

View Hiring Results



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](#).

To view your hiring results after optimal pairing:

Step 1:

Log in to

<https://employer.steinbright.drexel.edu> using your existing Drexel credentials.

View Hiring Results



Home **History**

JULY 2016

Mon	Tue	Wed	Thu	Fri
27	28	29	30	1
		Post B-Round Co-op Job Descriptions for Fall/Winter 2016-2017		
4	5	6	7	8
Post B-Round Co-op Job Descriptions for Fall/Winter		Co-op Job Hiring Results Deadline: Post B-Round		
11	12	13	14	15
			Review and Submit Co-op	
18	19	20	21	22
Review and Submit Co-op Interview Candidates for Fall/Winter 2016-2017 B-Round				Deadline: Review and Su
25	26	27	28	29
	Complete Co-op Interviews for Fall/Winter 2016-2017 B-Round			
	Submit Co-op Rankings for Fall/Winter 2016-2017 B-Round			

Coordinator

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

Step 2:

After logging in, click the “History Tab” in the top left corner.

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**CO-OP
EMPLOYER
PORTAL**

July 5, 2016
[Help](#) - [Logout](#)

Home History

Filter Results Refresh

Search *job number, job title, student name, major*

Group Results By Job

Term

- Show All
- Spring/Summer (March 2016-S)
- Spring/Summer (March 2015-S)

Display

Most recent only

Results per page: 25

Round

A

B

Other

Apply Reset

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 Email addresses are the students' official Drexel email addresses and may be out of date for alumni.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 (0/2)

Job # ▲ ▼	Term ▲ ▼	Title ▲ ▼	Contact ▲ ▼	Repost	<input type="checkbox"/>
+ 340308	Spring/Summer (March 2016-Sept 2016)	Research Specialist/Philadelphia, PA			<input type="checkbox"/>
+ 334447	Spring/Summer (March 2015-Sept 2015)	Research Specialist / Philadelphia, PA			<input type="checkbox"/>

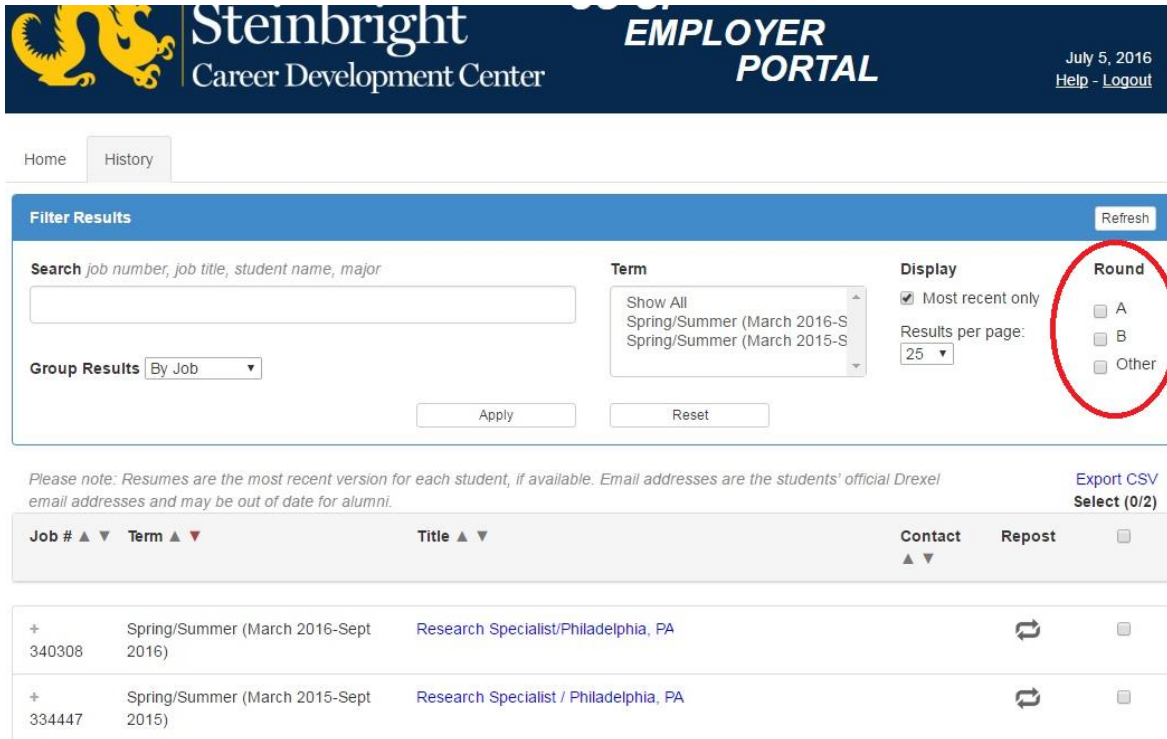
Step 3a:

To view your results, please filter by term you are recruiting for.

Please note: you must click the “Apply” button when you have finished your filter selections.



View Hiring Results



The screenshot shows the 'Filter Results' section of the Steinbright Career Development Center Employer Portal. The 'Round' filter is circled in red, showing three options: 'A', 'B', and 'Other', each with an unchecked checkbox. The 'Display' section shows 'Most recent only' checked and 'Results per page' set to 25. The 'Term' dropdown is set to 'Spring/Summer (March 2016-S)'. The 'Group Results' dropdown is set to 'By Job'. There are 'Apply' and 'Reset' buttons at the bottom of the filter section. Below the filter section is a table of hiring results.

Job #	Term	Title	Contact	Repost
+ 340308	Spring/Summer (March 2016-Sept 2016)	Research Specialist/Philadelphia, PA		<input type="checkbox"/>
+ 334447	Spring/Summer (March 2015-Sept 2015)	Research Specialist / Philadelphia, PA		<input type="checkbox"/>

Step 3b:

If you wish to only view one round's results, filter by Round A or B by selecting the check box in the round filter section.

Please note: you must click the "Apply" button when you have finished your filter selections.

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EMPLOYER
PORTAL

July 5, 2016
[Help](#) - [Logout](#)

Home History

Filter Results Refresh

Search *job number, job title, student name, major*

Group Results By Job

Term: Show All, Spring/Summer (March 2016-), Spring/Summer (March 2015-)

Display: Most recent only, Results per page: 25

Round: A, B, Other

Apply Reset

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 (0/2)

Job #	Term	Title	Contact	Repost
340308	Spring/Summer (March 2016-Sept 2016)	Research Specialist/Philadelphia, PA		
		Biological Sciences Anticipated Graduation Date: June 2017		

Round: B
Performance Evaluation: --
Gross Weekly Salary: \$232.00 (32 hours at \$7.25/hour)

Step 3c:

The system automatically groups results by job.

You can change this drop down to “No Grouping” to see each pairing individually or expand the grouping by selecting the “+” next to the job number.

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Job # ▲ ▼	Term ▲ ▼	Title ▲ ▼	Contact ▲ ▼	Repost
- 340308	Spring/Summer (March 2016-Sept 2016)	Research Specialist/Philadelphia, PA		
	 Biological Sciences Anticipated Graduation Date: June 2017			
		Round: B Performance Evaluation: -- Gross Weekly Salary: \$232.00 (32 hours at \$7.25/hour)		

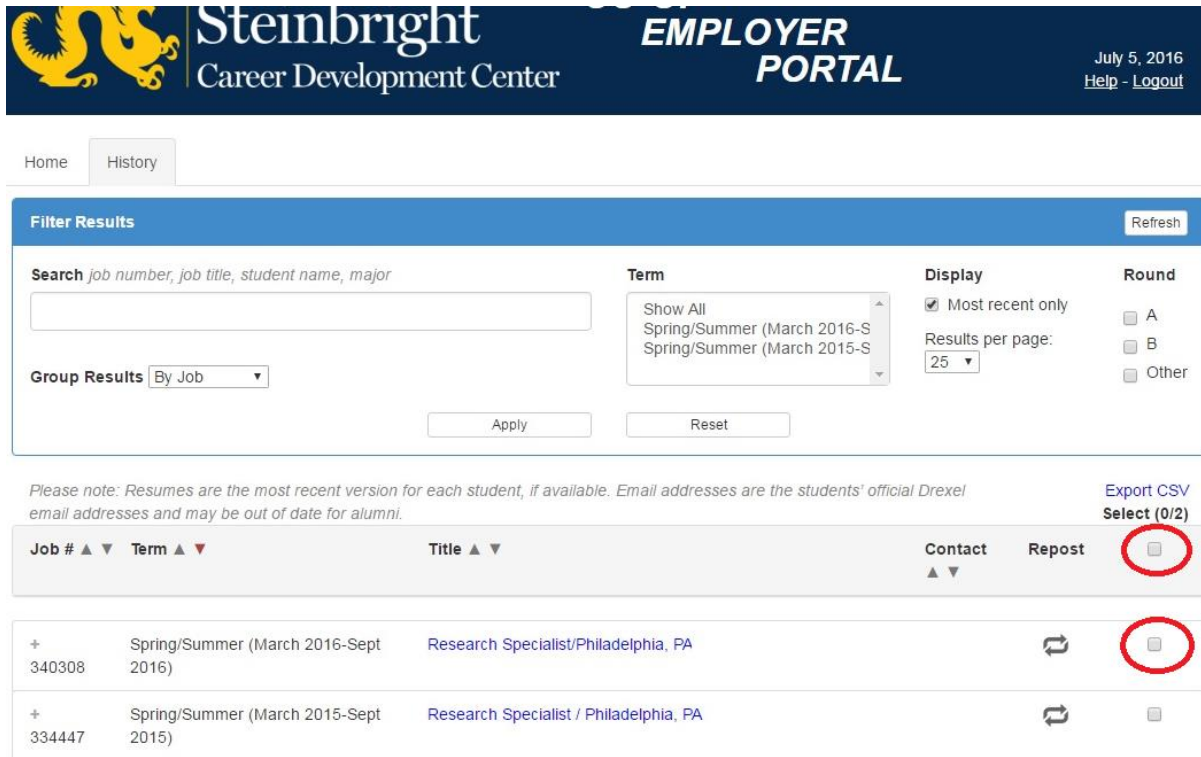
Step 4:

In this pairing information, you will find the job number, co-op term, job title, student's name, major, anticipated graduation date, round hired, and gross weekly salary.

By clicking the icons next to the student's name, you will be able to email the student and view the student's current resume in our system.



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The screenshot shows the Steinbright Employer Portal interface. At the top, there is a navigation bar with the Steinbright logo, the text "Steinbright Career Development Center EMPLOYER PORTAL", and the date "July 5, 2016" with links for "Help" and "Logout". Below the navigation bar are tabs for "Home" and "History".

The main content area is titled "Filter Results" and includes a search bar, a "Group Results" dropdown set to "By Job", and filter options for "Term" (with a dropdown menu showing "Show All", "Spring/Summer (March 2016-S)", and "Spring/Summer (March 2015-S)"), "Display" (with a checked "Most recent only" option and a "Results per page" dropdown set to "25"), and "Round" (with radio buttons for "A", "B", and "Other"). There are "Apply" and "Reset" buttons.

Below the filters is a table of hiring results. The table has columns for "Job #", "Term", "Title", "Contact", and "Repost". There are two rows of data, each with a red circle around a checkbox in the "Repost" column. The first row is for job # 340308, term "Spring/Summer (March 2016-Sept 2016)", and title "Research Specialist/Philadelphia, PA". The second row is for job # 334447, term "Spring/Summer (March 2015-Sept 2015)", and title "Research Specialist / Philadelphia, PA".

At the top right of the table area, there is a link for "Export CSV" and a "Select (0/2)" indicator.

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.

Step 5:

The employer portal also allows you to download a CSV file of your pairings.

Select the box next to the pairings you wish to download, or select the top box to download all.

Click “Export CSV” link to download a CSV (excel) file with this information.

Questions?

Contact your co-op coordinator.

Feedback on the new system?

steinbrightops@drexel.edu

Visit our co-op recruiting calendar.



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