



The University of Manchester  
Alliance Manchester Business School

# Careers Platform

PT MBA User Guide

Postgraduate Careers Service  
July 2016

# Introduction

As Part-Time MBA students at Alliance Manchester Business School (AMBS) you have access to the **local External Relations Specialists (ERS)** based in our worldwide centres in China, Singapore, Hong Kong and Dubai. They are supported by the UK-based Postgraduate Careers Service (PCS), a small team of dedicated careers professionals who will support your career and professional development. Our seminars/workshops, resources and one-to-one meetings will enable you to identify **and articulate your professional skills** and abilities to corporate recruiters, and give you a better understanding of the employment market.

Access our online Careers Platform <https://mbs-csm.symplicity.com/students/> to:

- Register for local workshops, seminars and networking opportunities.
- Book 121 appointments with a member of the team.
- Access practical career information and useful links.
- Manage your personal Career Space (store CVs and Cover Letters).
- Access the job board to view and apply for permanent employment opportunities from recruiters targeting Alliance Manchester Business School MBAs.
- Access external resources (funded by PCS) to support employment opportunities.
- View the Calendar of events. Register to learn more about individual companies, their culture, current opportunities their recruitment process and to meet current employees.

The Careers Platform is easy to access and navigate. There are hints on various pages to help you along the way and this guide will assist as you familiarise yourself with the system.

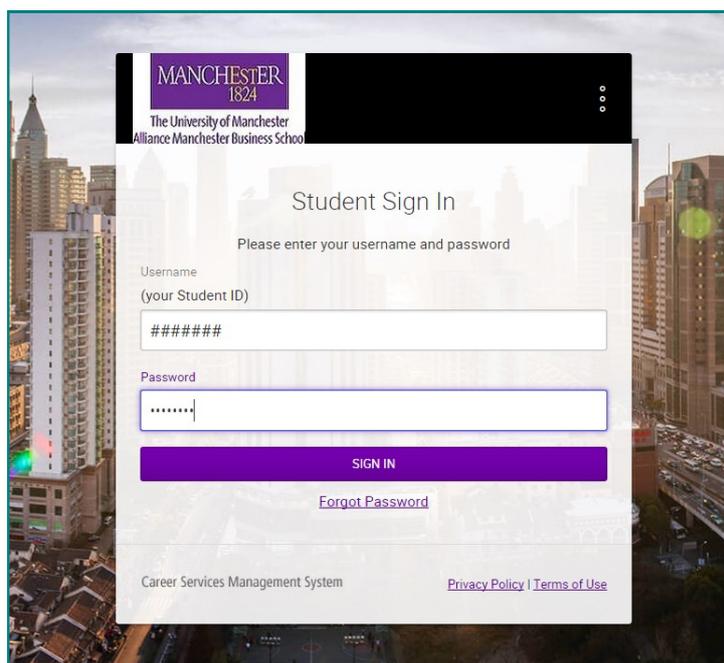
If you require further assistance to access the Careers Platform, please contact [PCSCareersPlatform@mbs.ac.uk](mailto:PCSCareersPlatform@mbs.ac.uk) Any member of the team can answer more general questions.

# Log-in

There are three access points to the Careers Platform, a direct URL and a Mobile App:

- Linked via: Blackboard, My Manchester, PCS Intranet.
- URL: <https://mbs-csm.symlicity.com/students/>
- Mobile App: Download 'Careers by Symlicity' for Alliance MBS.

You will need to log-in using your **Student ID number as your username and the password AMBS1234 for your first log-in**. You can then update your password via the 'My Account' area.



# Homepage

Your homepage, below, is where you will find:

- **News Feed:** Announcements and reminders.
- **Meet the team!:** Name, role and photo of each team member.
- **Shortcuts:** To the most popular Careers Platform pages and useful external sites.

In addition, you can access your:

- **Jobs:** Apply for projects, internships and full-time roles.
- **(Public) Profile:** Complete, activate and share your profile link externally.
- **Documents:** Upload CVs and cover letters to apply for jobs and opt-in CV Books.
- **Events:** Register for Company Presentations and Internal (PCS-led) Events.
- **Resources:** 'How to' guides, webinars, TED Talks, external Job Boards and more.
- **Calendar and 121 Appointments:** Book, reschedule or cancel a 121 appointment.
- **My Account:** Update your personal profile, including any job/project offers. Set your password, notifications/privacy options and time-zone.

The screenshot displays the user's homepage on the University of Manchester Careers Platform. On the left is a purple navigation sidebar with icons and labels for Home, Jobs, Profile, Documents, Events, Resources, Calendar and 121 Appointments, and My Account. The main content area features a search bar at the top, a user profile for Naomi AAA (Global / PT, Graduating Apr 2017) with a 'Profile 100% Complete' badge, and contact information (naomi.blackwell@mbs.ac.uk, CV last updated Jan 2016). Below the profile is a 'News Feed' with two announcements from Alliance MBS regarding new opportunities at Capgemini and TEFEN. On the right side, there are three panels: 'Meet the Team!' featuring Chris Garnett, 'Postgraduate Careers Service' with links for appointments, presentations, and job searches, and 'Career Resources' with links to a library, career leader, vault, and 'Business Because'.

# Jobs

## Jobs

A summary of current opportunities with an indication of your eligibility for each role. Click on the role for full information, including reasons that you may not be eligible to apply.

Jobs are **categorised by type** and the most popular - including Full-Time Experienced Hire (MBA) - are viewable as sub-tabs. Use the Advanced Search feature to filter roles by additional criteria, such as location and/or sector.

## My Favourites

You can 'favourite' opportunities by clicking the star icon for the job listing and these will then appear in the 'My Favourites' section, for later review and/or application.

## Applications

Applications you submit through the Careers Platform, excluding links direct to a company's online application form, will be saved for review and interview preparation.

## Expired Positions

View previously advertised roles for research and interview preparation.

## External International Job Boards and Resources

Access your Alliance MBS account on Vault, Business Because, MBA Exchange and Passport Career to support your job search.

The screenshot displays the 'Jobs' section of a careers platform. At the top, there are navigation tabs: 'JOBS', 'MY FAVOURITES', 'APPLICATIONS', and 'EXPIRED JOBS'. Below these are sub-tabs for 'ALL POSITION TYPES', 'INTERNSHIP (MBA)', 'FULL-TIME EXPERIENCED HIRE (MBA)', and 'FULL-TIME GRADUATE LEVEL (MSC)'. A search bar is present with the placeholder text 'Find jobs by job title, company, location and more' and a purple 'SEARCH' button. To the right of the search bar are links for 'Advanced Search' and 'Saved Searches'. Below the search bar, there is a filter button that says 'Show Me: All Job Listings' with a close icon and a 'Clear all' link. The results section shows 'Items 1-20 of 24 (Results as of: Thursday, June 30, 2016 | 4:28 pm)'. There are sorting options: 'Sort by: Date posted', 'Show 20 per page', and 'Page 1 of 1' with a 'Next' link. Two job listings are visible:

- B** Associate Partner – Business Transformation Lead  
Full-Time Experienced Hire (MBA)  
BLT  
🕒 Apply by Jul 8
- R** Investment Banking Director  
Full-Time Experienced Hire (MBA)  
Robert Walters Japan K. K.

Each listing has a date 'Jun 29' and a star icon for favoriting.

# (Public) Profile

The (Public) Profile showcases your unique talents, skills and experiences that go **beyond your CV or cover letter**. A complete profile includes the following sections: Personal Statement, Work Experience, Projects, Skills, Personal Website/LinkedIn and Default CV upload.

Once complete, you will be able to activate your profile and **share the link externally** on Twitter, Facebook, Social Media and directly with other contacts. You will also be able to see how many views your profile has received.

If you don't have a LinkedIn account or want to share your experience with a professional that doesn't, this is a fantastic way to build and share your profile as publically (or as selectively!) as you wish. Future updates to the Careers Platform will allow you to submit your profile, alongside your CV and cover letter, for any applications you make through the Careers Platform

**Naomi AAA**  
Global MBA - + Add Masters Programme  
Experience at Alliance MBS and Alliance MBS  
<https://mbs-csm.symplicity.com/profiles/naomi1>

**100% Profile Complete**  
+ Add A Project

### Personal Statement

The focus of my role as a Senior Careers Consultant is to support internationally experienced professionals, studying the global/part-time MBA programme, with their career development. I continue to liaise closely with colleagues providing employability guidance and recruitment opportunities to full-time MBA and Masters students. I also work within the external market for business development and support clients across a variety of industries, with their permanent and project recruitment needs.

### Education

- Graduation Date: Apr 2017
- Global MBA - Alliance MBS  
Global / PT

### Experience

- May 2016 - Present  
Senior Careers Consultant (Global MBA)  
Alliance MBS - Manchester, UK  
Description: My role is to support internationally experienced professionals (global/part-time MBA students) with their career aspirations and development, and support clients across a variety of industries with their permanent and project recruitment needs.

Publish your profile when you are ready to share it.

Publish

Your profile is ready. [Share it!](#)

naomi.blackwell@mbs.ac.uk

naomi.blackwell@mbs.ac.uk

Personal Website

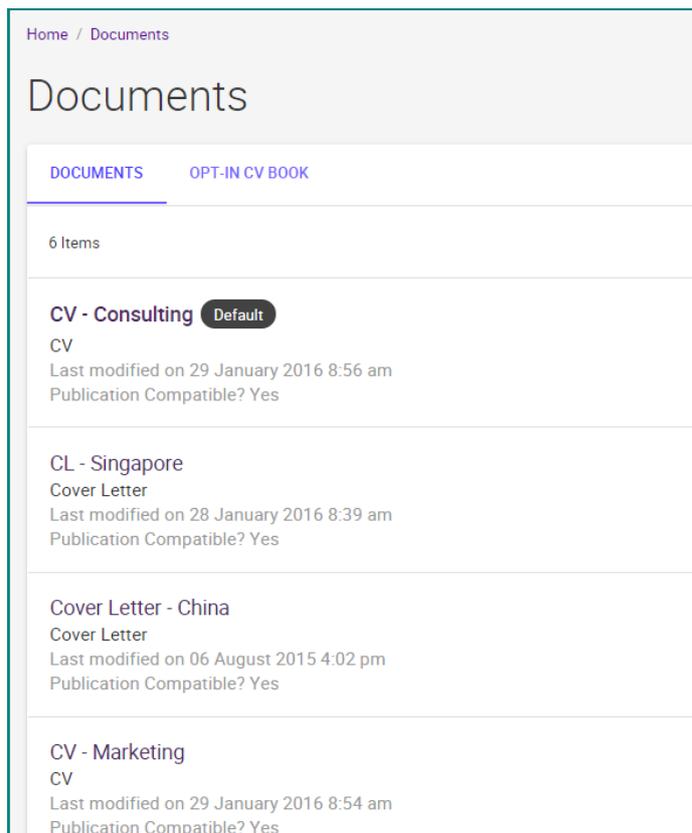
# Documents

## Documents

You can upload a maximum of 10 documents - CVs and cover letters - that you can use to apply for roles advertised through the Careers Platform. Use a **clear document labelling system** (see below) and ensure you **personalise and tailor** the documents for each new application.

## Opt-in CV Books

Companies sometimes request CV Books based on particular criteria; for example, PT MBAs with German language ability or with the right to work in Asia. In these instances, you can select whether you would like to be included in the 'opt-in' CV Book(s) as listed in this section and which CV you'd like to include



The screenshot shows a web interface for managing documents. At the top, there is a breadcrumb trail 'Home / Documents' and a main heading 'Documents'. Below the heading, there are two tabs: 'DOCUMENTS' (which is active) and 'OPT-IN CV BOOK'. Under the 'DOCUMENTS' tab, it indicates '6 Items'. The list of documents is as follows:

Document Name	Type	Last Modified	Publication Compatible?
CV - Consulting	CV	29 January 2016 8:56 am	Yes
CL - Singapore	Cover Letter	28 January 2016 8:39 am	Yes
Cover Letter - China	Cover Letter	06 August 2015 4:02 pm	Yes
CV - Marketing	CV	29 January 2016 8:54 am	Yes

The 'CV - Consulting' document is marked as 'Default'.

# Events

## Company Events

Register for events led by:

- AMBS Alumni to share their career journey and company insights.
- External speakers for a skills-based presentation, workshop or boot-camp.

Where possible, we will provide **networking opportunities** so that you can speak to guests in a more informal setting.

## Internal Events

Our regular webinar series is focused on developing a wide range of employability skills, such as CVs, Cover Letters, Interview Preparation, Networking.... Whether seeking internal or external progression, viewing is highly recommended! These are supported by local events at each of the AMBS worldwide centres.

Finance and Consulting Summer Networking Event (London, UK) 28 Jul 2016 6:00 pm - 10:00 pm at Other
Joint Schools Mixer Event (Hong Kong) 29 Jul 2016 6:00 pm - 9:00 pm at Other
Summer Poolside BBQ Party (Hong Kong) 30 Jul 2016 6:00 pm - 9:00 pm at Other
(Webinar) Global Demand for British Brands. 02 Aug 2016 1:00 pm - 2:00 pm at Online Registration Disabled
Manchester University Reunion Party (Osaka, Japan) 11 Aug 2016 7:00 pm - 9:00 pm at Other
North West Business Breakfast with Speaker Manoj Ranaweera (Manchester, UK) 02 Sep 2016 7:30 am - 9:30 am at Other Registration Disabled
North West Business Breakfast with speaker Roger Hall (Manchester, UK) 04 Nov 2016 7:30 am - 9:30 am at Other Registration Disabled

# Resources

## Document Library

Here you will find useful resources, from us and external sources, to support your career journey. This includes 'How to' guides, webinars, TED Talks, external Job Boards and more.

To find what you are looking for, you can search by keyword or filter by 'tag(s)'. There are two main types of 'tag(s)' that we add to documents:

- Academic Programme: FT MBA, Global/PT MBA and MSc.
- Topic: Job Search, Interviews, Networking, CVs, Cover Letter, Self-assessment.

Although the core advice on each topic will be similar for all, it is tailored according to your level of experience inferred from your Academic Programme. Therefore, we recommend that you **filter by multiple 'tags'** to find what is most relevant to you; for example, PT MBA and Cover Letter or PT MBA and Job Search. Please note: the document library will be populated throughout the academic year so renew your searches for additional resources.

Items 21-38 of 38
External Resource: NACELink - All - February 2016 External URL - - Real jobs from real companies. Updated daily. Only verified, ...
External Resource: Vault - All - February 2016 External URL - - Vault provides detailed information on nearly 5,000 companies...
Tier 2 Immigration - Haq Solicitors - Class 2016 - February 2016 Other - 3,599.1k Presentation by Ammar Haq on Routes to Working Visas from Feb...
(Webinar) Building your network Video - 19,185.2k Webinar on building your network from March 2016.
(Webinar) Creative cover letters Video - 17,532.2k Webinar on creative cover letters from April 2016.
(Webinar) Employment Trends - Consulting delivered by Don Leslie - Global MBA - March 2016 Video - 30,858.1k The first of two webinars to be delivered by Don Leslie, foun...

# Calendar and 121 Appointments

## Agenda and Day / Week / Month / Year View

Displays your 121 appointments, event registrations and personal events (below).

## Personal Events

You may add extra events to your calendar, specifying recurrence, with the option for email reminders; for example, group project meetings or application deadlines.

## 121 Appointments

Request a 121 appointment by appointment type, date and/or your local ERS.

Please note: if a search returns no results, this is likely to mean that available appointments have already been booked by other students or that too many criteria have been selected. In case of the latter, remove all filters and try again.

Some 121 appointments will be automatically approved and others will need the respective ERS to approve individually. Either way, you will receive an **email notification to confirm your appointment.**

The screenshot shows the '121 APPOINTMENTS' view of a calendar interface. On the left, there are filter sections for 'Type', 'Date Range', 'Time Range', 'Length', and 'Location'. The main area displays a list of appointments for Wednesday, Jul 6, 2016, with details for each including the name of the student (e.g., Jen Simpson, Jane McKay), the location (UK Centre (Manchester): Dover Street - 1.016 PCS Office), and the duration (30 minutes). The appointments are listed with their start times: 9:00 am, 10:00 am, 10:30 am, 11:00 am, 11:30 am, and 12:00 pm.

Appointment Type	Date	Time	Duration
Jen Simpson	Wednesday, Jul 6, 2016	9:00 am	30 minutes
Jane McKay	Wednesday, Jul 6, 2016	10:00 am	30 minutes
Jen Simpson	Wednesday, Jul 6, 2016	10:30 am	30 minutes
Jane McKay	Wednesday, Jul 6, 2016	11:00 am	30 minutes
Jen Simpson	Wednesday, Jul 6, 2016	11:30 am	30 minutes
Jane McKay	Wednesday, Jul 6, 2016	12:00 pm	30 minutes

# My Account

Most of your personal details have been uploaded into the Careers Platform. Completing the remaining few fields of your personal profile will **'unlock' your access** to other areas of the platform. The personal profile has been designed to capture the core information that we need to support your career journey.

Your profile is composed of these sections:

- **Personal:** Your contact details, photo and policy affirmation agreement.
- **Academic:**
  - ⇒ Screening criteria, used to target jobs to eligible candidates.
  - ⇒ Professional experience.
  - ⇒ Education.
  - ⇒ Future career preferences.
- **Privacy:** Your communication and synchronising options.
- **Career Outcomes:** Record any role (accepted) offers.
- **Password:** Update your password from the default 'AMBS1234'.
- **Notification Settings:** Select the communications you'd like to receive.

## My Account

PERSONAL   ACADEMIC   PRIVACY   CAREER OUTCOMES   PASSWORD   NOTIFICATION SETTINGS   SOCIAL MEDIA

[SAVE CHANGES](#)   [SAVE CHANGES AND CONTINUE](#)   [CANCEL](#)

\* indicates a required field

### Student Information

Picture

[CHOOSE IMAGE](#)



[Crop](#)   [Clear](#)

Student ID

111

Full name \*

Rosie AAA

First (or preferred) Name \*

Please edit this field if you have a preferred name.

#### Completion Status

Personal Information

- ✓ Picture
- ✓ First (or preferred) Name
- Middle Name
- ✓ Primary Email
- ✓ Alternative Email
- ✓ Country Code
- ✓ Phone Number
- ✓ Current Address
  - ✓ Address
  - ✓ Country
- ✓ Policy Affirmation
- ✓ Accessible Mode

Academic Information

Privacy

Documents

# Mobile App

'Careers by Symplicity' empowers you to take your job search on-the-go with smart features to easily search and apply for jobs, manage your on-campus events, and book 121 Appointments.

To download the Mobile App:

- Go to the Apple Store or Google Play Store.
- Search for 'Careers by Symplicity' (with the setting for 'iPhone only' if using an iPad). **Image 1.**
- Download and open 'Careers by Symplicity'. The App icon will now display on your mobile device. **Image 2.**
- You may be prompted to ensure your 'Location Settings' are turned on to help identify *your* school's\* App. **Image 3 and 5.**
- Search for and select 'Alliance Manchester Business School'. **Image 4 and 6.**
- Log-in with your Student ID as your username and the password you have set\*\*, with the option to 'Remember Me' and stay logged-in. **Image 7.**
- Once logged-in you can access all areas of the Careers Platform to book 121 Appointments, register for events and view jobs on the go.\*\*\* **Image 8.**

\* Hundreds of international universities/schools use the software behind the Careers Platform.

\*\* For first-time users, your password is AMBS1234 which you can change via your 'Account' when accessed on a computer. If you haven't logged-on to the Careers Platform before, we suggest accessing it via a computer prior to downloading the Mobile App.

\*\*\* Please note: the Mobile App is not yet fully customisable so you will notice some differences in terminology between the App and computer versions. For example;

## Mobile App

Information Session

Workshop

Counselor

Resume

## Computer

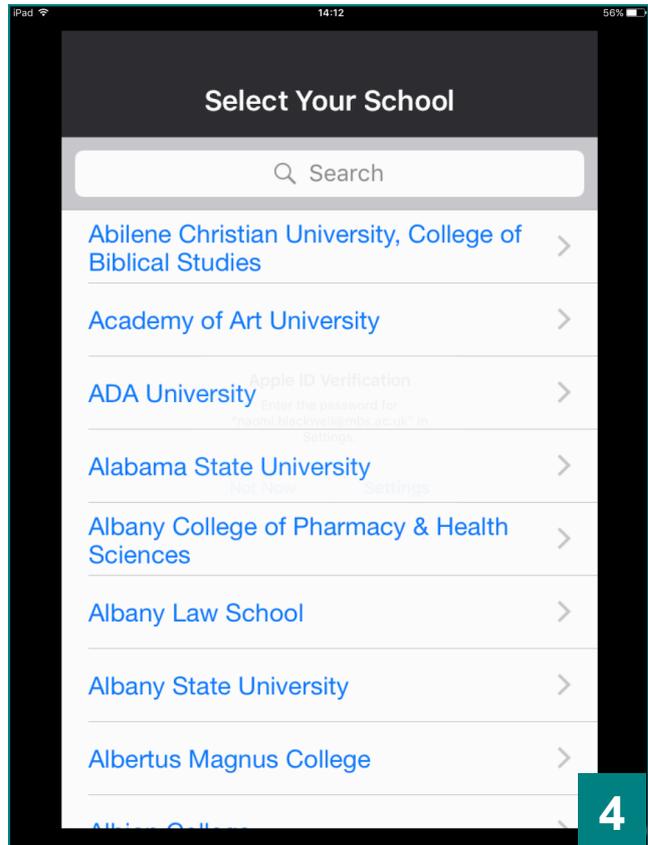
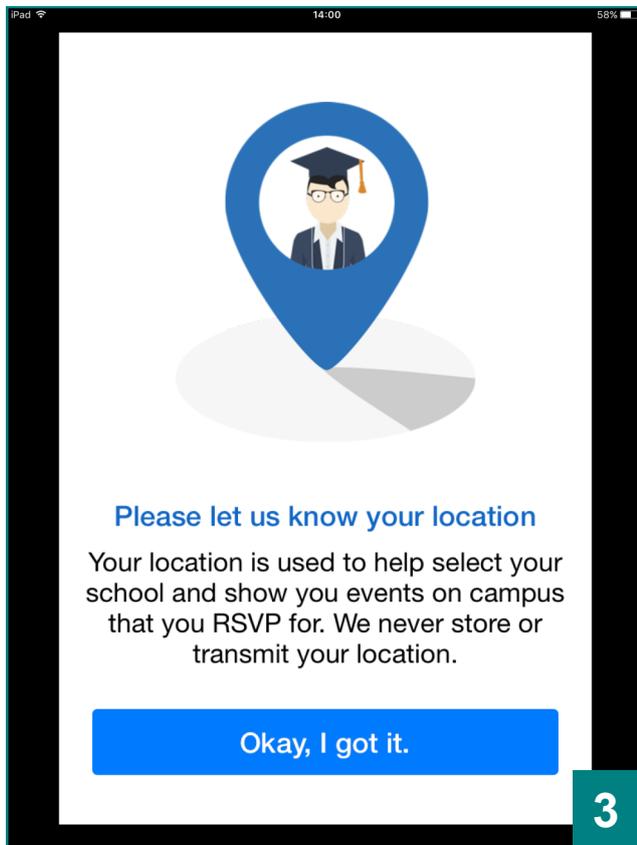
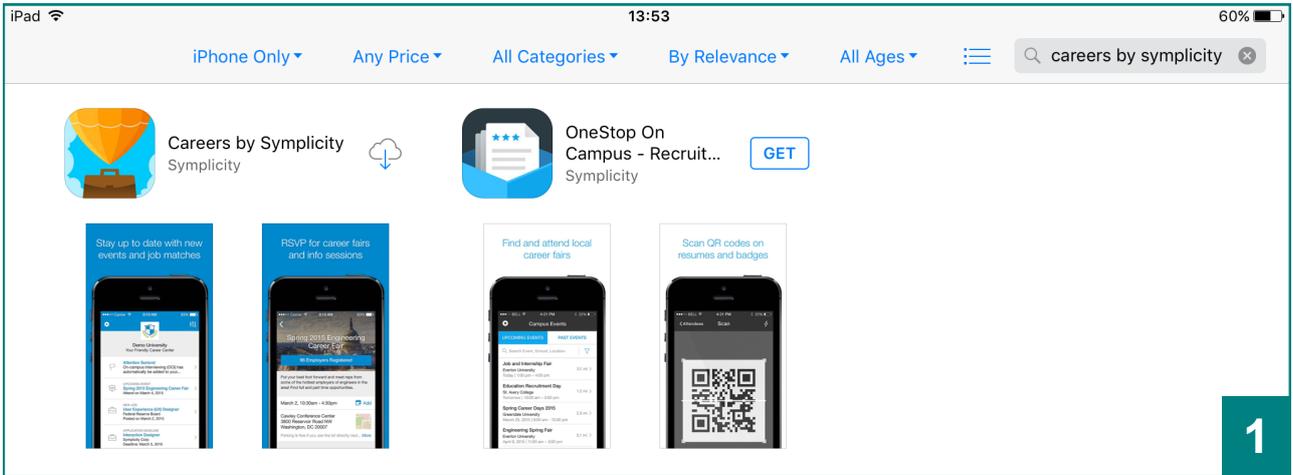
Company Event

Internal Event

Careers Consultant

CV

# Mobile App



# Mobile App

