



The CSO System Features and Options

	FEATURE	DESCRIPTION	
Connect	Administrators	Unique Administrator portal allows for unlimited, customizable administrator types/access levels and offers the ability for administrators to "login as" students and employer contacts.	✓
	Students	Unique Student portal allows for unlimited, customizable user types/access levels and includes six color Themes to customize the site's visual appearance.	✓
	Employers	Unique Employer contact portal allows for unlimited, customizable contact types/access levels.	✓
	Alumni	Unique Alumni portal provides access to the student portal via a customized alumni-specific page.	✓
	Faculty	Unique Faculty portal allows faculty access to student profiles and resumes, career events, the employer database and job listings.	✓
	Mentors	Unique Mentor portal allows mentors to register and define how, and how frequently, they are willing to be contacted by students.	✓
Manage	Unique Databases	Maintain full control of your data! Create, manage, maintain, analyze and update the data on all users of your site.	✓
	Highly Configurable System	Configure your site to meet your specific needs; from login integration, site branding and field/menu names and options, to user access level and work flow processes. Our implementation and support teams will help you set up your CSO System to your specifications.	✓
	Unlimited Custom Fields	Add unlimited custom fields to your site to meet the specific needs of your campus.	✓
	Unlimited Admin Accounts	Create as many administrator accounts, and as many custom access types and levels, as you need.	✓
	Standard Data Imports/Uploads	Manage your data imports (student and/or job data) through the administrative portal. Student data imports can be automated from your school's student information system. Less commonly imported record types can be imported on a limited basis with the assistance of CSO Support. Contact Support for details.	✓
	Pass-through Authentication	Set up your site so students can log in through an existing campus portal. (This feature will require involvement of your campus IT department.) Available for Students, Admins, Employers, Faculty and Mentors.	✓
	Pending Bin & Approval Processes	Easily identify, review, manage and approve new student and employer accounts, event registrations, jobs, resumes and more using the Pending Bin and approval process features.	✓
	Student Document Approval	Review student resumes, cover letters and other documents prior to approving them for use.	✓
	Career Events Database & Career Fair Manager	Manage all types of events - career fairs, information sessions, workshops, etc. Streamline registrations, RSVPs, and mass email messaging. Automate and track invoices, payment and receipts. Accept credit card payments online. Enjoy full administrative control of event management and logistics.	✓



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Manage	Resume Creator	Use our Resume Creator tool to help provide resume writing assistance and guidance to your students from within your CSO System. Resume Creator includes 13 standard resume templates.	✓
	Student Document Manager	Allow students to upload/save/update resumes, cover letters and other documents. Define and control the types, categories, and number of documents you will allow students to upload. CSO imposes NO LIMIT on the number of documents that can be uploaded.	✓
	Resume Packets	Easily generate and send student resume packets to employers, while the System keeps track of which students you referred.	✓
	Resume Books/Student Search Tools for Employers	Authorize and allow employers to search student resumes and generate student resume packets online using the Resume Book and Student Search tools.	✓
Measure & Monitor	Advising Notes & Relationship Management (Observations)	Create, manage and track interactions with your students, employers and other System users with Observation Notes. Quickly view user activity in their profiles. Run detailed reports to monitor and analyze interactions and relationships.	✓
	Unlimited Reporting	Create, run and save an unlimited number and variety of robust and flexible reports. Reports can be viewed online, downloaded as Excel or .csv files, or saved as custom report templates.	✓
	Unlimited Surveys	Create, deploy and manage an unlimited number of custom surveys. Surveys are not restricted to your System users – you can survey anyone. Download and analyze overall survey results. Surveys can associate individual responses with specific user accounts or can be set up anonymously.	✓
	Placement Tracking (Report-a-Hire)	Allow students, employers, faculty and administrators to enter placement information. All placement fields can be customized to meet your specific reporting needs. Placement information can be tracked and analyzed using CSO System reporting tools.	✓
	Basic Audit Tracking	Track basic user activity including record creation, logins, views, and edits – see when a change was made and who made the change.	✓
Communicate	Email/Mass Emailing	Create, customize, categorize, send and track individual and mass emails through the System. Add HTML and graphics, include attachments, schedule follow-up reminders and customize templates for automated System emails.	✓
	Email Campaigns	Schedule groups of emails to send out in sequential order. You choose the recipients of each email as well as the date and time the email will send. Track users who receive these campaigns through a unique Activity tab.	✓
	Appointment Scheduler	Allow students to schedule appointments online with your staff.	✓
	Social Network Integration	Integrate your office's LinkedIn, Facebook and Twitter accounts into your site. Post jobs to Facebook and/or Twitter with one click. Incorporate optional LinkedIn and Facebook functionality to allow students to see individuals in their social networks who are connected to a specific employer or job.	✓

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Communicate	Text Messaging	Send important updates and information to students using SMS text messaging.	✓
	Announcements	Share unique, important announcements on Student, Employer, Admin and other user home pages.	✓
	Calendar Integration - Google	Administrators can sync their CSO System calendars with their Google calendars, including career events, personal appointments, student appointments, schedules, and observation follow-up reminders.	✓
	Resource Library	Offer users an online resource library, including links and documents. Upload/add and target resources to specific users groups (e.g., Students, Employers, etc.). Control content and use counters to determine how frequently resources are being accessed.	✓
+ Add-On	Authentication: LDAP Integration	Allow all users to login to your site using LDAP user authentication. Requires student data upload and significance assistance from your campus IT staff. Available for Students, Admins, Employers, Faculty and Alumni (Verison 2.0 only).	\$
	Authentication: Shibboleth Integration	Allow all users to login to your site using Shibboleth user authentication. Does NOT require student data upload, but does require significant assistance from your campus IT staff. Available for Students, Admins, Employers and Faculty.	\$
	Automated Data Feed	Generate automatic reports that create RSS and XML data feeds for use on your main office website or to transfer reports to an sFTP site for use in other systems.	\$
	Calendar Integration - Outlook	Administrators can sync their CSO System calendars with their Outlook calendars, including career events, personal appointments, student appointments, schedules, and observation follow-up reminders.	\$
	Check-In (Student Card Swipe)	Allow students to check in for events, career fairs, interviews and advising appointments by swiping their student ID card.	\$
	Co-op/Intern	Automate management of your co-op and internship program, including full timeline management, an approval process with up to 10 eSignature approval levels for learning agreements and related documents, as well as automated mid-term and final student/employer evaluations.	\$
	Credit Card Processing	Provide your users with the convenience of an online payment option if you charge to post jobs and/or attend events.	\$
	Enterprise (Multi-Office)	Allow administrators from multiple offices/colleges to share one System while providing end-users (students, employers, mentors, and faculty) with an experience unique to the office/college that primarily or solely serves them.	\$
	External Pass-through	Allows users already logged into your CSO System to access other school-managed web applications securely without additional logins. Requires significant assistance from your campus IT staff.	\$
	Schedules (On-Campus Interviews)	Schedule, manage and track on-campus interviewing by employers. Offer employers the ability to submit interview requests, reserve interview rooms, review and select candidates to interview, and report outcomes - all online!	\$



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+ Add-On	Specialized Data Imports/Uploads	Upload specialized records en mass, including student documents and co-op/internship records. Contact your sales representative for more information on related fees.	\$
	Student Employment	Upload student Federal Work-Study (FWS) awards and payroll to allow students to view current balances online. Generate FISAP reports in the Work-Study and JLD section.	\$
	Training Site	A training site is a copy of your CSO system that can be used to allow staff to get comfortable with the system during the training process without putting actual data at risk, and can also be used to test configurations before making the actual changes in your production system.	\$
Integrate	The Campus Career Coach	Integrate The Campus Career Coach blog into your CSO System Student and Administrator home pages for seamless access to dynamic career coaching, career exploration and job search resources and content.	✓
	CareerSpots	Integrate CareerSpots' nationally recognized online job search videos into your site for easy, 24x7 student access.	\$
	CPP	Integrate the Myers-Briggs (MBTI)® and Strong Interest Inventory® assessments directly into your site for easy management and student access.	\$
	Going Global	Integrate access to Going Global's international, location-specific career and employment resources directly into your Student, Faculty and Admin home pages.	\$
	InterviewStream	Integrate InterviewStream's online mock interviewing tools, interview advising and web-based interview management resources into your site.	\$
	Indeed	Integrate Indeed's job search engine directly into your CSO System. Indeed is the #1 job site worldwide, with over 100 million unique visitors and 3 billion job searches per month.	✓
	Internships.com	Integrate Internships.com - the world's largest database of paid and for-credit internship opportunities in the U.S. and abroad - directly into your CSO System.	✓