

Historically in SmealConnect & other Penn State Symplicity systems, employers had the opportunity to include screening criteria that would prohibit students from applying to positions where they did not meet the exact screening criteria. To stay current with industry trends and the shift from majors to competencies, Nittany Lion Careers does not have screening criteria options, but rather allows students to see all opportunities and employers to filter resumes similarly to an applicant tracking system (ATS) after resumes are received. This option is now available for Job Postings and should be available for On-Campus Interviews in the future.

Due to FERPA and decisions set by the Nittany Lion Careers Project Team, some fields in Nittany Lion Careers are auto-populated from our student information database (LionPath) while others are self-reported fields.

Filters:

- **Position:** This is an “Employer” specific field for tracking and if selected, limits results to a specific role. Leaving this field blank means that additional filters will look at all active positions.
- **Major:** This is an optional self-reported field. Students may select their major(s) and/or their intended major if they are a Division of Undergraduate Studies student, or a freshman or sophomore who have not declared a major. Students are asked to update their profile each semester. If this data is not manually input, a blank will appear in the Excel export.
- **GPA:** This is an optional self-reported field. Students are asked to update their profile each semester. If this data is not manually input, a blank will appear in the Excel export.
- **Degree Level:** This is an auto-populated field and is not editable. This designation is determined by a student’s credit count and cannot be changed. If you are attempting to filter by academic standing, use “Graduation Date” so you do not filter out students who are either ahead or behind in credits.
- **Work Authorization:** This is an optional self-reported field. Students may select yes or no. Students are asked to update their profile each semester. If this data is not manually input, a blank will appear in the Excel export.
 - Yes = Student Requires Sponsorship Now Or In The Future
 - No = Student Does Not Require Sponsorship Now Or In The Future
- **Campus:** This is an auto-populated field and is not editable. This designation is determined by the student’s current enrollment status. Students can start at one PSU campus and transfer to University Park after 2 years or can graduate at a campus (depending on offered programs).

- **College:** This is an auto-populated field and is not editable. Students may be linked to more than one college if they are double majoring. Please select Division of Undergraduate Studies student if you are targeting freshman or sophomore who have not yet declared a major. Students are asked to update their profile each semester.
- **Graduation Date:** This is an optional self-reported field. Students are asked to update their profile each semester. If you are attempting to filter by academic standing, use “Graduation Date” instead of “Degree Level” so you do not filter out students who are either ahead or behind in credits. If this data is not manually input, a blank will appear in the Excel export.
- **Status:** This is a “Employer” specific field for tracking and is not a field that students would complete.

In addition to filtering within Nittany Lion Careers, Employers have the option to export applicant data. Data can be exported for all roles or a specific position.

To Export to Excel:

1. On the Homepage, select “Job” and then “Student Resumes/Applications”

The screenshot shows the Nittany Lion Careers website interface. On the left is a navigation menu with links: Home, Employer Profile, Jobs, Job Postings, Student Resumes/Applications (highlighted), Job Shadow, Archived Jobs, Admin only, Publication Requests, OCI, Events, Surveys, Calendar, and My Account. The main content area is titled 'Job Postings' and shows a breadcrumb trail: Home / Jobs / Student Resumes/Applications (non-OCI). Below the title are tabs: Job Postings (Non-OCI), Student Resumes/Applications (non-OCI) (highlighted), Job Shadow, Archived Jobs, and Publication Requests. A blue banner states: 'To view PDF files, you may need Adobe Acrobat Reader. To view Excel files, you may need Excel Viewer 2003.' Below this are filter fields: 'Resume Text Search' (text input), 'Position' (dropdown menu), 'Major' (text input with an 'Add...' button), and 'GPA' (text input).

2. Select filters. *Please note, if no filters are selected, all candidates will be export. If filters are engaged, then only the students who meet the criteria will be exported. Students may appear more than once if they applied for multiple positions.*
3. Select “Search” to engage filters or “Clear” to remove all filters

Home

Employer Profile

Jobs

Job Postings

Student Resumes/Applications

Job Shadow

Archived Jobs

Admin only

Publication Requests

OCI

Events

Surveys

Calendar

My Account

Year in school

Work Authorization

Campus

College

[select]

Graduation Date

to

Status

Search

clear

Fewer Filters

☐ Batch Options

Sort By:

Showing

20

per page

[show all]

| Page

1

Next

4. Select the box next to “Batch Options” to select all students (or all students who meet the filtering criteria). Select “Batch Options”.
- “Save as Excel” will export candidate data into an Excel document (Data includes: Student Name, Position, Document Type, Date Submitted, Email, Graduation Year, Degree Level and Major)
 - “Generate Book” will export to a pdf packet of applicant resumes

