



Purchase JobScore

Faculty User Guide

Create Your Faculty Account

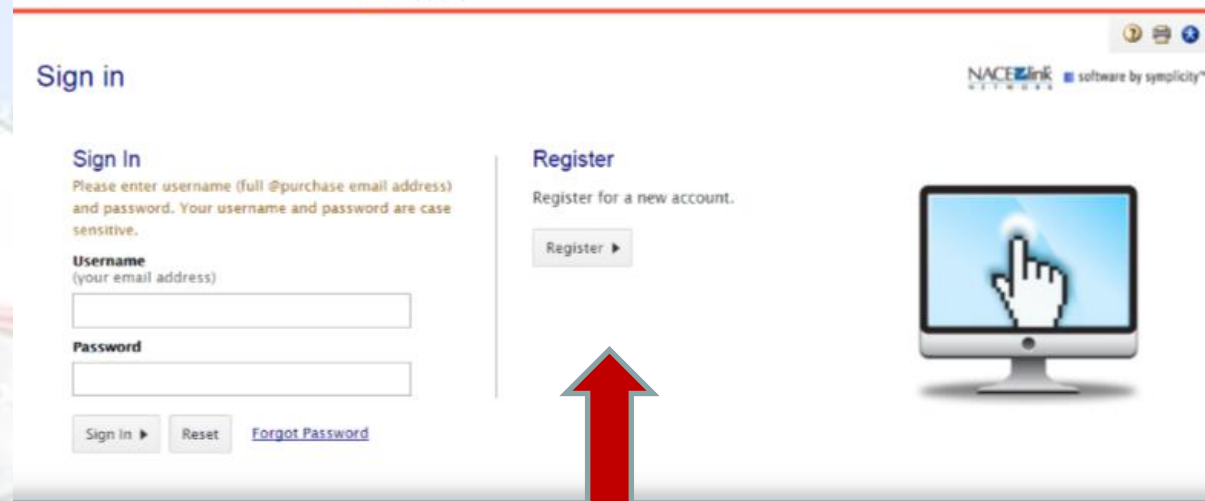
If you have been a Faculty Sponsor for an internship you should already have an existing account. Please select "[Forgot Password](#)" to see if you have an existing account/set a new password.

You need to obtain the **Registration Password.**

Email

career.development@purchase.edu

(from your @purchase email address)
to access the Registration Password.



Welcome to Purchase JobScore Faculty Access

career.development to you [show details](#)

29 sec ago

March 31, 2015, 2:56 pm

Dear Jessica Test,

Welcome to your faculty account on Purchase JobScore. Your account has been activated.

To log in, please go to:

<http://suny-purchase-csm.symlicity.com/faculty>

Your username and password are as follows:

Username: rita14@aol.com

Password: [Set Your Password](#)

Faculty access to the Purchase JobScore system allows faculty to manage Academic Internships they are sponsoring, including access to the on-line Internship Learning Contract and the Internship Site Supervisor's evaluation of the student. Access to Purchase JobScore also allows faculty to view/recommend internship and job opportunities to assist with advising students. As always, we still appreciate and count on Faculty and Staff support to refer students to the Career Development Center for in depth coaching on the job & internship search, and further career counseling.

If you have any questions, please let us know.

Thank you,

Purchase College, Career Development Center

career.development@purchase.edu

www.purchase.edu/careerdevelopment

Once you have the Registration Password, go to the [Faculty Purchase JobScore Page](#) to register for the first time.

After you submit your registration, check your email for the "**Welcome to Purchase JobScore Faculty Access**" message that will include a link to set your password and log into Purchase JobScore.

Logging In

Go to the [Faculty Purchase JobScore Page](#) to log in.

Sign in

Sign In
Please enter username (full @purchase email address) and password. Your username and password are case sensitive.


Username
(your email address)

Password

Sign In ▶ Reset [Forgot Password](#)

Register
Register for a new account.

Register ▶



NACElink
NETWORKS software by simplicity™

Forgot your password? Have an account but have not logged in yet?

[Set a New Password Here](#)

Access to Internships and Jobs



Purchase JobScore Tips:

- **Jobs & Internships:** Search for internships and jobs on Purchase JobScore and recommend opportunities to students.
- **Academic Internship Program:** Approve Academic Internship Learning Contracts and view end of the semester evaluations for students you are sponsoring.
- **Programs and Events:** View CDC workshops and events
- **Career Explorer Tool:** Guide students to this useful tool that they have access to
- **My Profile:** Update your profile and password.



GETTING STARTED

- ✔️ [Account Created](#)
- ✔️ [Personal Profile](#)



Your feedback is welcome.

We will respond to your questions as soon as we can within our business hours. Please visit www.purchase.edu/careerdevelopment for our hours.

NEWS FEED

Show Me



ANNOUNCEMENT

Welcome to Purchase JobScore!
If you have questions about faculty access to Purchase JobScore please email career.development@purchase.edu or call x6370.

[View All Announcements](#)

SHORTCUTS

- ✔️ [Review/Approve Learning Contracts](#)
- ✔️ [Review Internship Evaluations](#)
- ✔️ [Recommend Internships & Jobs to Students](#)
- ✔️ [CDC Information for Faculty](#)
- ✔️ [Faculty Sponsor Guide: On-line Learning Contract Approval](#)
- ✔️ [Internship Guidelines](#)

Academic Internship Program

Home > Academic Internship Program > Academic Internship Program

Academic Internship Program

The student(s) listed here have identified you as their Faculty Sponsor for an Academic Internship. Select "Review" next to the students name to complete the following:
Review/Approve Learning Contracts: As Faculty Sponsor, you are asked to review and approve the internship before the student can register for credit.
Reviewing Evaluations: You can review the students Performance Evaluation that is completed by their Internship Site Supervisor at the end of the internship. Site Supervisors are asked to have their evaluations completed no later than two weeks before grades are due.
Please NOTE that you will only see the tab for the Intern Performance Evaluation if the Internship Site Supervisor has completed it.

Keywords: Faculty Approved
 searches student name and job title

Semester/Year: Dropped, Fall 2013, Fall 2014, Fall 2015, Spring 2013

Q Search Clear

Items 1-10 of 10 SHOW 20 per page

	Student	Employer	Job	Type	Work Term	Total Hours	Faculty Approved
Review	Jessica Test	Purchase College - Career Development Center			Spring 2015		Approved
Review	Jessica Test	Purchase College - Career Development Center			Spring 2015		Approved
Review	Jessica Test	Purchase College - Career Development Center			Spring 2015	0.00	Approved

Access the on-line Internship Learning Contract for students you are sponsoring for an internship and the Internship Site Supervisor's evaluation of the student.

Academic Internship Program

Internship Information Intern Performance Evaluation

Back To List

Student Information

Student: Jessica Test

Academic Internship Information

Internship Site: Purchase College - Career Development Center

Internship: Peer Career Liaison (721118) (archived)

Semester/Year: Fall 2014

Internship Start Date: August 25, 2014

Internship End Date: December 11, 2014

Hours Per Week: 10

Site Supervisor Name: tara malone

View the on-line Internship Learning Contract
NOTE: Faculty Sponsors receive an email to access the Learning Contract of students they have agreed to sponsor and will be able to **approve the Learning Contract** simply by selecting a link.

Reviewing Internship Evaluations

1. Select "Review Internship Evaluations" under **SHORTCUTS** on your home page.
2. Select "Review" next to the students name
3. Select the tab "Intern Performance Evaluation" to view the evaluation.

Please NOTE:
 You will only see the tab for the **Intern Performance Evaluation** if the Internship Site Supervisor has completed it.



Academic Internship Program

Internship Information Intern Performance Evaluation

Back To List

Intern Evaluation

Student: Jessica Test

Employer Name: Purchase College - Career Development Center

Job: Peer Career Liaison (721118) (archived)

Date: December 5, 2014

Recommending Internships & Jobs

The "Recommend to Students" button allows you to choose relevant positions to include as part of an email you send to students in your department (major) through the system.

Home > Jobs & Internships

job & internship postings

The "Recommend to Students" button allows you to choose relevant positions to include as part of an email you send to students in your department (major) through the system.

- Use the **Advanced Search** for a targeted search.
- Select the check box next to the postings to be recommend.
- Once jobs are selected, select the "Recommend to Students" button to start the process of reviewing recommended opportunities.

NOTE: You will only be able to email students who have identified themselves in the major(s) you are listed under as a faculty member. To see what major(s) you are listed under go to "My Profile" and make sure the correct majors are selected.

Use the **Advanced Search** for a targeted search.

Jobs & Internships Favorites

Show Me: All Job Listings | Position Type: Full Time Job | Position Type: Part Time Job | Position Type: Internship - Paid (credit optional)

Recommend To Students (1 items selected)

1. **Arts Intern - Paid NYC Summer Internship** FEATURED

Learn about museum careers in New York City, through internships in museums and cultural institutions. Full time work includes four days per week at a museum plus one day per week visiting NYC Cultural Institutions ... [More](#)

Posting will be removed on: April 30, 2015 Posted: February 18, 2015

EMPLOYER Studio in a School POSITION TYPE Summer Internship - Paid (credit optional)

Home > Jobs & Internships

Review Selected Jobs

STEPS: 1. Review Selected Jobs 2. Select Students To Recommend Job(s) To 3. Send Recommended Jobs

Cancel Continue

1. Exhibits Support

JOIN OUR TEAM! Are you creative? Are you handy with tools? Are you a team player? Would you enjoy working in a fun, colorful and engaging environment that recognizes the value of play in promoting ...

Posting will be removed on: April 12, 2015 Posted: March 12, 2015 Remove From List

EMPLOYER Stepping Stones Museum for Children LOCATION Norwalk, Connecticut

POSITION Full Time Job ID 728183

TYPE

2. Literacy Assistant

Family-to-Family, the HoH hunger and poverty relief org. is growing and looking to hire an assistant who is: Easy going, professional, wants to make a difference and willing

Posting will be removed on: May 19, 2015 Posted: November 19, 2014 Remove From List

EMPLOYER Family-to-Family, Inc. LOCATION Hastings Hdsn, New York

Review Postings, Select Students and Send Recommended Jobs & Internships

Questions?

Call x6370 or
email career.development@purchase.edu



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