



SAGE - QUICK REFERENCE GUIDE

OVERVIEW

The CSO Team is excited to offer the [Student and Graduate Employment \(SAGE\) database](#). We find SAGE provides a better user experience than our previous platform and will allow you to access more historic information regarding employers, salaries, and hiring trends.

REQUEST AN ACCOUNT

Complete [this form](#) to request a SAGE account. The CSO Team will follow-up within 2 business days with details about how to claim your account.

LOGIN

After your account is created by the CSO Team, please visit the [SAGE login page](#) to access your account.

Profile Questions

When you login for the first time, you will be asked to answer basic profile questions. Please provide as much information as possible. Some questions will offer the "Prefer not to disclose" option.

ACCOUNT SETTINGS

Click the profile image in the top right corner followed by [\[Account Settings\]](#). You can edit the following options:

- **Password**
- **Email Address**
This will be the email address you use when logging into SAGE.
- **Alternate Email Address**
A personal email address that can be used after graduation to keep you apprised of career opportunities.
- **Cell Phone Number**

PROFILE

Application Materials

Use this section to upload documents to be used when submitting applications through SAGE. Documents should be uploaded in PDF format and include:

- Resumes
 - Cover letters
 - Unofficial transcripts (law, grad & undergrad)*
 - Writing samples
 - References / Recommendation Letters
 - Other documents as requested by employers
- * **The maximum file size is 5MB. If your scanned transcript exceeds this file size limit, please use our [unofficial grade sheet template](#) instead.**

Additional Advice re: Application Materials:

- Save each document with a unique name so that you can easily identify it when submitting applications.
- Once an upload is complete, be sure to review documents for formatting errors.



JOB LISTINGS

This section details all active and historical job listings. You should consider this section to be your hub for applying to open job opportunities in SAGE.

How to: Filter Job Listings

By default, opportunities displayed under the “Job Listings” tab will default to active listings (“Job Status: Approved”) with upcoming application deadlines (“Job Status: Application Open”) that are appropriate for your graduating class year. (Please note the exception detailed in the “12Twenty Network Jobs” section below.) To filter further, take the following steps:

- Click the [\[Add Filter\]](#) button.
- Pick a field (e.g. City)
- Provide the requested information (e.g. New York – NY)
- Click the [\[Add Filter\]](#) button.
- Click the [\[Get Results\]](#) button.

Hint: To see all job listings, including expired postings, you would simply delete the “Job Status: Application Open” filter and click the [\[Get Results\]](#) button.

How to: Apply

Employers that publicize job opportunities through SAGE may choose from a number of options with respect to how students/alumni should apply. Employers may request that you apply through SAGE (“Apply via This Site (SAGE)), directly through their website (“External Link”), or by email (“Application Email”). There are a few other options as well, but they are not used frequently.

Please review the information provided by the employer before applying. If the employer requests that you apply through SAGE, you will see an [\[Apply\]](#) button at the top right of the job listing screen. Otherwise, follow the instructions provided by the employer regarding how to apply.

APPOINTMENTS

This module is dedicated to advising meetings with members of the CSO Team.

ALL APPOINTMENTS

The “All Appointments” sub-tab is where you can schedule an appointment with a member of the CSO Team. To schedule an appointment, please take the following steps:

- Navigate to the week that you would like to schedule an appointment using the arrows at the top left of the calendar.
- From the “Appointment Type” dropdown menu, select the type of appointment you would like to schedule. Appointment type choices include:
 - General Career Advising
 - Clerkship Advising
 - DA/PD Advising
 - Mock Interview
 - Self-Assessment/MBTI
- White blocks of time with advisor names listed are available for scheduling your appointment. After selecting the desired appointment block an “Appointment Block” pop-up will appear. Select the [\[Book Appointment\]](#) button to proceed.



- Complete all required fields. In the “Additional Information” text box, please provide context regarding what you would like to discuss so the advisor can prepare for your meeting. You can attach documents in the “Attachments” section for review by the advisor. If your documents are not ready at the time that you book the appointment, you can [email them to the CSO Team](#) in advance of your meeting, (preferably 1 to 2 business days).
- Click the [**Book Appointment**] button to schedule the appointment. You will receive an email confirmation of the appointment immediately and a reminder email shortly before your meeting. If you are unable to attend your scheduled meeting, please cancel it in SAGE as soon as possible and no later than 24 hours in advance of the meeting.

My Appointments

The “My Appointments” sub-tab details your scheduled appointments. Hint: Use the list view to easily review upcoming appointments.

RESOURCE LIBRARY

This section offers helpful links to additional resources, such as the SAGE Quick Reference Guide you are reading now.

SUPPORT / QUESTIONS

Please contact Mark Kleinschnittger, Manager for Recruitment & Operations, with questions at 617-552-1192 or kleinscm@bc.edu.