RESEARCH OPPORTUNITIES BOARD FOR UNDERGRADUATE STUDENTS

The offices of Undergraduate Research and Career and Professional Development Services have collaborated to create a Research Opportunities Board to help you connect with bright, motivated undergraduates interested in research. DragonTrail is an on-line career management site for undergraduate and graduate students, alumni, postdocs, and employers. Creating a location for faculty, graduate students, and postdocs to post research opportunities will help students find these research opportunities. It will also allow researchers to find proactive high-achieving students interested in conducting research and to post opportunities in their lab for a specified semester or on a re-occurring basis. Follow the attached directions to create an account.

For questions or more information on the Office of Undergraduate Research please contact Gareth Jones at 996-7786 or ghjones@uab.edu.

For more information on DragonTrail contact Career & Professional Development Services at (205) 934-4324 or email careerservices@uab.edu.
Directions for Mentors Creating Research Opportunities in DragonTrail

1. Follow the link to register your research lab in DragonTrail. [https://www.myinterfase.com/uab/contactregistration.aspx](https://www.myinterfase.com/uab/contactregistration.aspx)
2. Fill in the fields provided (see below)
3. Click Register. You will be given access within two business days.

After Registration is complete:

1. After registration is complete log into the employer side of DragonTrail. [https://www.myinterfase.com/uab/employer/](https://www.myinterfase.com/uab/employer/)
2. Go to My Jobs tab and select New job
3. Fill in the fields provided (see below)
4. Click Save. Your opportunity will be posted and will be searchable in the student section of DragonTrail.
Including **Research** in the Job Title and Job Description will make it easier for students to search and find available positions.
Selecting **Research** for job category will help students find your opportunity.

Select the type of position. (Multiple can be selected)

**Research** position and it is on a **Volunteer** basis

Screen out applicants by checking.

If you want a continuous posting put the expiration date well into the future (2015)

By allowing, you will be sent the resumes of students who apply and meet the criteria in the posting.
Contact Homepage:

1. Click the My Profile tab to update demographic information for yourself and your organization. Changing the organization information will change it for every contact that is listed under that organization.
2. Click My Jobs for information about active, inactive and closed-by-employer jobs and to add new jobs.
3. Click Career Events to search for and then register for career fairs, info sessions, etc.
4. The Calendar lists appointments (a module that we do not use) and Career Events.

The Resource Library has tools for helping students with resume writing, interviewing skills, exploring majors, etc.

The Report a Hire button is very important! This is where you fill out information about a candidate once you have hired them. This helps our office with accurate reporting and funding.

5. The Announcements and Upcoming Events sections, right now, have career event and fair information. However, if our office needs to get information to you, the contact, that information will be in the Announcements section.

6. The Task List includes information on tasks that you need to complete. For example, if you have begun to fill out the registration form for a career fair but did not complete it, you will see a message in this section.

Searching Jobs and Resumes:

1. The empty fields with the funnel beside them are filters that you can use to narrow your results. This is especially helpful if you have multiple pages of jobs. To search for a specific job ID, enter the number in the field, click the funnel and choose Equal To. To see only Active jobs, click the down arrow in the empty field below Status and choose Active.
2. The P stands for Placement. Any job for which you record a Placement will show the P bolded in the search results.
3. The R stands for Referrals, which is what this system calls a resume submission. Any jobs that have had resumes submitted will show the R in bold.
4. After clicking the R, click view to open the student’s information.
5. To create a resume packet with all the submitted resumes, select the resumes you would like included, check “email to self” if you want it by email, and click Create Packet.
6. Once you have opened the student’s account, click view document to view the resume.
<table>
<thead>
<tr>
<th>Job ID</th>
<th>Job Title</th>
<th>Job Location</th>
<th>Status</th>
<th>Post Date</th>
<th>Expiration Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>765</td>
<td>Accounting Co-Op</td>
<td>Augusta, GA</td>
<td>Closed by Employer</td>
<td>7/10/2012</td>
<td>8/18/2012</td>
<td>PR</td>
</tr>
<tr>
<td>1226</td>
<td>Nuclear Technical Specialist (Simulator Modeling) - Plant Farley</td>
<td>Dothan, AL</td>
<td>Inactive</td>
<td>9/20/2012</td>
<td>9/29/2012</td>
<td>PR</td>
</tr>
<tr>
<td>1462</td>
<td>Enterprise Solutions Support - Work Management Intern - Birmingham, AL</td>
<td>Birmingham, AL</td>
<td>Inactive</td>
<td>10/15/2012</td>
<td>11/14/2012</td>
<td>PR</td>
</tr>
<tr>
<td>1414</td>
<td>Engineer at Plant Farley</td>
<td>Dothan, AL</td>
<td>Inactive</td>
<td>10/16/2012</td>
<td>10/30/2012</td>
<td>PR</td>
</tr>
<tr>
<td>1620</td>
<td>Entry Level Engineer Co-Op</td>
<td>Dothan, AL</td>
<td>Active</td>
<td>11/6/2012</td>
<td>12/9/2012</td>
<td>PR</td>
</tr>
<tr>
<td>1110</td>
<td>Alabama, Georgia, Mississippi and Florida</td>
<td>Inactive</td>
<td>03/31/2012</td>
<td>09/28/2012</td>
<td>PR</td>
<td></td>
</tr>
<tr>
<td>1111</td>
<td>Summer 2013 Intern</td>
<td>Alabama, Georgia, Mississippi and Florida</td>
<td>Inactive</td>
<td>03/31/2012</td>
<td>09/29/2012</td>
<td>PR</td>
</tr>
</tbody>
</table>

Referrals for Job "765"

Below you will find all activity available for this job posting.

In the Activity Information section you will find the activity types available. To view each type click the number next to it.

- **Referrals** - a referral is recorded when a student submits a resume for a job posting.
- **Placements** - a placement is recorded each time a student is placed in a job.

2 Referrals   0 Placements

The following referrals have been submitted for this job posting.

- **View referral details** - click the View link next to the desired referral.
- **Sort the list of referrals** - click on any column heading.
- **Create a resume packet** - check the box of the applicants you are interested in or click Select All to include the resumes of all applicants in your search results then click Create Packages.

NOTE: Check "check to email packet to self" to have the packet directly emailed to you. Otherwise the packet will appear in a new window.

<table>
<thead>
<tr>
<th>New Student Referral Date</th>
<th>Student Name</th>
<th>Referral Type</th>
<th>Employer Response</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/17/2012</td>
<td>Heeten Patel</td>
<td>Self-Referral</td>
<td></td>
<td>View</td>
</tr>
<tr>
<td>7/24/2012</td>
<td>Verash Dixon</td>
<td>Self-Referral</td>
<td></td>
<td>View</td>
</tr>
</tbody>
</table>

Select All   Create Packages

Profile View   Referral Message   Control Information

Profile Information

Please review the information contained in this referral. Click on the [View Resume] link to the left to view the applicant’s resume.

**Student:** Heeten Patel  
**Organization Name:** Southern Company Services  
**Job:** Accounting Co-Op  
**Date:** 6/17/2012

**Referral Message:**

The Message section below indicates that this referral was submitted directly by an applicant. You may review the applicant’s message and complete the Employer Response and Employer Message fields to respond directly to this applicant.

Once you have completed making changes click Save at the bottom.

**Student Message:**

**Employer Response:**

**Employer Message:**

Control Information

Referral Type: Student Self-Referral