. In the drop-down, choose the option Update Personal Data
How to update the pre-filled data

4. You will see the form where you can change your data.

5. Once modified, click on "Save and Send". Changes are not automatic and will have to be validated by Academic Secretary before being visible.
How to upload a CV in the system

Click on the DOCUMENTS tab
To ADD/UPLOAD a new CV in the system, please go to the end of the page and click on the ‘ADD NEW’ button.
How to upload a CV in the system

1. Select a Document Type
2. Click the "Submit" button
3. After clicking the "Add New" button, enter a document title in the Label field
4. Click on "Browse" button, select a file to upload

NOTE: You can add a new document from either "Approved Documents" or "Pending Documents" tabs
How to apply to job offers

View job postings by clicking on “Jobs” from the top navigation bar
How to apply to job offers

Use the search filters to search by desired criteria and click “Search”.

From the “Advanced Search” tab, refine the job list by utilizing Keywords, Majors, Work Authorization, Locations, Position Types, etc and clicking the “Submit” button.

View information such as the description and important dates by hovering over the Quick View (binocular) icon.
How to apply to job offers

Apply to the job or review application materials by clicking the Apply or Applied icon.

Once a student has applied:

Submit your documents by choosing the appropriate document name from the various document dropdown menus, and clicking the “Submit” button.
How to tailor your job search

Conduct a more in depth search of job postings by clicking on the “Advanced Search” tab.

From the “Advanced Search” tab save an advanced search as a search agent by check-marking “Save As”, and then inputting a name in the Search Agent field.
How to tailor your job search

View a list of search agents by clicking on the “Saved Advanced search (Jobs offers à la carte)” tab

Review and/or edit a Search Agent by clicking on a link in the “Label” column
How to tailor your job search

Enable a Search Agent by clicking Yes, and then setting a “Period”, a “Multiple”, and then clicking the “Submit” button.

ESADE CP will run enabled Search Agents automatically, and then email the results.
If you have more questions, please contact: careerportal@esade.edu, or ask to your Career Services Department

Thank you!