Using COMPASS, IST’s job posting system

The Office of Career Solutions is dedicated to providing ample opportunities to our students in the job/internship search process. One way we accomplish our mission is providing Compass, IST’s job posting system for College of Information Sciences and Technology (IST) students at University Park. IST and SRA students at University Park are able to use Compass to search internships, co-ops, and full-time job postings unique to their major. In addition, students can schedule interviews, learn about upcoming Career Solutions events, register to attend presentations and learn about internship and career opportunities, and deadlines. If you have questions with regards to navigating Compass, or if you would like to make an appointment to meet with a Career Solutions Counselor, please contact our office.

Using Compass

New Users

• You will receive an e-mail from careers@ist.psu.edu with your user name (xyz123@psu.edu) and password.

Accessing Compass

• A direct link to Compass (https://ist-psu-csm.symplicity.com) is found on the Career Solutions webpage (ist.psu.edu/careers).

• Forgot your password? E-mail a request to careers@ist.psu.edu and you will receive an e-mail from COMPASS with your login and new password.

The first time you log in to Compass…

• Enter the Profile tab and verify your Personal information and Academic information. Be sure that the type of job you are seeking (internship or full-time placement) is correct as the system will screen your eligibility to apply for postings based on this information.

• Review your Privacy tab. Under this tab, you will find the Terms of Use agreement as well as several settings that you can personalize. If you choose “no” for either or both text alerts or e-mail job blasts, you will limit the information that you will receive from Compass with regards to events and job/internship opportunities. Consider very carefully before changing either of these settings.

• You can change your password under the Password/Preferences tab.

Using Compass to search for internships/full time positions…

• Uploading a résumé
  • To apply for positions through Compass, you will have to have an approved résumé in the system. Under the Documents tab, go to Approved documents then click “add new.” You can upload résumés, unofficial transcripts, and cover letters to apply for jobs. These must be approved by a Career Solutions counselor before you can use them to apply. Once you have uploaded a document, it will appear in Pending Documents until it is approved. Your résumé will be reviewed within 24 to 48 hours during regular business hours* (Monday-Friday, 8:00 a.m. – 5:00 p.m.). You will be notified by e-mail from the Compass system if your résumé has been approved or if your résumé requires revisions.

• Once you have an approved résumé in Compass, you can apply for jobs/internships directly through Compass. Some companies also require that you apply on their website. Read application directions carefully.

*Note that close to career fairs, the volume of résumés for approval increases dramatically and the window for approval increases to 72 hours. Get your résumé approved early. Be sure to view all of the information sessions and workshops offered by the Office of Career Solutions under the “EVENTS” tab on your home page. Several of these opportunities will give you the opportunity to RSVP.