TEXAS iSchool | iCareers Employer,
Career Development Office | Contact and Alumni Search

Conducting an Employer Search in iCareers

Step 1: Log into iCareers at http://ischool-utexas-csm.symplicity.com/students/
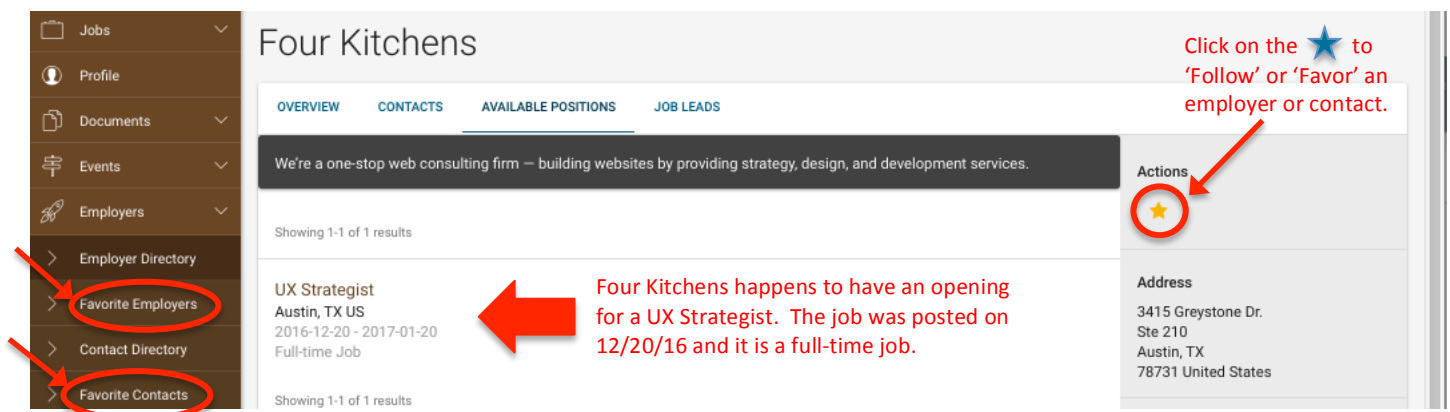**Step 2:** Click the 'Employers' tab on the left navigation bar.
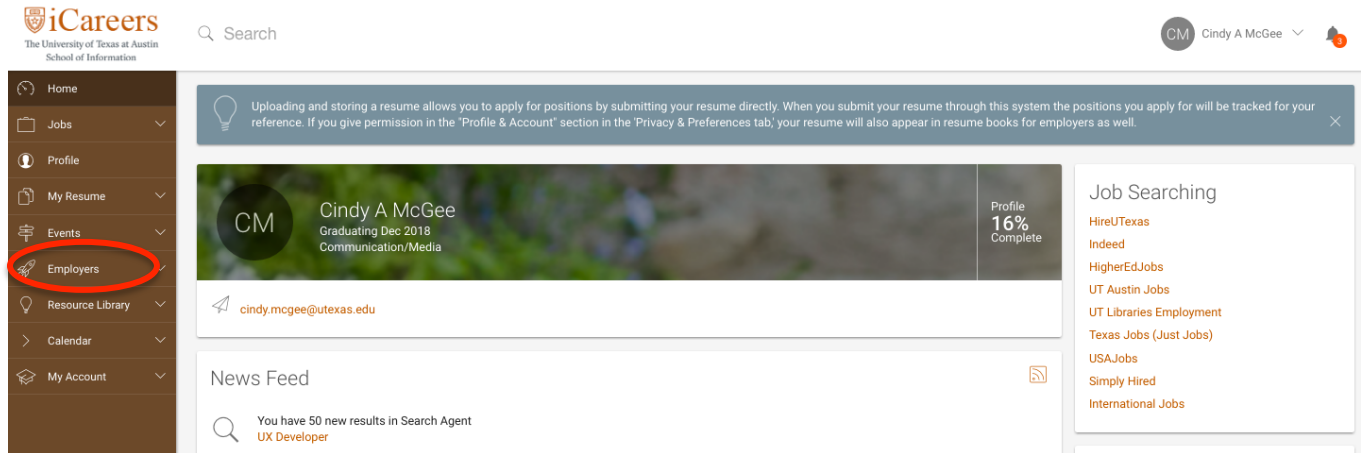
Step 3: Click 'Employer Directory'. Once inside the Employer's Profile section, you can search using the 'Keywords' function or click on any *letter of the alphabet* in the lower right. If you click 'MORE FILTERS' (shown below), you can search by organization, city, state or industry type.
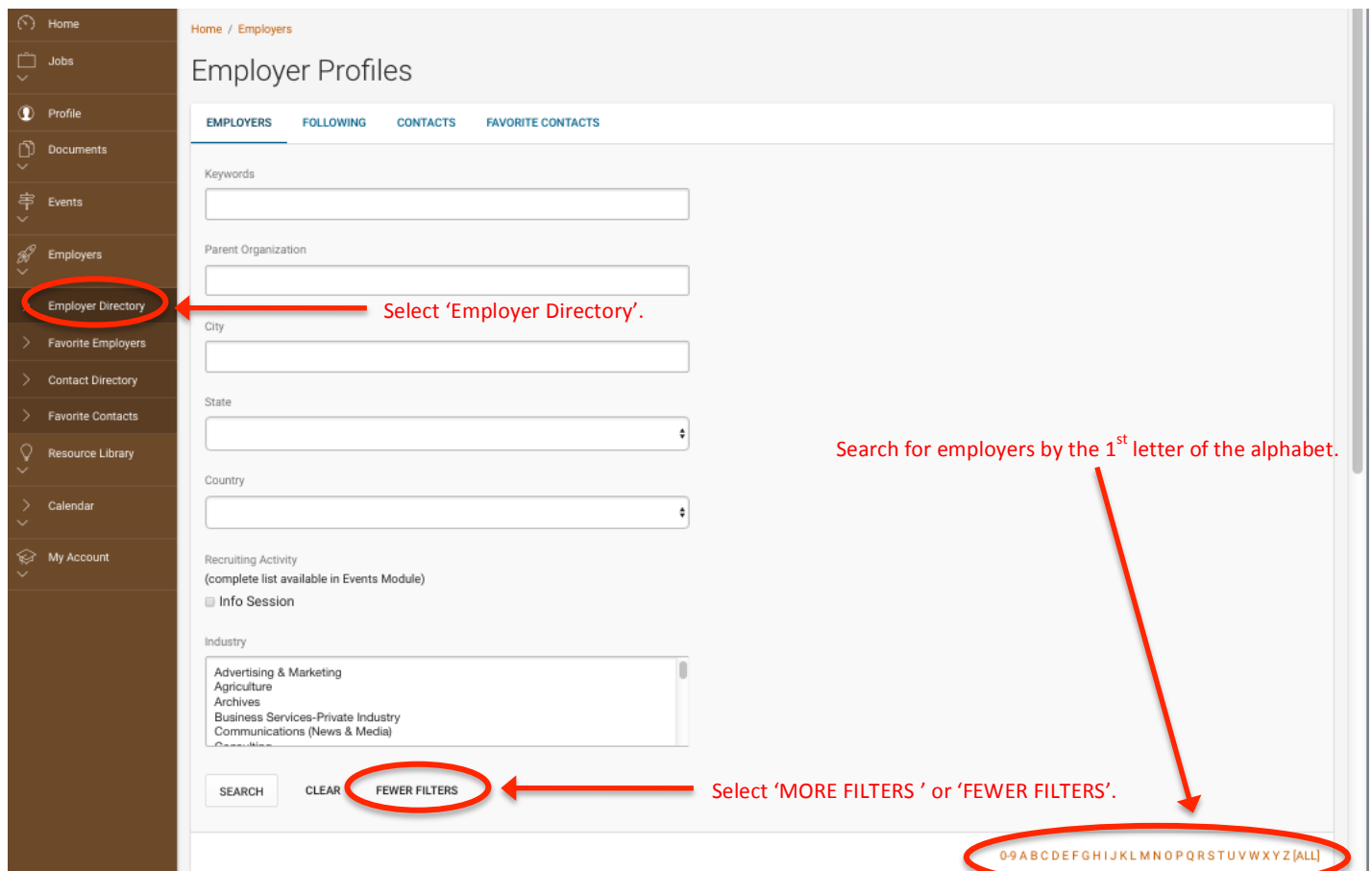
Step 4: After you set your search criteria, simply click on the name of the employer to access their profile. From there, you can view their contacts and any available positions (only those listed in iCareers).


You can view their 'CONTACTS' or 'AVAILABLE POSITIONS' here.
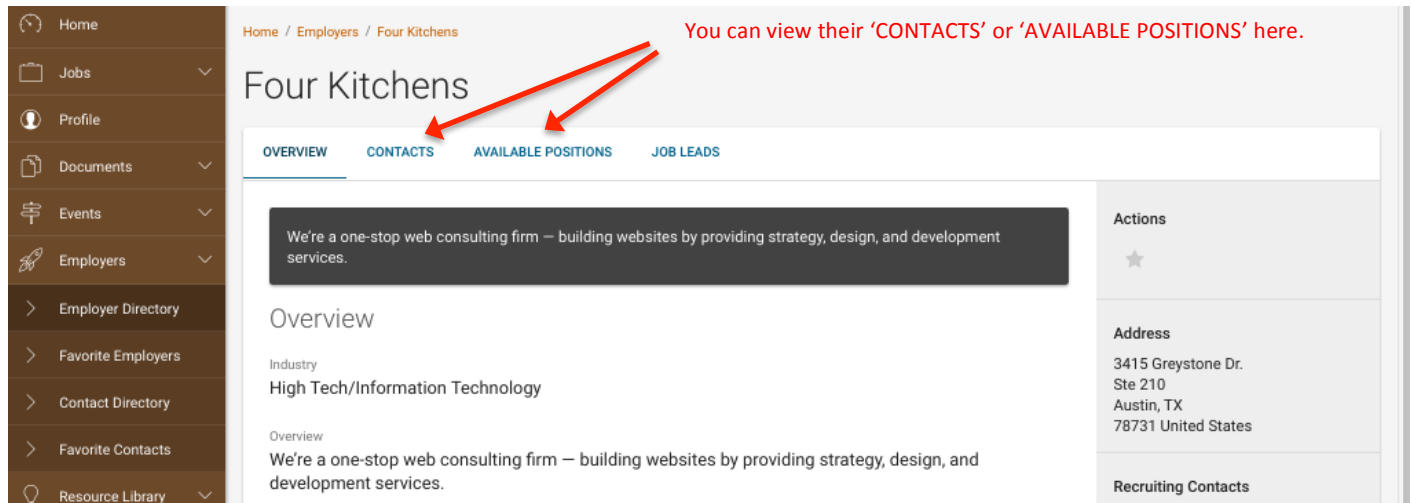
Step 5: You can mark an employer or contact as a 'Favorite' or 'Follow' them by clicking the ⭐ under "Actions" to the right of the employer information. **The ⭐ will turn yellow**. This is a great way to get updates whenever a new position is posted in iCareers or to access 'Employers' from the navigation bar.

Click on the ⭐ to 'Follow' or 'Favor' an employer or contact.

Four Kitchens happens to have an opening for a UX Strategist. The job was posted on 12/20/16 and it is a full-time job.

Contact and Alumni Search in iCareers

To search for contacts by type (e.g. iSchool Alum) repeat Step 2 except select the 'Contacts Directory' tab on the left navigation bar; in Step 3, select 'Contacts' and under 'Contact Type' select from the drop-down.

Select 'iSchool Alum' from the drop-down list from Contacts under the Contact Directory.
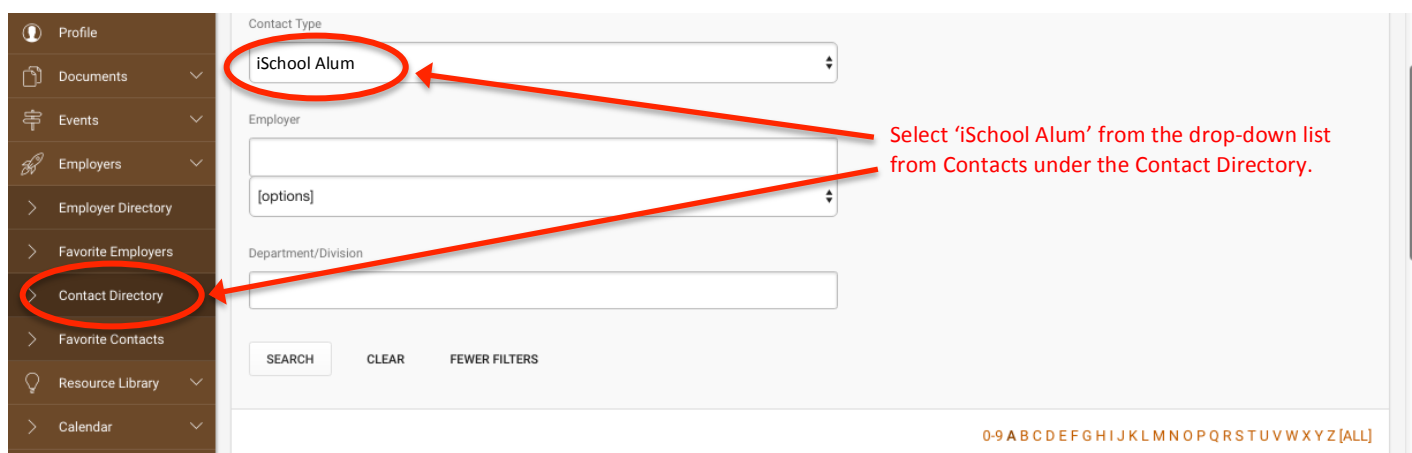
Employer search on iCareers_2016