

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 requirements. 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 and alumni 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.

Students and alumni have access to all opportunities and can search based on location, position type, major or keyword. There is also the opportunity to “favorite” a job or “follow” an employer in order to customize search settings. Additionally, if a student has completed their profile to include their major (or preferred major), they will also see featured opportunities. By targeting your position requirements, you can promote your opportunities to your ideal candidates but also still have it viewable by all students.

Key Fields to Consider in Nittany Lion Careers

Position Types

Please select the position type that most closely defines your opportunity. Please limit your selection to 1 option. These definitions are specific to targeting Smeal undergraduate students, other colleges and campuses may have nuanced differences.

- **Full – Time:** Post-graduate opportunities for graduating seniors or alumni. A full-time employee is employed on average at least 30 hours of service per week with no preset end/termination date.
- **Part – Time:** Opportunities where an employee works fewer hours per week than a full-time employee with no preset end/termination date.
- **Internship:** Experiential learning opportunities directly tied to a student’s educational curriculum with a set start and end date, typically lasting one semester. Opportunities can be paid or unpaid, and hours may vary per opportunity.
- **Co-op:** Experiential learning opportunities directly tied to a student’s educational curriculum with a set start and end date, typically lasting two or more semester. Opportunities can be consecutive or alternating semesters, paid or unpaid, and hours may vary per opportunity.
- **Temporary/Seasonal:** Opportunities that cover for absent employees and temporary vacancies, such as maternity leave, military leave, or disability leave, or to fill gaps in a company’s workforce during busy seasons. Hours may vary per opportunity.
- **Contract/Consulting:** Contract opportunities are tied to an employer, for a specific job at a set rate of pay for a predetermined timeframe. A contract employee does not become a regular addition to the staff and is not considered a permanent employee. Hours may vary per opportunity.
- **Research:** Research is used to enrich the academic curriculum through enhanced critical thinking skills and greater understanding of chosen field, through independent study projects, thesis work, and outside of the classroom under the guidance of a faculty member or other mentor. Opportunities can be paid or unpaid, hours may vary per opportunity.
- **Conference/Job Shadow/Externship/etc.:** Experiential learning opportunities, similar to internships but generally shorter, give students short practical experiences in their field of study
- **Volunteer:** A volunteer is a person performing services for a nonprofit organization, a nonprofit corporation, a hospital, or a governmental entity without compensation, other than reimbursement for actual expenses incurred.

Degree Levels

Please select the degree level that you would like to target for your opportunity. All Penn State students and alumni have access to all opportunities but tagging the appropriate degree level will help to highlight positions that match a student's profile. **Selecting all degree levels will result in similar results to selecting no degree levels.** Consider your ideal candidate for the position and select those degree levels. Note that programs and offerings will vary across the colleges and campuses. Below is a list of possible degree levels and the Smeal programs offered at each level.

- **Associate** – NA – There are no associate degrees offered through Smeal but may be offered through another campus.
- **Bachelor** – Smeal offers 8 undergraduate programs to include:
 - Accounting
 - Corporate Innovation & Entrepreneurship
 - Finance
 - Management
 - Management Information Systems
 - Marketing
 - Risk Management (Actuarial Science, Enterprise Risk Management & Real Estate)
 - Supply Chain & Information Systems
- **Master**
 - In Residence
 - Resident MBA
 - Executive MBA (Based in Philadelphia)
 - Management and Organizational Leadership (MOL)
 - Accounting (One Year & Integrated Programs)
 - Corporate Finance* Coming Fall 2019
 - Real Estate Analysis and Development* Coming Fall 2019
 - Online Programs (In partnership with Smeal & World Campus)
 - Online MBA
 - Data Analytics (Business Analytics or Marketing Option)
 - Corporate Innovation & Entrepreneurship
 - Enterprise Architecture and Business Transformation
 - Supply Chain Management
- **Doctoral, Certificate, Certification & Nondegree**
 - If you are seeking these students, please contact the Business Career Center to discuss the best practices for targeting these students

Desired Class Level

Please select the class level that you would like to target for your opportunity. All Penn State students and alumni have access to all opportunities but tagging the appropriate class level will help to highlight positions that match a student's profile. **Selecting all class levels will result in similar results to selecting no class levels.** Consider your ideal candidate for the position and select those class levels.

Please note, if you are looking for individuals for full time positions, please select "Senior" & "Alumni" if you are seeking anyone with 0-1 years. Students may graduate off cycle and may still be seeking full time employment after graduation.

Desired Majors

Students tend to search Nittany Lion Careers by keyword or major. While employers have the option to select all majors or a grouping of majors (ex: Business and Management), your positions will be better highlighted to students if individual majors are selected. **Since all Penn State students have access to all opportunities, selecting "All Majors" is the same as selecting no majors at all.** Consider your ideal candidate for the position and select those majors. To ensure you are promoting your opportunities to Smeal students, be sure to select the appropriate options. Note that selecting a major (ex; Accounting), means that it will be targeted to all students that meet that criteria regardless of campus. If you'd like to only review Smeal candidates, you can filter applications after they are received by the campus.

How to Select Desired Majors (ex: Smeal Majors):

- Under the "Desired Major(s)" heading, click "add.."
- Select the gray arrow to the right of "Business and Management"
- Select the majors you wish to target (you can select one or multiple options). Note, there are non-smear majors included in the "Business and Management" category.
 - Smeal Options Include:
 - Accounting
 - Accounting (MACC)
 - Business Administration (MBA, EMBA, OMBA)
 - Corporate Innovation and Entrepreneurship
 - Finance
 - Management
 - Management and Organizational Leadership (MOL) (masters degree)
 - Management Information Systems
 - Marketing
 - Resident MBA (Focus in Consulting, Finance, Marketing and Supply Chain)
 - Risk Management – Actuarial Science
 - Risk Management - Enterprise
 - Risk Management – Real Estate
 - Supply Chain
- Select "Done"

Application Instructions – Resume Submission Methods

Resume Submission Method *

How would you like to receive students' application materials? (Please note: You may select more than one "Resume Submission Method" option)

E-mail: Each time a student applies to a position, an email will be sent to this address with the application materials attached.

Accumulate Online: Students' application materials will be collected online and contacts may log in to review them.

Other: Once selected, enter instructions in the "How to Apply" field. If "Other" is the only method selected, students will not have the option to apply through this system.

Email Accumulate Online Other (enter below)

We've noticed a trend of shifting from accepting resumes through Nittany Lion Careers (Accumulate Online) to directing all applications to Applicant Tracking Systems or corporate career websites (Other). We understand that this helps to consolidate and streamline the application process. By selecting "Other", the Business Career Center is no longer able to monitor the number of applications an opportunity may receive. The Business Career Center tries to help promote opportunities that have low application numbers but are only able to do so if applications are also collected in Nittany Lion Careers. If you are interested in this assistance, please select "Accumulate Online" in addition to "Other". Applying through the Nittany Lion Careers is only one additional click for applicants and it provides us with greater insight into traction around your opportunities.