Conducting an Employer Search in iCareers

**Step 1:** Log into iCareers at [http://ischool.utexas-csm.symplicity.com/students/](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).

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.

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.