South Dakota Allied Health Training Consortium

SDAH Portal Guide for Educators

Introduction

Welcome to the SDAH Portal! This innovative online tool combines the utility of a job board with education and training opportunities to create a comprehensive talent recruitment system. The portal is the product of a partnership between the South Dakota Allied Health Training Consortium and AIM, a not-for-profit social enterprise whose mission is to support development of the talent pipeline for high-skilled, high-demand professions.

The SDAH Portal is built on AIM's Careerlink.com platform, a talent recruitment system that has been in operation since 1995. Utilizing a feature called Careerlink Skills, the portal has been customized to provide linkages between skills associated with allied health job opportunities and relevant, available training at SDAH member institutions. The goals are to provide an easy and convenient way for students and jobseekers to understand skill requirements for allied health positions, quickly locate coursework and training opportunities to develop those skills, and apply for available positions.

Features of the SDAH Portal include:

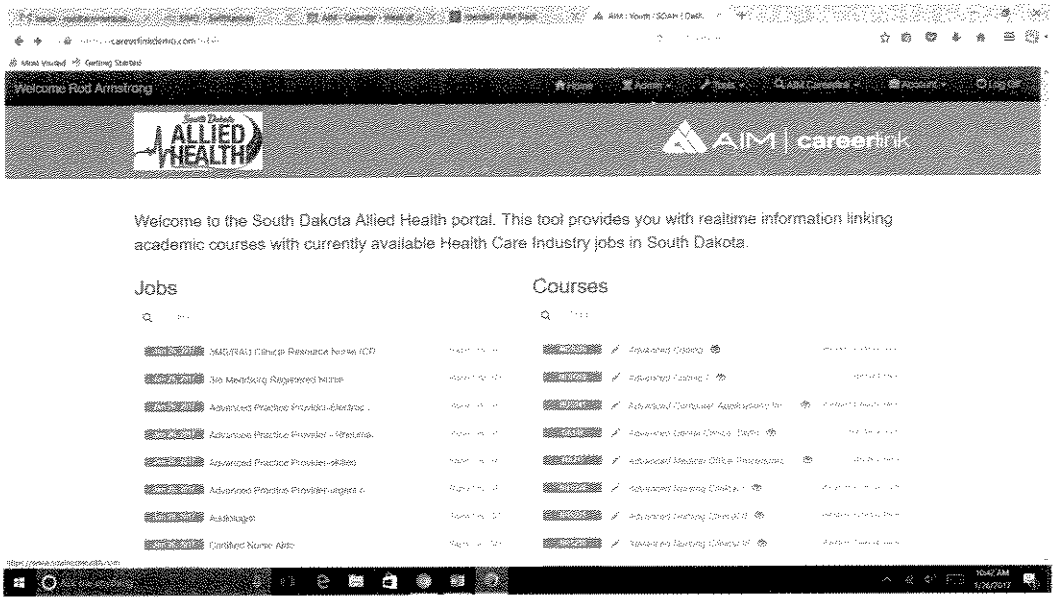
- Unlimited posting of job openings on the Careerlink.com platform at no charge through January 31, 2021 for South Dakota employers with opportunities in the health care field. Each opening includes designation of the skills required for the position;
- Display of these openings on the SDAH Portal;
- Ability for SDAH member institutions to post information about coursework and curriculum available to develop the skills necessary to meet employer requirements;
- Linkage of employer skill requirements with available coursework and curriculum;
- Reporting features including:
    - a listing of available coursework associated with individual skills;
    - ranking of job skills listed by employers, with filters by date range, location and industry type;
    - a graphic representation of top skills identified by employers, with filters by industry type and location.

Requirements for accessing the SDAH Portal include:

- Login credentials are required for staff at SDAH member institutions to access complete portal features, including the ability to add and edit available coursework and curriculum. **Credentials will be provided upon requested to individuals authorized by their institution. Please contact Rod Armstrong at rarmstrong@aimforbrilliance.org.**
- Students and jobseekers can access job postings and links to available coursework on the portal by going to https://careerlink.com/register/sdah and creating an account. A flyer containing information and instructions for student and jobseeker access will be provided separately from this document.

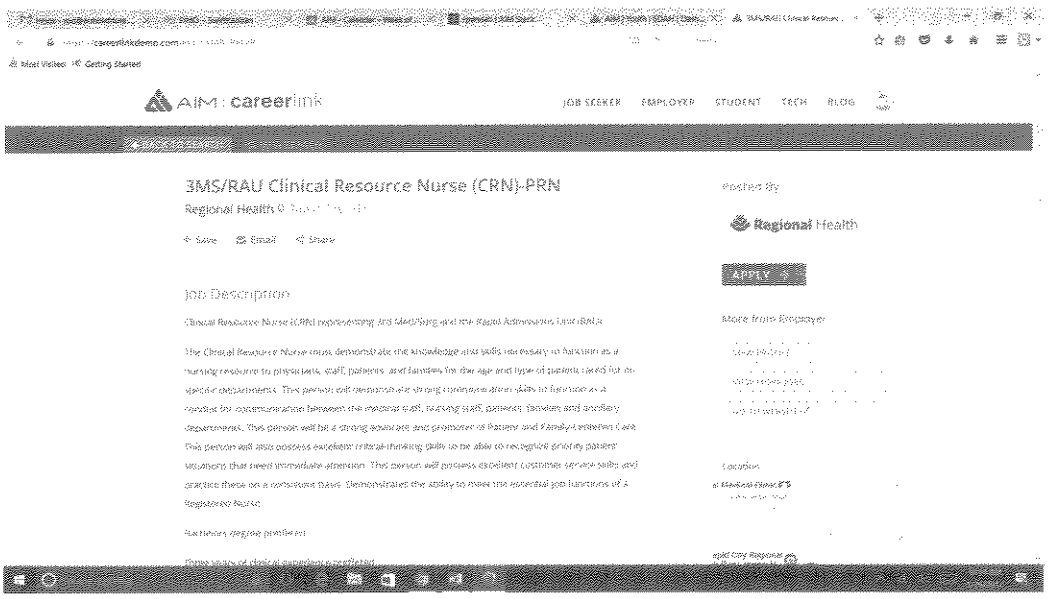
Accessing the Portal

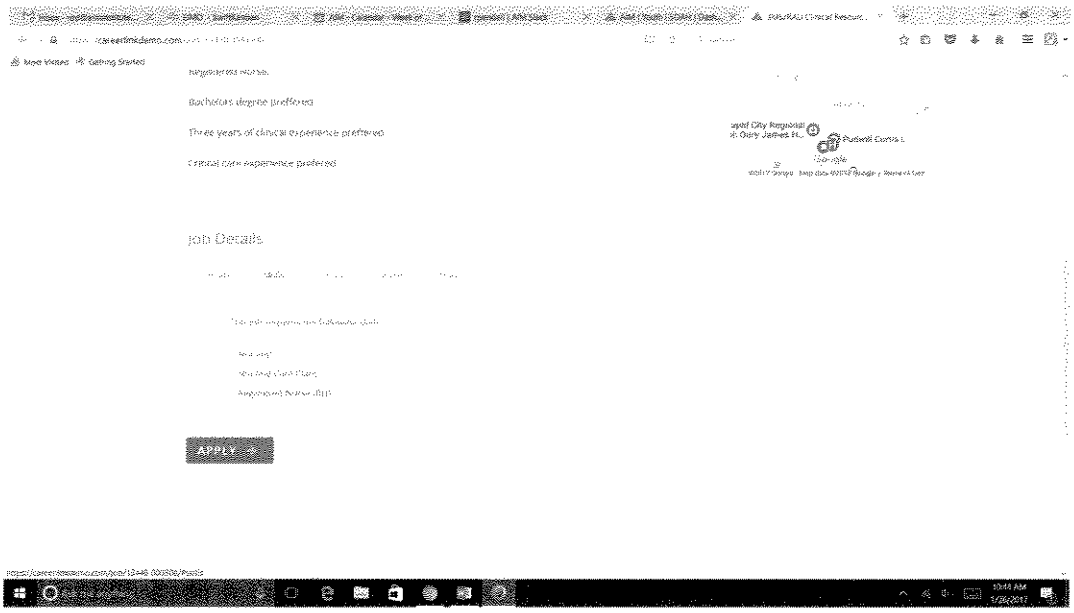
The SDAH Portal is located at http://careerlink.com/sdah. Enter the username and password provided by AIM to access the portal.



Navigating Job Postings

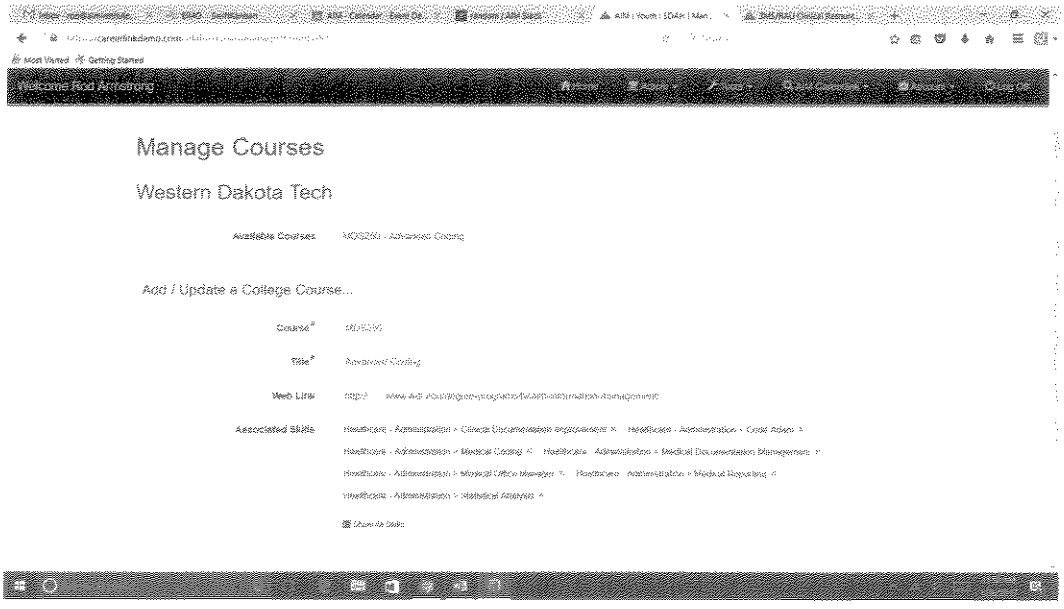
On the left side of the portal home page, a list of current job postings from participating employers is displayed. The list may be truncated, but all jobs listed can be displayed by clicking the "View All" link at the bottom of the list. The list can be filtered by keyword using the text field at the top of the list. Click on a posting to view details of the position. At the bottom of the listing, click the "Skills" tab to view skills associated with the position.





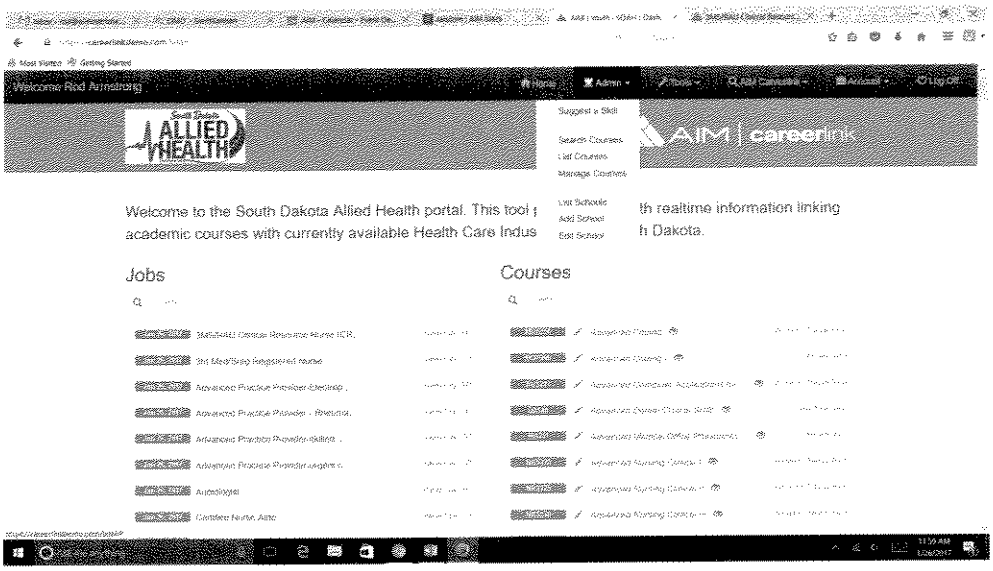
Navigation and Management of Course Listings

On the right side of the portal home page, a list of available courses offered by SDAH member institutions is displayed. As with the job postings, the list of coursework may be filtered by key word using the text field at the top of the list. Click on a course listing to view information about the course and a link to the institution offering the course. **Please note that the educator login allows editing or updating course information from this screen. This feature is also available on the Administrative Tools described on page 5. The ability to edit or update course information is not available to someone logged in as a student or jobseeker.**

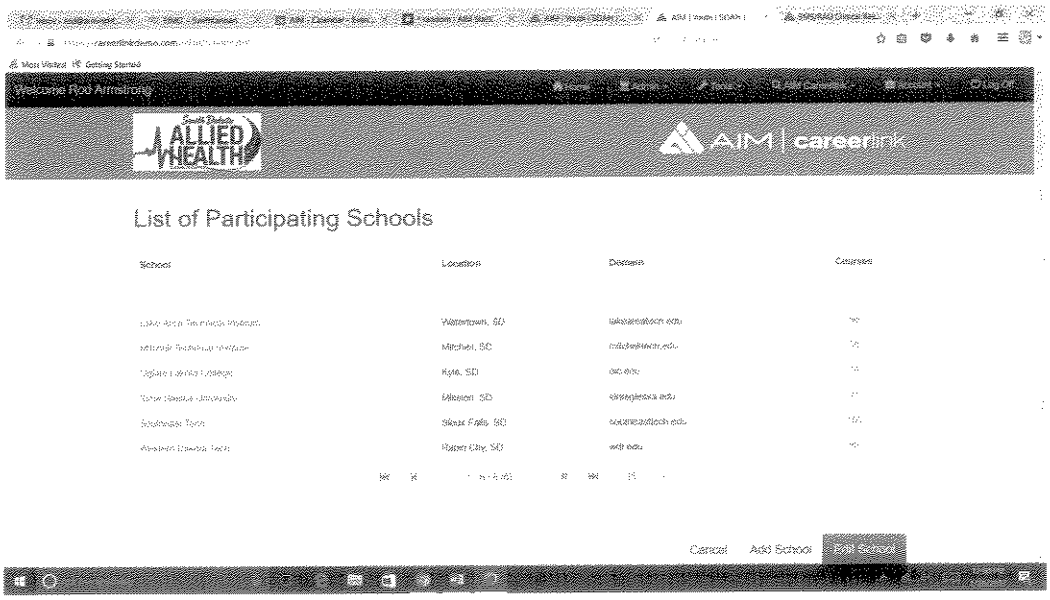


Administrative Menu

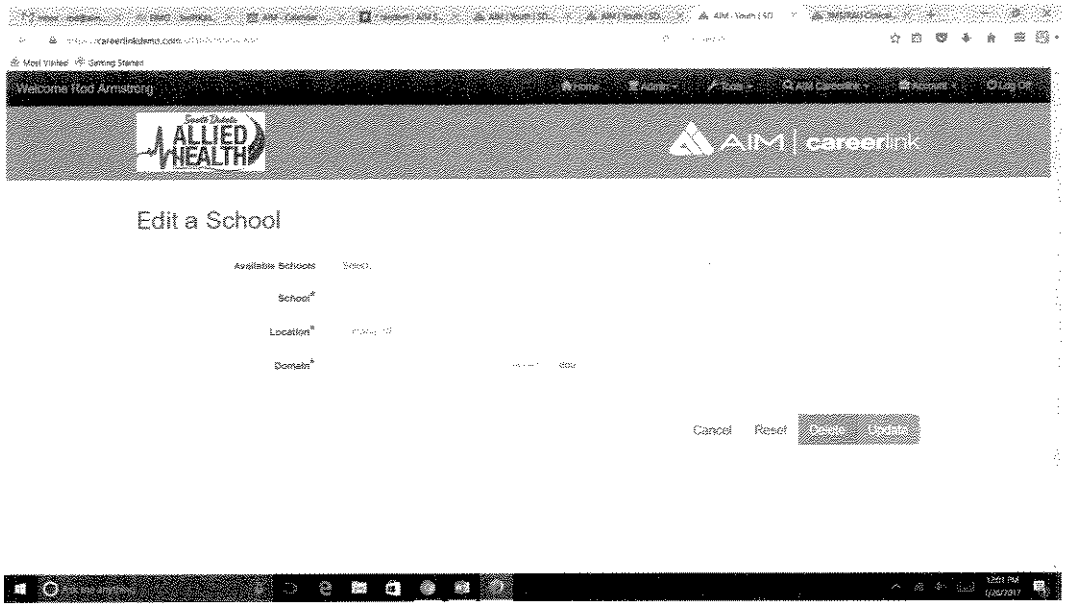
The Administrative Menu (located at the top of the portal home page) includes several items that allow addition or editing of school and course information, as well as suggesting a skill to be added to the portal. **This menu is not available to someone logged in as a student or jobseeker.**



School information can be viewed or edited through the Administrative Menu. The information for each school is very basic, including only name, location and web domain. This information is used to link courses to their respective schools. To view a list of the SDAH member schools, select "List Schools" from the Administrative Menu.

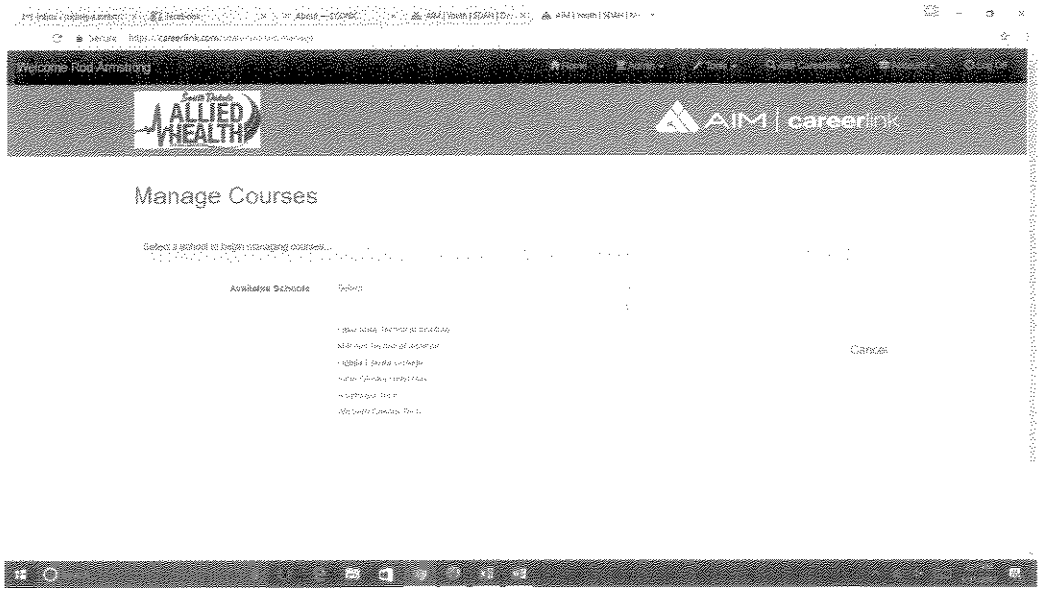


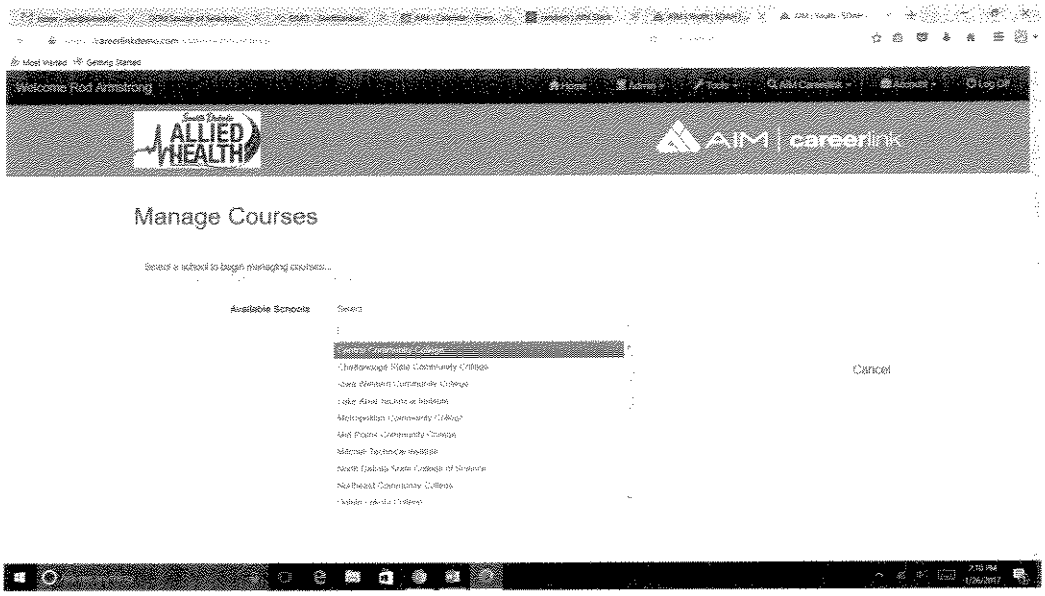
To edit information about your school, select "Edit School" from the Administrative Menu. Make any necessary changes and click the "Update" button in the lower-right corner of the page.



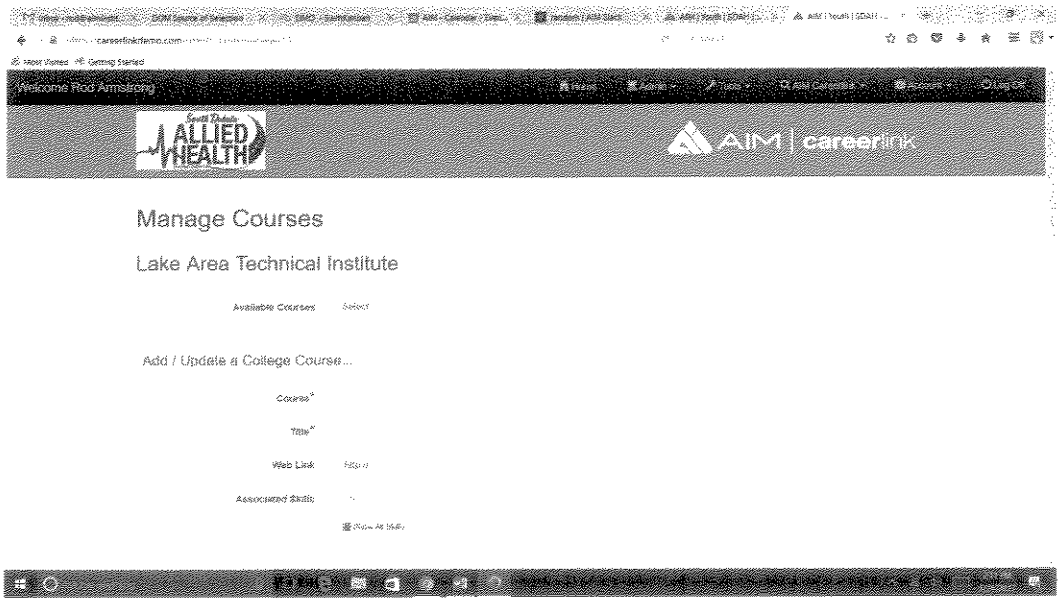
Managing Course Information

Courses currently listed in the portal can be viewed through either the "Search Courses" or "List Courses" menu items. The search feature allows a key word search of available courses offered by SDAH member institutions. The list feature displays a list of all courses from all member institutions included in the portal. To add or update course information, select "Manage Courses" from the Administrative Menu. Then select your school from the drop-down menu.

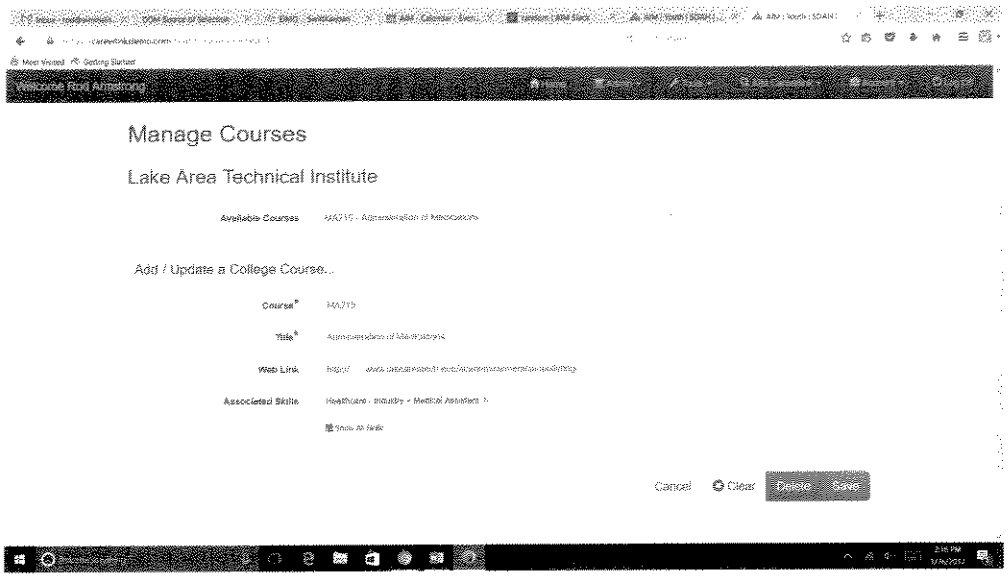




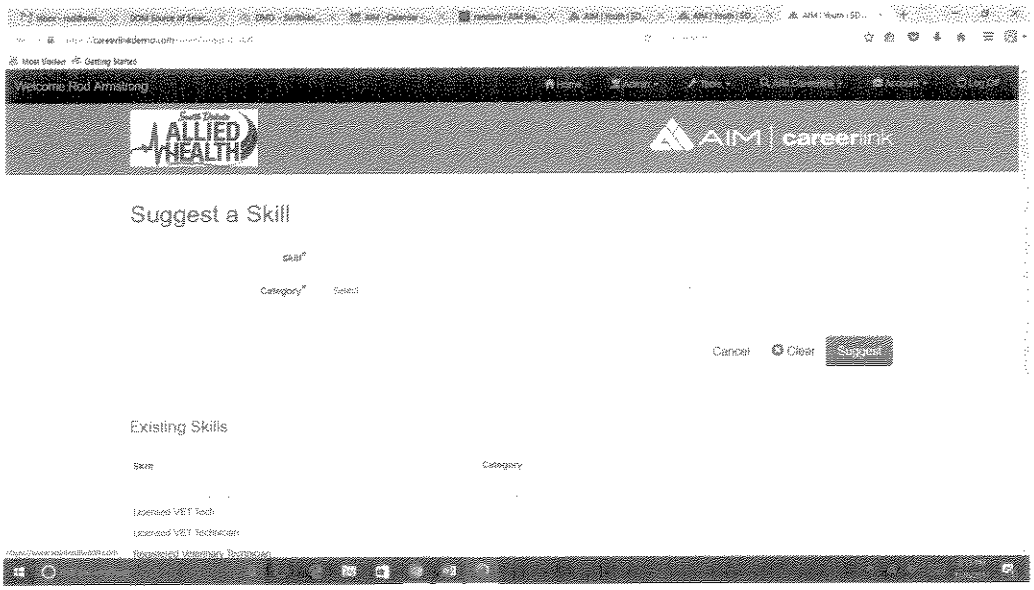
- To add a new course, enter the course identification number and description in the fields provided. If applicable, insert the web link to course information (not required). Then select the skills associated with the course by clicking the "Show All Skills" button and selecting all that apply. **Although this form field is not required, this is a critical step in connecting coursework with skills listed by employers in job postings.** Please note the skills list is comprehensive and includes fields other than health care. After you are finished, click "Save."



- To edit information about an existing course, select the course from the drop-down menu of "Available Courses" at the top of the page. Select the course you wish to edit, make the desired changes, and click "Save."



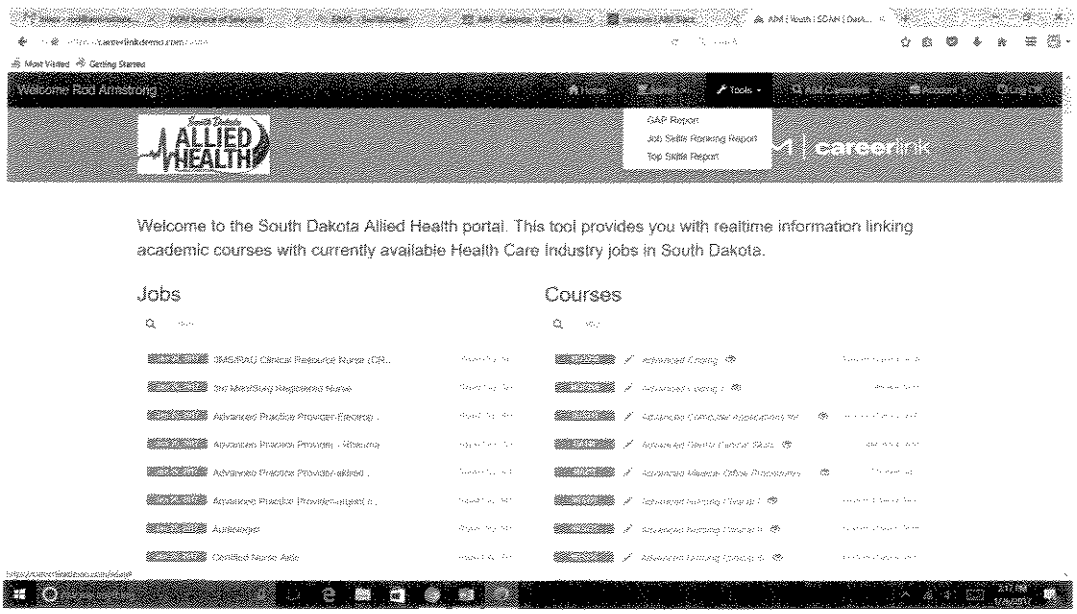
The Administrative Menu also provides a feature to allow recommendation of one or more skills to be added to the portal. The Careerlink Skills section of Careerlink.com includes 2,750 skills in a variety of industries, and several hundred in the health care field based on federal career standards and developed with the assistance of South Dakota health care employers. However, if there is interest in submitting an additional skill for the portal, select "Recommend a Skill" on the Administrative Menu. Enter the name of the skill and the category under which it should be listed. Click "Suggest" and the recommendation will be forwarded to AIM for review and possible addition to the portal.



Tools Menu

The Tools Menu (located at the top of the home page) includes three reporting features:

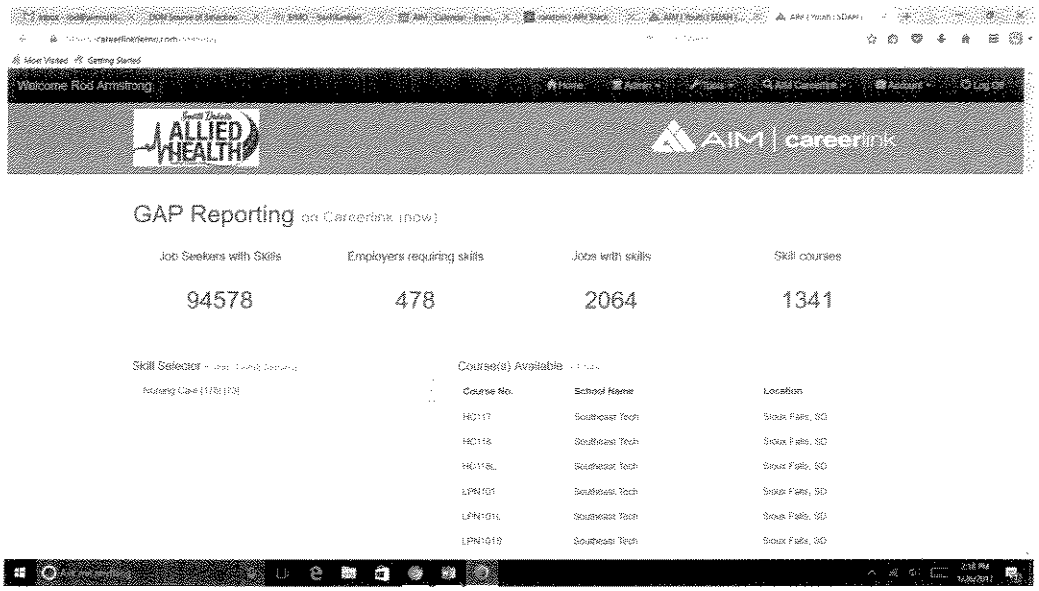
- A GAP Report that provides an overview of available positions, skill requirements and available coursework. The report is designed to demonstrate gaps between employer skill requirements and jobseekers with the necessary skills, as well as coursework and curriculum leading to development of those skills;
- A Job Skills Ranking report that shows the most in-demand skills;
- A Top Skills Report providing a graphic representation of the most in-demand skills.



Using the GAP Report

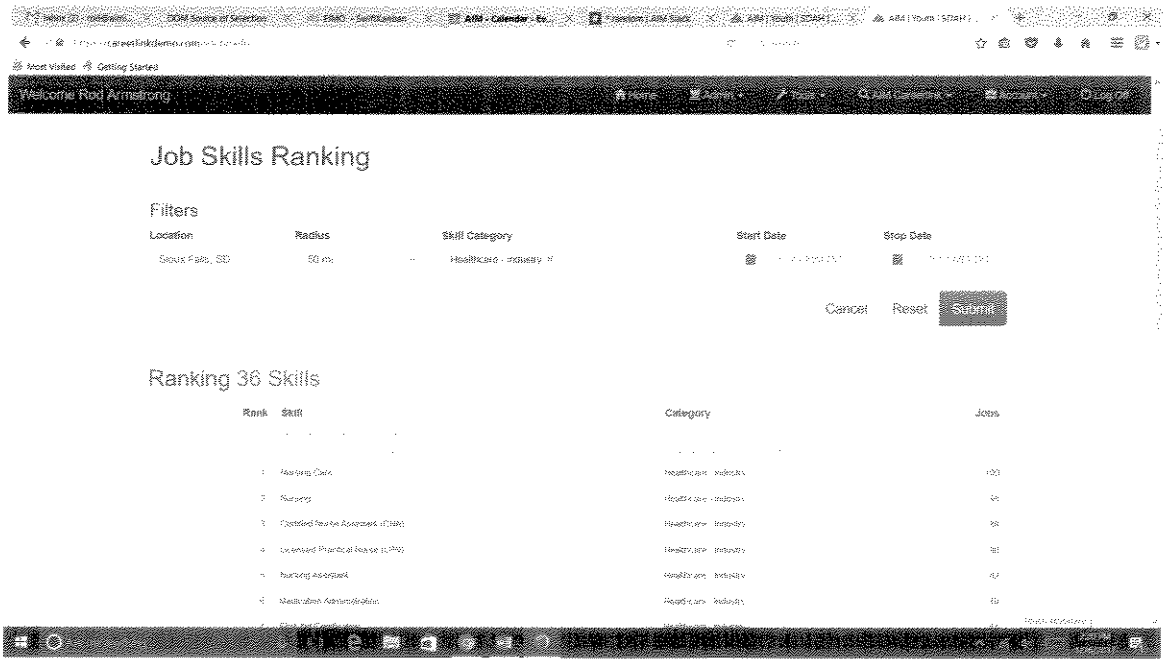
The GAP Report provides a summary across the entire Careerlink.com platform of registered jobseekers who have identified one or more skills in their profile; employers who have designated one or more skills required for positions they post; job postings that have identified one or more required skills; and courses available matching required skills.

The report can be searched by selecting a skill from the drop-down menu. The menu includes a comprehensive list of skills, including industries outside the health care field. Selecting a health care career field that matches one or more skills identified by South Dakota employers will display a listing that includes courses available at SDAH member institutions matching that skill.



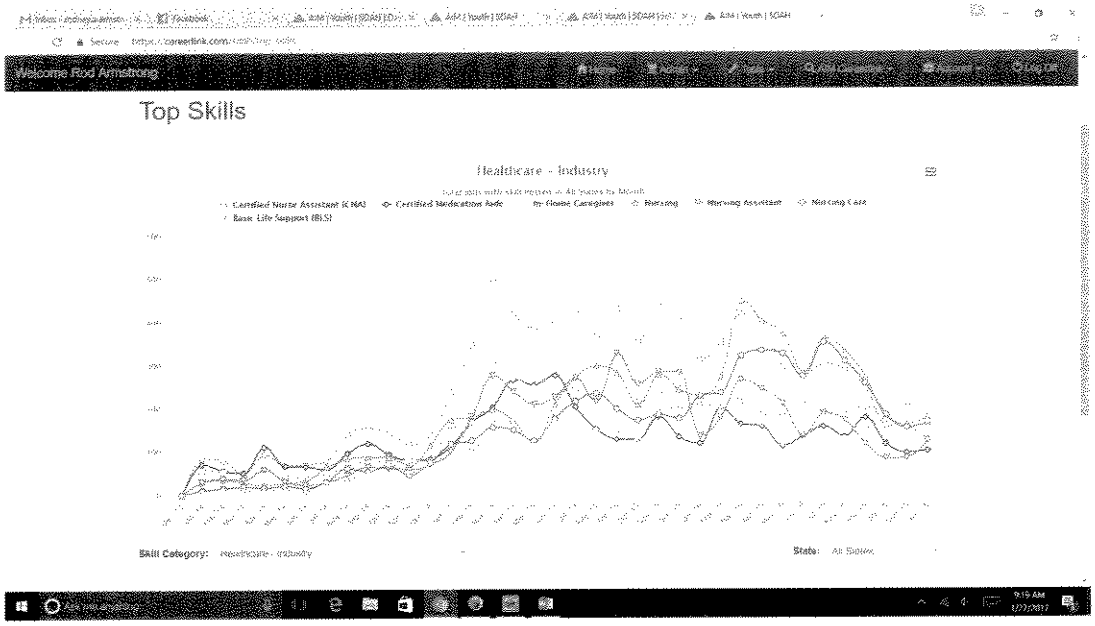
Using the Job Skills Ranking Report

The Job Skills Ranking Report provides a list in rank order of skills associated with job postings across the Careerlink.com platform. The list can be filtered by location (including a surrounding mileage radius), skill category and date range. In the example below, the list is created using the "Healthcare – Industry" category within a 50-mile radius of Sioux Falls with no date range selected.



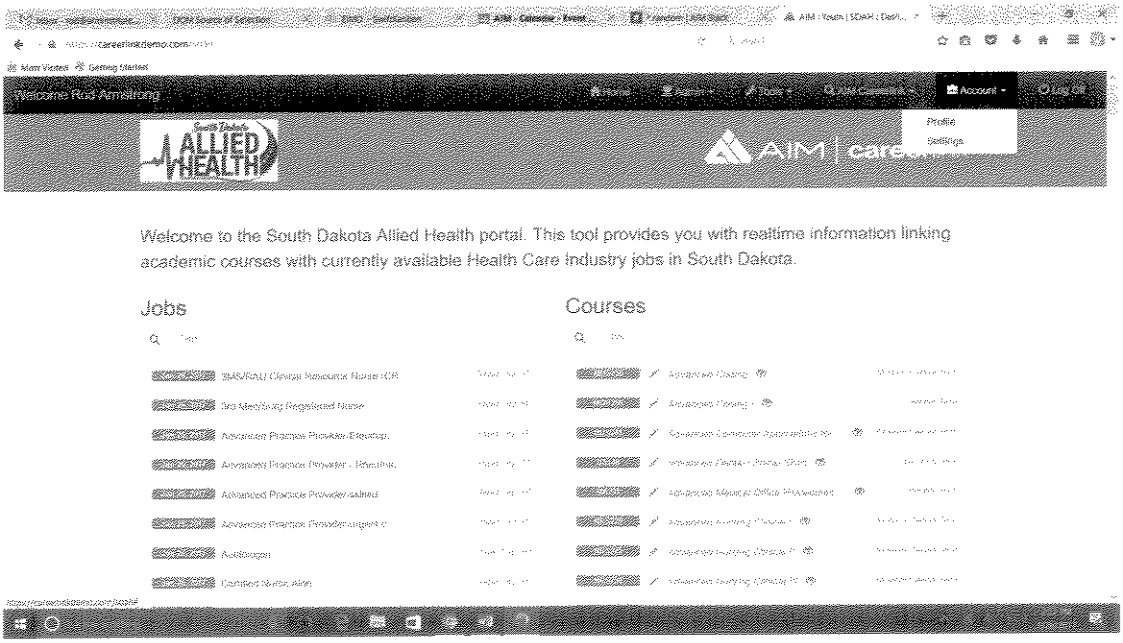
Using the Top Skills Report

The Top Skills Report provides a graphic representation of the top skills requested by employers. The report defaults to data from all states, but can be filtered by individual states and by industry type. To filter the data, select an industry category at the bottom left of the screen and/or select a state from the list at the bottom right of the screen.



Account Menu

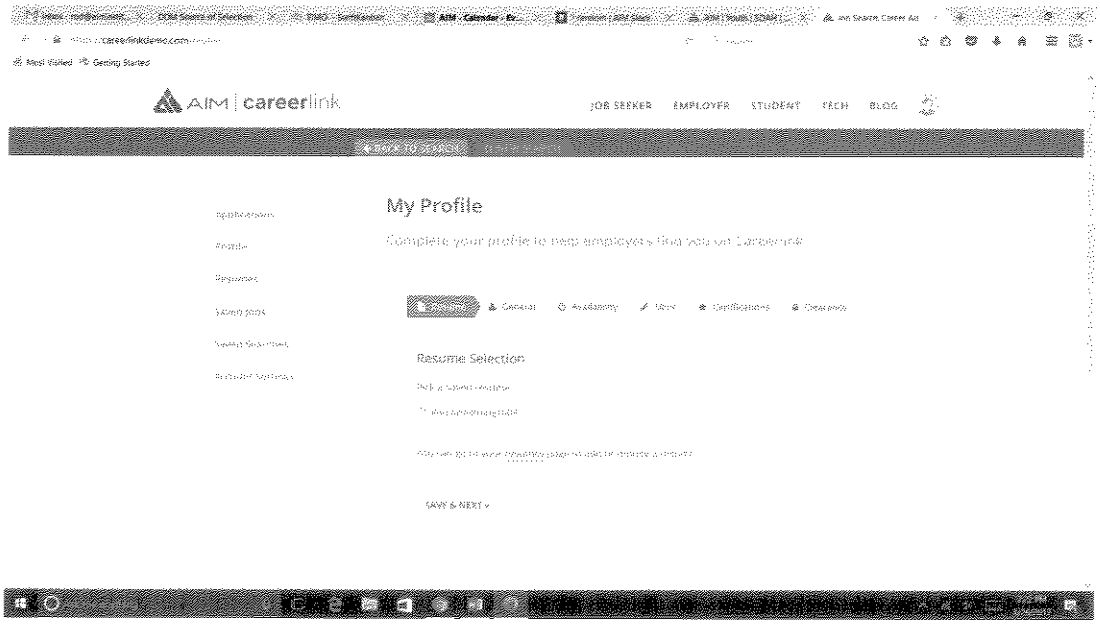
The Account Menu at the top of the home page allows the user to edit their profile and settings.

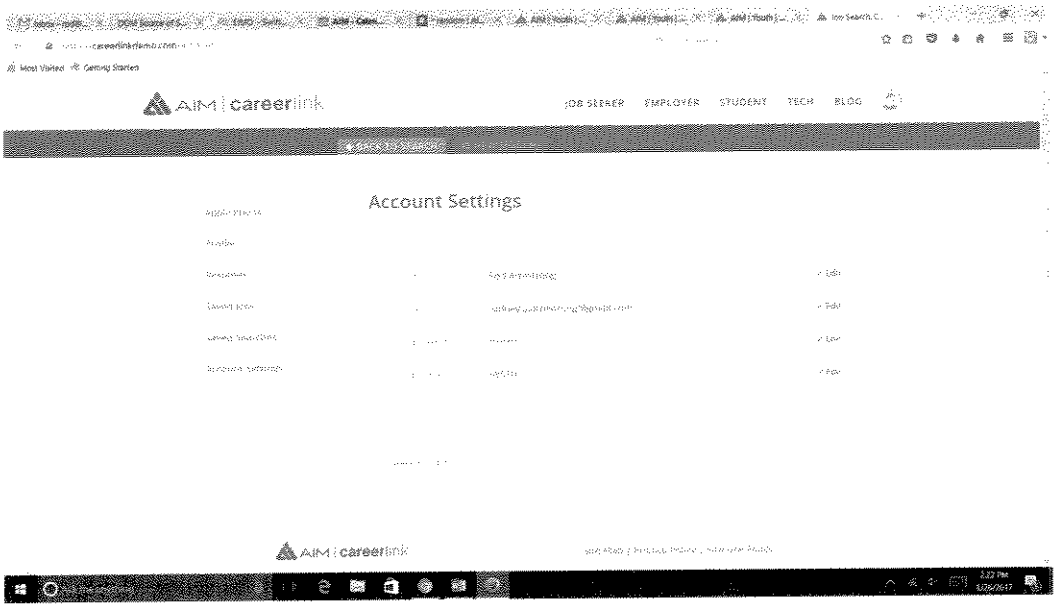


Editing the User Profile

The User Profile is primarily a feature of interest to students or jobseekers, and includes resume information and certifications, job applications submitted, and job openings or searches the user has saved. To access or edit the user profile, select "Profile" from the Account Menu. Items on the left-hand menu bar include:

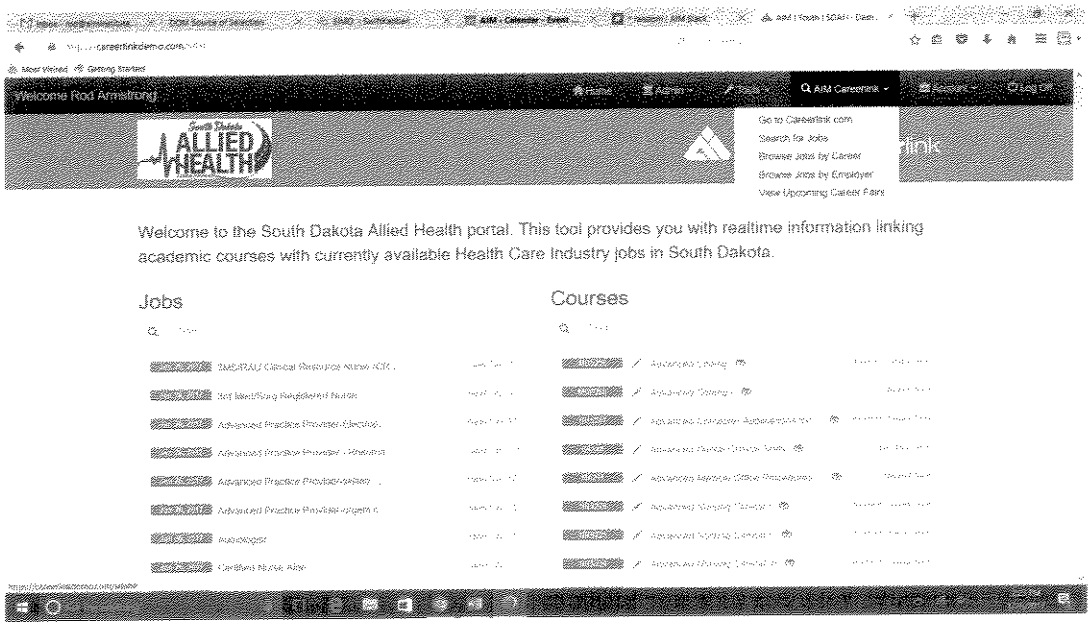
- Applications – These are files stored whenever a jobseeker applies for a job opening. They can be accessed and revised for use with other job applications;
- Profile – The section allows input of resumes, certifications and other items that can be attached to job applications;
- Resumes – This section includes a resume-building tool, as well as the capability to upload or copy & paste resumes for storage in the system;
- Saved Jobs – Jobseekers can save job openings in this section for future reference, eliminating the need to conduct additional searches;
- Saved Searches – Jobseekers can save key word or other searches of job listings for future reference;
- Account Settings – This section contains the user name, e-mail address and password information. This page can also be accessed by selecting "Settings" from the Account Menu.





AIM Careerlink Menu

Users can navigate the primary AIM Careerlink portal from this menu at the top of the home page. Options include navigation to the Careerlink.com home page; searching or browsing for job openings portal-wide by key word, career or employer; and a listing of career fairs. **The career fair posting function is available to SDAH member institutions. To add a career fair, please contact Rod Armstrong at rarmstrong@aimforbrilliance.org with the necessary information to be added.**



For additional information, or to have an educator account established to access the SDAH Portal, please contact:

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