

Go IRISH: ND Career Services Management (CSM) System Guide

Go IRISH, is our primary career services web-based technology that connects ND Graduate Business students with employers and staff.

Accessing the System

1. Access Go IRISH via the link on *InsideND* or at <https://goirish-csm.symplicity.com/students> Also accessible via the *Careers by Symplicity* mobile app.
2. Enter your ND NetID and password (the same userID/password used for your ND email and *InsideND* login) Also available is the *Careers by Symplicity* mobile app

My Account

How do I complete my account/profile?

1. From the homepage (contains career resources and quick links to other information), click **My Account** in left navigation bar
2. Personal tab, enter information, click save and continue (keep updated)
3. Academic tab, enter information, click save and continue (keep updated)
4. Privacy tab, Enter information on the Privacy tab
5. Choose Yes to receive email notifications
6. Choose Yes to include your resume in the resume books available to employers.
Note: Only your default resume will be included in the resume book
7. Choose yes to have job listings sent to your email address
8. You may opt out of this at any time
9. Click Save Changes and Continue This will take you to the Documents tab

Documents

How do I upload documents to Go IRISH?

1. First, save your resume, cover letter and other documents to a flash drive or your hard drive.
2. Click Documents > click Add New
3. Enter a Label (title) for your document, i.e. for your resume document, saving it as “[**Last Name First Name Degree**] **Default Resume**”.
4. Select the Document Type (Resume, Cover letter, Writing Sample, Other Documents)
5. Click browse to select your file
6. Click Submit
 - You may submit up to 20 total documents
 - If multiple resumes are created, select a default resume by clicking the vertical ellipsis to the right of the resume > Make Default button. Employers see the default resume when they run resume searches in the resume book
 - Always check any document by choosing View As PDF from the vertical ellipsis next to the resume title to view your PDF and Word version to ensure that your resume converted correctly

How do I update existing documents in Go IRISH?

1. Finalize the resume you wish to update > Save to your computer
2. Click Documents on left navigation bar
3. Click vertical ellipse > view button of the resume you want to update
4. Click Browse to find the saved resume
5. Choose the updated document
6. Change the Label title if needed
7. Click Submit
 - The saved document will not replace any previously submitted applications - only future applications
 - You will have to withdraw any previous applications and re-apply prior to any deadlines

- Updates do not affect job posting applications since resumes are emailed immediately after students apply

Connecting to Employers

I want to look for a certain company on Go IRISH, can I do that?

After you click the Employers tab, you may choose Employer Directory, Favorite Employers, Contact Directory or Favorite Contacts

- Enter Keyword to search for an employer/contact - A “Search in” box appears > unclick Overview, Website, Contact Notes to simplify your search
- Click Apply Search
- Click Company Name for company overview, available positions, contacts, etc.
- Click Available Positions to view all jobs with this employer
- Click Job Title to review the position

Go IRISH Job and Internships

How do I search for jobs/internships on Go IRISH?

1. Click Jobs in left navigation bar > Go IRISH Jobs - A list of all available jobs displays including Multiple School postings
2. You may filter available jobs by searching a keyword OR use the sort by pull down option.
 - Perform an Advanced Search to narrow down specific available jobs even more.
3. Click Search after entering your filters
 - A list of available jobs displays
 - Click Job Title to view a specific job in detail
 - For a new search, click Clear All before a new search

Creating a Search Agent:

1. Click on Go IRISH Jobs
2. Click on “Saved Searches” and complete the information:
 - Title – name the search
 - Send via email – indicate if you want the results sent to you daily, weekly, etc.
 - New results only – yes or no
 - “Save”
4. Next you will need to “Edit” this new saved search. Enter your search criteria. The immediate search results will appear at the bottom of the screen. We recommend you select very broad criteria to enable the agent to capture the highest number of jobs to send to you.
Note: Periodically check you search criteria and make changes when necessary.

How do I apply for jobs/internships on Go IRISH?

NOTE: Please note any additional/special instructions listed on a job/internship listing. You may be required to apply on a company's website in addition to submitting an application through Go IRISH.

1. After searching for jobs, read all instructions and descriptions thoroughly
 2. Read the message and information in the "Requested or Required Notes" field if available
 3. Click the Apply field to review job application instructions and what is required to apply
 4. Select the appropriate resume, cover letter, and or writing sample to use for this application
 - If you have no documents to choose, please return to your profile and upload them as needed (see Creating your documents for instructions)
 - You must click submit; otherwise you didn't apply
 5. "I Have Applied" will appear to the right of the job title to show you have successfully applied. You will receive an email immediately confirming you've applied.
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How can I see what I have applied for on Go IRISH?

1. Job Postings: Click Jobs on navigation bar> My Job Applications
 2. OCR Applications: Click Jobs on navigation bar> My OCR Applications
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How can I withdraw an application and resubmit a revised resume or cover letter for OCR and Non-OCR Jobs?

On-Campus Recruiting (OCR)

If you have submitted the wrong resume for an On-Campus Recruiting (OCR) Application:

1. Click Interviews on left navigation
2. Under the Requested Interviews column, if the Pending shows along with the vertical ellipsis (dots), click the ellipsis to choose Withdraw before the application end date
3. Apply using the correct resume before the application end date

Non OCR Jobs:

If the job posting is still available on Go IRISH, you can withdraw and resubmit your documents. Be aware that MOST resumes are sent immediately upon applying to the employer, so you may want to email the employer that you are re-applying with an updated resume.

If the posting has been taken down and/or the deadline has passed, you cannot withdraw or edit any materials that have been submitted.

1. Click Jobs on navigation bar > Go IRISH Jobs
2. Click Applications tab > Non-OCR Job Applications for job postings
3. Find the Job >click vertical ellipsis (dots) on right side of page > Click Withdraw
4. Edit documents as necessary, and resubmit prior to application deadline

Interviewing

Interview timeslots are assigned on Go IRISH on a first come, first serve basis. An email with notification of the sign-up period is sent to students selected to interview. Emails can be delayed, however, so check Go IRISH regularly. Each position shows application dates, interview sign up dates, the interview date and location.

How do I know if I have been selected for an interview?

On-Campus Recruiting (OCR) Applications - Viewing your applications for on campus interviews:

1. Click Interviews on left navigation bar
2. Two columns appear:
 - Left side is Requested interviews: These are positions for which you have applied but have no interview scheduled because:
 - The position is still accepting applicants/recruiter has not made selections yet. "Pending" will appear with vertical ellipsis (dots)
 - You were invited to interview, but have not yet chosen a time. "Invited" will appear with vertical ellipsis (dots). Click ellipsis to choose either Schedule Interview or Decline Interview
 - You were invited to interview, but chose not to schedule a time. "Invited" will appear with vertical ellipsis (dots). Click ellipsis to choose Decline Interview
 - You were not selected to interview for the position. "Not Invited" will appear to the right of the position title
 - Once the sign up period ends, the status, Signup Ended, will appear below the company name
 - Right side is Scheduled Interviews: List of positions where you have chosen a time on a schedule to interview with the employer

I was selected for an interview, how do I sign up for an interview time for an on -campus interview?

Signing up for OCR interview times:

1. Click Interviews on left navigation bar
2. Under Requested Interviews column find position > click vertical ellipsis (dots) to Schedule Interview
3. Choose a time > click submit
 - Be aware when sign-ups begin for a position so you have a better chance of selecting a time that works in your schedule. Sign-ups are on a first come, first serve basis

I was selected as an alternate for an interview, how do I sign up for an interview time for an on-campus interview?

Alternates choose interview times after the Invited students and usually have 1-2 days to choose an interview time. It is critical to know when Alternate Signups begin, as there may be limited slots or no slots remaining by the time you log into Go IRISH. Interview times are awarded on a first come, first served basis.

Signing up for OCR interview times during the "alternate sign - up Period":

1. Click Interviews on left navigation bar
2. Under Requested Interviews column find position > click vertical ellipsis (dots) to Schedule Interview
3. Choose a time > click submit
4. IF Go IRISH states: Invited (All Slots Taken), there are no other available times
 - Keep checking Go IRISH to see if any slots are available, as other students may cancel their interview time

How do I decline an interview?

1. Click Interviews on the navigation bar
 2. Under Requested Interviews column find position > click vertical ellipsis (dots) to Decline Interview
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How do I re-schedule an interview?

1. Click Interviews on left navigation bar
 2. Under Requested Interviews column find position > click vertical ellipsis (dots) then Decline Interview
 - Interviews can only be rescheduled during the sign-up period
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How do I cancel an interview?

1. Click Interviews on the navigation bar
2. Under Scheduled Interviews find position title
3. Click vertical ellipsis (dots) then Cancel
 - If the cancel option is unavailable it is too late to cancel your interview. You are expected to show up for this interview as scheduled

Transcripts

My transcript will not load into Go IRISH, what should I do?

This will happen if the file size is too large. Take a screenshot of your transcript, paste the screen shot into a word document, or any other type of file, and submit.

If your transcript is too large for a screen shot:

1. Log into insideND
 2. Go to the grade history icon under the "Student Academic" tab
 3. Go to the print preview screen
 4. Instead of printing, save the image as a PDF
 5. Upload PDF onto Go IRISH
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How do I request an official transcript?

Please visit The Office of the Registrar website to request your transcript. Detailed instructions are listed for current students, alumni and former students.

<http://registrar.nd.edu/students/transcripts.php>

Events

How do I search for an event?

1. Click Events on navigation bar
2. Click Career Fairs, Information Sessions, or Career Development tab to view upcoming events
 - Career Fairs - Click the fair title to see a list of all employers attending
 - Information Sessions – Click on the title name to view all the presentation details: date,time, locations, etc. Click on “RSVP” to sign up. Click More Filters to select the Date/Time to review
 - Career Development - Click More Filters to search by keywords and/or other criteria > Click title to view description

Career Fair

How do I find a list of employers attending the Career Fair?

1. Click Events on navigation bar
2. Click the fair title to see a list of all employers attending

How do I find a list of internships/jobs the employers are hiring for at the Career Fair?

1. Hover over Jobs/Internships on navigation bar
2. Select Go IRISH Jobs
 - The top of the page marked with a light bulb shows various Keyword search options
 - Enter the Keyword listed for an upcoming career fair and hit enter

Go IRISH system questions, contact Judy Truitt, jtruitt@nd.edu.