



22nd Annual Supply Chain Management Job Fair

**Friday, February 29, 2008
Kroc Institute for Peace & Justice**

The **Supply Chain Management Institute** (<http://www.sandiego.edu/scmi>) of the University of San Diego cordially invites all undergraduate and graduate business students, particularly those with a **Supply Chain Management (SCM), Information Technology (IT), Accounting/SCM, Information Technology/SCM or Industrial Engineering** concentration or emphasis to participate in the 22nd Annual Supply Chain Management Job Fair. SCMI is committed to promoting collaborative alliances between the University of San Diego and the business community.

If you are interested in a job or internship in supply chain management or related fields and would like to participate, please register through ToreroLink at www.sandiego.edu/careers. Select “All On-Campus Interviews” then select “Supply Chain Management” from the Job Function menu. Upload your **well-written, one-page** résumé (see attached instructions) and submit it by Sunday, February 24, under the section labeled **Supply Chain Management Job Fair Résumé Book**. Your online submission to the Résumé Book will register you for the Job Fair. Watch your e-mail for updates about the event.

Agenda

10:30 a.m. - 12:15 p.m.	Tables will be set up in the Kroc Institute for Peace & Justice Rotunda, offering company representatives a home base and a chance to talk with students before student presentations. This is optional for the company – not all participating companies will have a table.
12:15 p.m. – 1:30 p.m.	SCMI will distribute a book of one-page résumés to each company representative. Each student will give a one-minute personal sales presentation to an audience of peers and company representatives. Résumés will be indexed by order of appearance.
1:30 p.m. – 2:15 p.m.	Lunch and chat with company representatives. Students can schedule interviews with companies interviewing on campus in the afternoon or the following day. Not all companies will be interviewing on campus at this time.
2:15 p.m. ~ 5:00 p.m.	Interviews. (Companies, times, and places to be announced.)

*For questions about USD's
Career Services organization*

Connie Wilson
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(619) 260-4654

*For general questions and to verify
or change reservations*

Karen Kukta
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*For information on supply chain
management programs*

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TOREROLINK

ToreroLink, USD's online job and internship posting service, offers USD students and alumni the opportunity to apply for positions with participating employers. Here is how to get started.

REGISTER

- Start at www.sandiego.edu/careers/ and select "Students."
- Click on "Employment and Internship Opportunities posted through ToreroLink."
- **New users**, select "New users register here." Click on the "Register" button.
 - ✓ Enter your email address as the username and **careers** as the password. *Note: This password is temporary. Your personal password will be sent to the email address you use to register.*
 - ✓ Fill in all information and click "Go" at the bottom of the page.
 - ✓ The next time you log in, use the password you receive by email.
- **Already registered users**, enter your new username (which will be the email address that you originally used when you first registered) and your password (which will be your original password).
 - ✓ Update your Profile, especially your email address, phone number, expected date of graduation, and year in school. Click "save changes" at the bottom of the page.

SEARCH FOR JOBS & INTERSHIPS

- Click on "Jobs" from the top menu bar.
- When you first click on "Jobs" all the jobs and internships will appear.
- Try "Advanced Search" for specific search options, including searching by location.
- To go to a previous page, use the "back" button on the screen instead of your web browser's "back" button.
- Click on any job title to learn more about the requirements and application process for that job. Click on the organization's name to learn more about the employer.
- To apply to a job that is accepting applications through ToreroLink, upload your resume and cover letter, and submit to each job of interest to you.

UPLOAD YOUR RESUME, COVER LETTER, & MORE

- Click on "Documents" from the top menu bar. Select "Add New."
- Decide on a label name, choose a document type, and browse to find the file you want to upload.
- Click "Submit."
- If you tailor your resume and cover letter separately for each position to which you apply, simply upload the different versions on ToreroLink and label them for the specific positions.

ON-CAMPUS INTERVIEWING

- Click on "Jobs" from the top menu bar. To see the employers conducting on-campus interviews, start with the "Show me" section, select "All interviews" from the drop-down menu, and click on "Search." These employers will be conducting interviews at USD.
- Refine your search by using "Job Function," "Industry" or "Keywords" to search for opportunities.
- To apply, submit an online resume for each position in which you are interested. An employer may also request other application documents, such as a cover letter or transcripts. You must submit all requested documents at the same time. Be sure to click the "Submit" button for each submission.