



# 26<sup>th</sup> Annual Supply Chain Management Job Fair

Friday, March 2, 2012

**Kroc Institute for Peace & Justice (KIPJ)  
Manchester Executive Conference Center (MCC)**

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** minor or concentration to participate in the 26<sup>th</sup> 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](http://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 26, 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

10:00 a.m. - 11:30 a.m.	Tables will be set up in the KIPJ 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
11:45 a.m. – 1:00 p.m.	KIPJ Theatre: 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.
1:00 p.m. – 1:45 p.m.	MCC 206A/B: 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.
1:45 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*

**Ray Hummell**  
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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. Review the disclaimers and follow these directions to get started.

## Register

- Start at the Career Services website [www.sandiego.edu/careers/](http://www.sandiego.edu/careers/) and select the blue lettered *Students and Alumni Login* link below the *ToreroLink* heading.
- Find **NEW USERS REGISTER HERE** on the right-hand side. Click on the *Register* button.
  - ✓ Enter your email address as the *Username* and **careers** as the *Password* and click *Go*.  
Note: This password is temporary. A personal password will be sent to the email address you use to register. You can change it whenever you wish in your *Profile*.
  - ✓ Complete all registration information and click *Submit* at the bottom of the page.
  - ✓ The next time you log in, use the password you receive by email.
- Update your *Profile* frequently, especially when you change your email address, phone number, expected date of graduation, or year in school. Click *Save Changes* at the bottom of the page.

## Search for Jobs & Internships

- Select *Jobs & Internships* from the top menu bar. All current job and internship listings will appear.
- Click on a position title to learn more about the qualifications and responsibilities. To view complete application instructions, you must first upload a resume – which is not visible to any employers unless you submit it to them.
- To apply for a position that is accepting applications through ToreroLink, submit your resume (and cover letter, if requested). Some employers give alternate directions for applying directly to another website or email address.

## Upload Your Resume and Cover Letter

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

## On-Campus Interviewing

- Select *Jobs & Internships* from the top menu bar. To view employers conducting on-campus interviews, use the drop-down menu next to *Show Me*, and select *On-Campus Interviews & Resume Collections*, and then *Search*.
- To apply, submit requested documents for each position of interest. An employer may request a resume as well as other application documents, such as a cover letter, writing sample, or transcript. You must submit all requested documents at the same time. Be sure to click the *Submit* button for each application.
- After submitting your resume(s), you can review your list of applications. Start with *Interviews* on the top bar and select *Interview Requests*.

## Upload USD Transcript in ToreroLink

- If an employer requests a USD transcript, it can be uploaded to the *Documents* section of ToreroLink.
- Check your computer for PDF-converting software such as CutePDF Writer or Adobe PDF.
- Log into MySanDiego and select the *One Stop Services* tab. In the *Academic Records Tools* section, click on *Unofficial Transcript*. Select your *Transcript Level* and *Transcript Type* (Web unofficial transcript).
- PC Users: When your transcript appears, press and hold Ctrl+P, select your PDF software as the printer, and click *Print*. You will be prompted to save the file. You can now upload this file into ToreroLink under *Documents*.
- Mac Users: Click file>print and then click the "Save as PDF" button in the printer window.

**Hint for ToreroLink:** To return to a previous page, use the small **Back** button at the end of each job/internship listing instead of your web browser's arrows.