hireBING
STUDENT USER GUIDE

Job Postings

To search for positions based on your major, click on advanced search. Scroll to the bottom and click on more filters. This will bring up the option to search based on major. Select major and positions matching your criteria will come up. You can choose to save this search for easier access.

Find jobs by job title, company, location and more

Search

Clinical Information Manager (CIM) / Medical Scribe

Full Time Job
Emergency Medical Associates - Lebanon, Pennsylvania
Lumberton, North Carolina
Providence, Rhode Island
Various Locations in NJ, New Jersey
Use hireBING to search for job and internship postings, view and apply to on-campus interviews (OCI), schedule counseling appointments, upload resumes and cover letters, and RSVP to Professional Development career programming.

Table of Contents

Sign In ................................................................. 3
hireBING Profile .................................................. 4
Requesting an Appointment .................................... 5
Uploading Documents ............................................. 6
Search Employer/Contact Directories ....................... 7
Search Internships/Jobs .......................................... 8
How to Apply ......................................................... 9
What’s Next (Interviewing) ...................................... 9-10
Events in hireBING ................................................ 10
Sign In

Sign into hireBING at https://binghamton-csm.symplicity.com/students

- Your username is your Binghamton email address. If you do not remember your password, click the **Forgot Password** button.
- First-time users will need to enter their Binghamton email and click on **Forgot Password**. You will receive an email that will allow you to activate your account, set your password, and sign in.
**hireBING Profile**

- It is very important that you first review your **Profile Information** to ensure all the data is updated and correct (in particular, major, class year, graduation date, and work authorization).
- Please complete both the Personal and Academic sections of the **Profile**.
- hireBING is updated weekly by the University Registrar’s office. If you entered Binghamton with academic credits, it may consider your class year/expected graduation date to be different than what it actually is. In these cases, you will need to update your profile before applying to positions.
- Updating your profile can take 10-15 minutes to refresh and update in the system.
- In order to gain access to the system, you will need to complete all required profile fields.

**Homepage**

- From the homepage, you can view announcements on the **News Feed**.
- Jump to important resources under quick links on the right.
- Navigate all other aspects of the system from the toolbar on the left.
Requesting an Appointment

- You may request, review, reschedule, or cancel a counseling appointment.
- Click on Calendar > Counseling Appt > Request New Appointment.
- Set your scheduling criteria based on days, times, and appointment type. Or, you can search by counselor.
- Click on Check Availability.
- Once criteria are selected, available appointments will populate on the right hand side. Select the one that works best for you.
- A Confirm Appointment screen will show. Complete the required fields, and hit Submit Request. Your appointment request will be sent to the career counselor.
**Uploading Documents**

- Under the **Documents** tab, you can upload application materials to apply to positions. Choose **Add New** to upload your document(s).
- **Important:** A resume must be uploaded first in order to apply for any position.
- All documents must be 500kb or less. If a PDF is too big to upload, consider uploading as a Word document to decrease the size.
- Be sure to label your documents appropriately and make sure you are selecting the correct document type.
- Consider deleting any outdated resumes or cover letters to eliminate the chances of sending the wrong one by mistake.
Search the General Employer/Contact Directory

- Under the **Employers** tab, you can choose **Employer Directory** or **Contact Directory**. You can search for employers by name, geographic location, or industry to find recruiting contacts.
- This is a database for all employers and contacts in the system, not just those with currently open positions.
- You can also designate **Favorites**.
- Any contact information that the employer allows us to share will be found under the employer profile.
- By clicking on **Available Positions**, you can see all open positions that a specific employer has posted.
Search for Internships and Job Opportunities

- You can search and apply to open positions under the Jobs/Internships tab.
- A simple search can be conducted by entering a keyword, employer name, job title, location, or job ID number.
- Click on Advanced Search for more in-depth search options such as sorting by major, class year, zip code, etc.

Saved Searches

- You can save a search that you run often. Conduct your job search as you normally would.
- Click on saved searches and add in a title.
- You can choose to have a digest of positions that meet these search criteria sent to your email as often as every day.
- To delete a previously saved search, click on Saved Searches and the delete button next to the search you wish to remove.

Favorites

- By clicking the star next to a position, you can mark it as a favorite.
- This will allow you to instantly see your favorite jobs under the My Favorites tab.
How to Apply

- On the right side of the page, you will see either an apply button or specific reasons why you are unable to apply.
- Look for “non-qualify because” which will list out the reasons you do not qualify.
- DO NOT change your profile to match these restrictions. Please email hirebing@binghamton.edu and we will help with your application.
- Each position may require a different way to apply:
  - If the apply button is not visible, read the How To Apply section on the right side of the page and follow the directions.
  - You may be required to apply both in hireBING and through an outside website.
  - Different documents may be required such as a cover letter, unofficial transcripts, or writing samples. Make sure you have uploaded your documents under the correct type.

What’s Next (Interviewing)

- To view your applications, click on Jobs/Internships and then My Job Applications.
- You can view your status or make corrections as needed.
- Employers will contact you directly about your application.

On-Campus Recruiting (Interviews)

- If you apply for a position that is labeled recruiting on campus, you may be eligible for an on-campus interview.
- If you are selected to interview on campus, you will receive an email notification from the Fleishman Center stating how and when to sign up for your interview time slot.
How to Sign up for an Interview

- **SIGN UP AS SOON AS POSSIBLE**
- Many employers have alternates selected, which means if you do not sign up in time, you can lose your slot.
- Once selected for an interview, log into hireBING and click on the Interviews tab.
- Under requested interviews, you will see your status (“Invited”, “Not Invited”, or “Pending”).
- Click on the three dots underneath the word “Invited”.
- Click Schedule Your Interview.
- Choose the best time that works for you.
- You can also choose to decline the interview.

Cancel Your Interview

- Click on the Interviews tab.
- Under Scheduled Interviews, click on the three dots next to the interview you wish to cancel.
- Click on Cancel/Decline Interview.
- If this option is not available, it may be too late to cancel. Email hirebing@binghamton.edu with any questions or issues.

Alternate Status

- If you are selected as an alternate for an interview, this means you were not selected for an interview. However, if someone declines to interview or drops out of the process, you may be able to take their interview.
- Alternates are given a specific sign up date and time. At this time, if you log into hireBING and see an open time slot, you can interview with the company.
- If no timeslots are available, you will not be able to interview with the company.
- Email hirebing@binghamton.edu with any questions or issues.

Events in hireBING

There are several types of events that are found in hireBING:

- **Workshops**: These are hosted by the career centers on campus and often require an RSVP.
- **Employer Information Sessions**: These are hosted by employers and consist of a presentation and a chance to network with the employers.
- **Fairs**: These events include the Job & Internship Fair, Grad School Fair, and Law Day.

View/RSVP to Career Workshops and Employer Information Session

- To RSVP for a workshop or employer information session, log into hireBING.
- Click on Events and search for the specific type of event you are looking for.
- Search by date, workshop name, or employer name to find the specific event.
- Click on the title of the event.
- Click RSVP at the bottom right side of the page.

Job and Internship Fair

- Under the Events Tab, choose Career Fairs to see which employers will be attending the Job and Internship Fair.
- You can choose favorite employers and print out maps for the event.