



# 23<sup>rd</sup> Annual Supply Chain Management Job Fair

Friday, March 6, 2009  
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 23<sup>rd</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, March 1, 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. - 12:00 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.
12:00 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**  
[conniew@sandiego.edu](mailto:conniew@sandiego.edu)  
(619) 260-4654

*For general questions and to verify  
or change reservations*

**Karen Kukta**  
[kkukta@sandiego.edu](mailto:kkukta@sandiego.edu)  
(619) 260-7903

*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. Here is how to get started.

## Register

- Start at [www.sandiego.edu/careers/](http://www.sandiego.edu/careers/) and select *Students*.
- Click on *ToreroLink: Online Employment and Internship Opportunities*.
- **New users**, select *New users register here*. Click on the *Register* button on the far right-hand side.
  - ✓ Enter your email address as the *Username* and **careers** as the *Password*.  
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.
  - ✓ 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**, 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 requirements and application process for that position. Click on the organization's name to learn more about the employer.
- To apply for a position that is accepting applications through ToreroLink, upload your resume and cover letter to submit. Follow the employer's directions on how to apply.

## Upload Your Resume, Cover Letter & More

- 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 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

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

**Hint for ToreroLink:** To return to a previous page, use the small *back* button on the ToreroLink screen instead of your web browser's arrows.