



South Dakota Allied Health Training Consortium

SDAH Portal Guide for Students & Jobseekers

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](https://www.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:

- Job listings from allied health employers in South Dakota;
- Skill requirements identified by employers, linked to coursework and curriculum at SDAH member institutions;
- Profile and resume creation tools that can be imported into job applications;
- The ability to save job listings and searches for future reference;
- Reporting tools, 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.



Accessing the Portal

Student and jobseeker access to the SDAH Portal requires registration to create a username and password. To register, go to <https://careerlink.com/register/sdah> and complete the required fields.

Want to save time? [Log in](#)

First Name*

Last Name*

ZIP Code*

Year of Birth

School Location

Name of School

Email Address*

Once registered, you can access the portal at <http://careerlink.com/sdah>. Enter the username and password you created in the fields provided.

Welcome to the South Dakota Allied Health portal. This tool provides you with realtime information linking academic courses with currently available Health Care Industry jobs in South Dakota.

Jobs

- South Dakota Central Respiratory Nurse, RCP
- Self-Medication Management Nurse
- Advanced Practice Provider-Electro
- Advanced Practice Provider - Pharmacy
- Advanced Practice Provider-Infusion
- Advanced Practice Provider-Infusion
- Academy
- Cardiac Nurse, RN

Courses

- Advanced Cardiac
- Advanced Cardiac
- Advanced Cardiac
- Advanced Cardiac
- Advanced Cardiac
- Advanced Cardiac
- Advanced Cardiac
- Advanced Cardiac



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. Click the “Apply” button if you are interested in submitting an application. At the bottom of the listing, click the “Skills” tab to view skills associated with the position.

The screenshot displays the AIM Careerlink website interface. At the top, there is a navigation bar with links for 'JOB SEEKER', 'EMPLOYER', 'STUDENT', 'TECH', and 'BLOG'. Below this, a search bar is visible. The main content area features a job posting for '3MS/RAU Clinical Resource Nurse (CRN)-PRN' by 'Regional Health'. The job description states that the Clinical Resource Nurse must demonstrate the knowledge and skills necessary to function as a nursing resource to physicians, staff, patients, and families. The person will demonstrate strong communication skills to function as a conduit for communication between the medical staff, nursing staff, patients, families and ancillary departments. The person will be a strong advocate and promoter of Patient and Family-Centered Care. The person will also possess excellent critical-thinking skills to be able to recognize priority patient situations that need immediate attention. The person will possess excellent customer service skills and practice these on a consistent basis. Demonstrates the ability to meet the essential job functions of a Registered Nurse. A Bachelor's degree preferred. Three years of clinical experience preferred.

On the right side of the job posting, there is a 'Posted By' section showing 'Regional Health' and an 'APPLY' button. Below this, there is a 'More from Employer' section with a list of other job postings from the same employer.

At the bottom of the job posting, there is a 'Job Details' section with a table containing the following information:

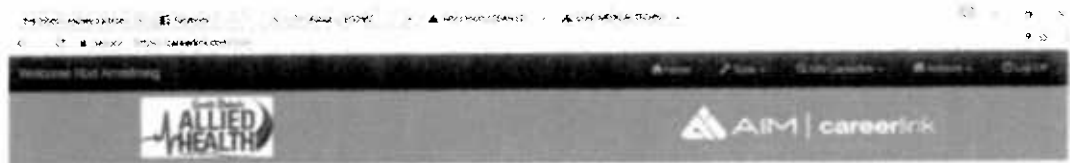
Field	Value
Job Title	3MS/RAU Clinical Resource Nurse (CRN)-PRN
Location	Regional Health
Employment Type	Part-time
Education	Bachelor's degree preferred
Experience	Three years of clinical experience preferred
Skills	Strong communication skills, excellent critical-thinking skills, excellent customer service skills

Below the table, there is an 'APPLY' button.



Navigating Courses

In addition to job listings, the SDAH Portal provides a list of coursework available from SDAH institutions designed to develop the skills necessary to meet employer demand. The list can be filtered by keyword in either the jobs or courses field. Each course listing links to information about the course provided by the selected school.



Jobs

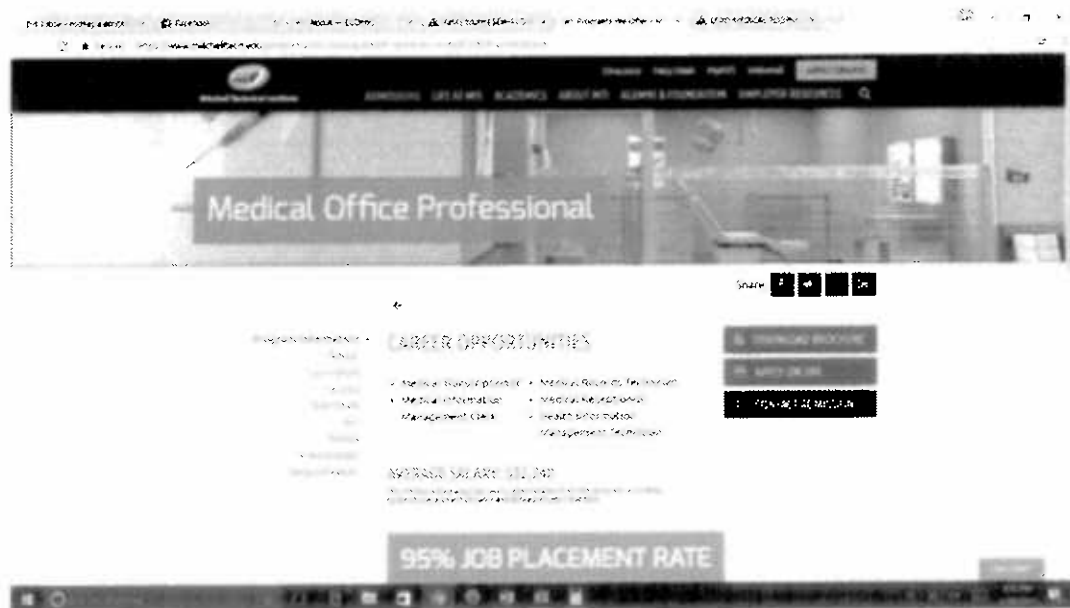
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Courses

Q []

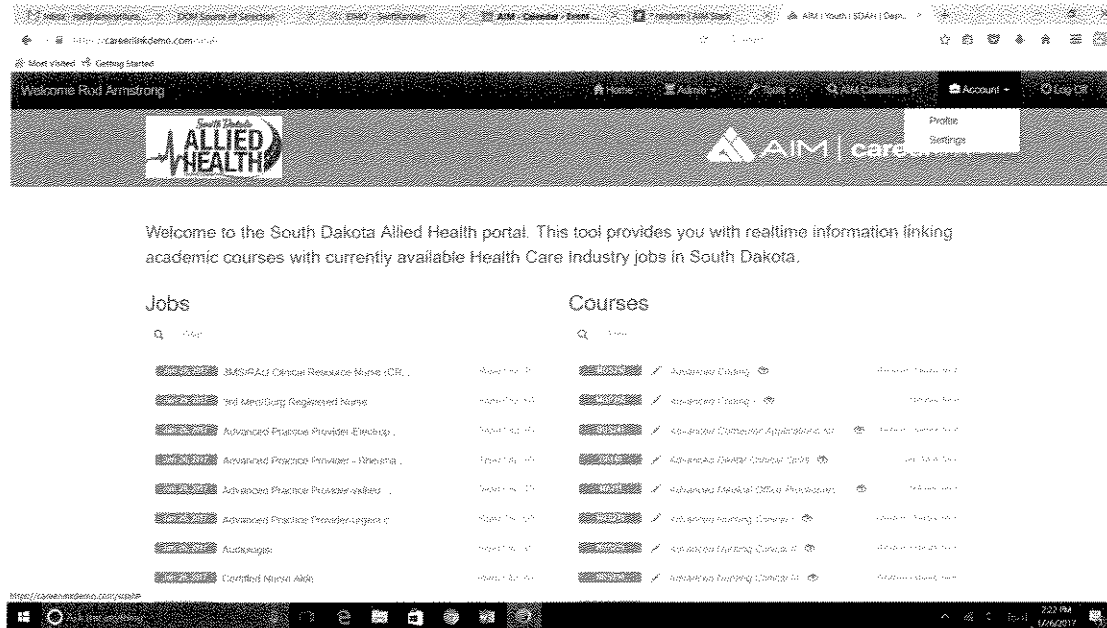
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Account Menu

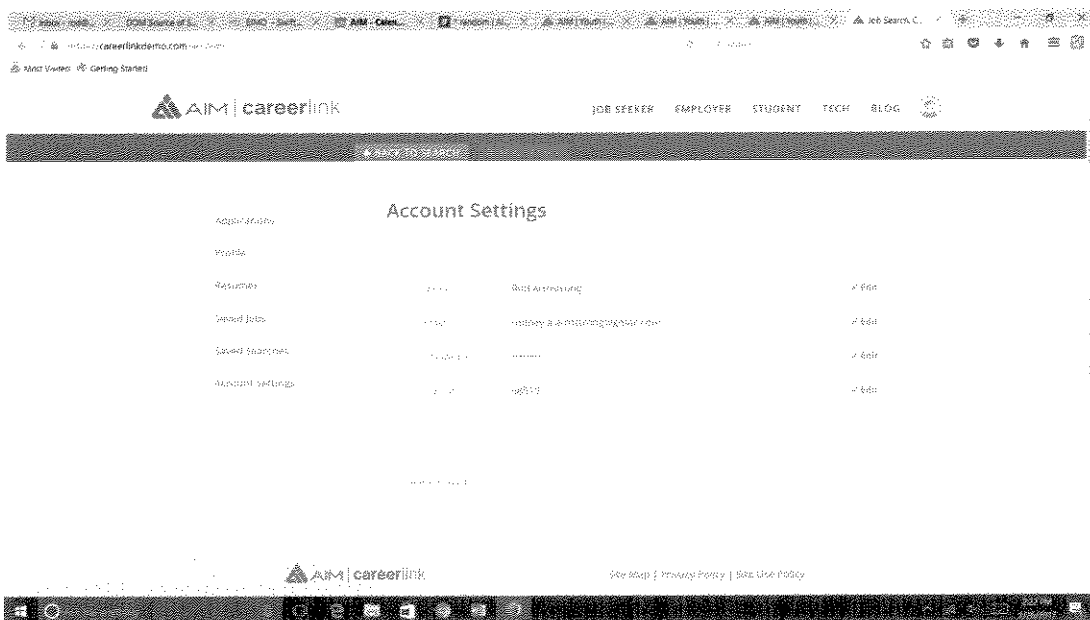
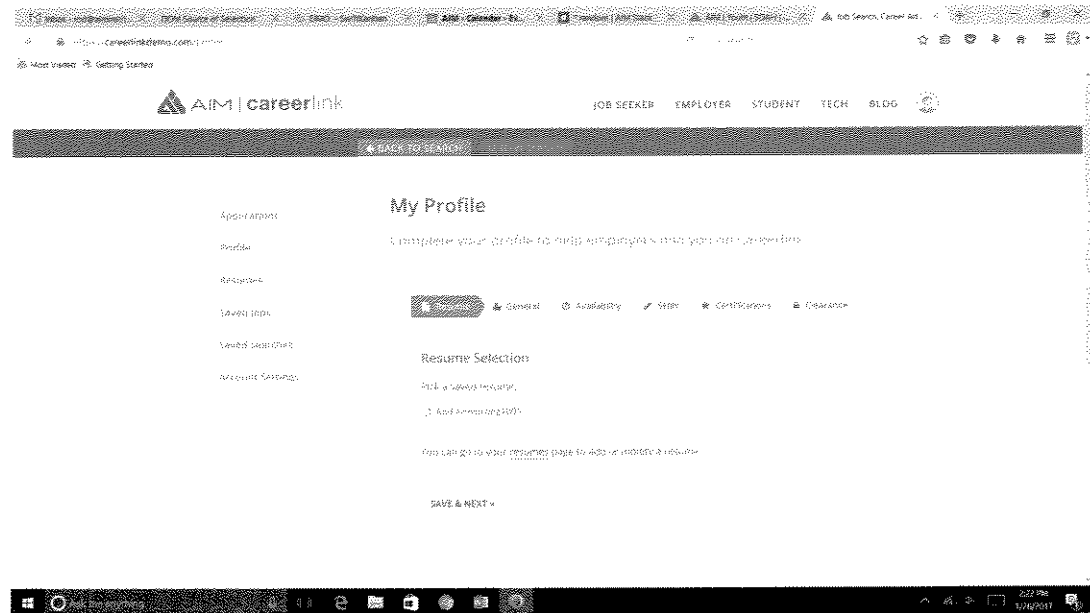
The Account Menu at the top of the home page allows the user to edit their profile and settings.

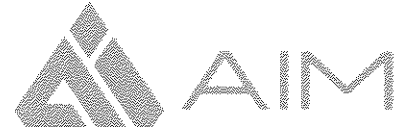


Editing the User Profile

The User Profile 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 keyword 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.

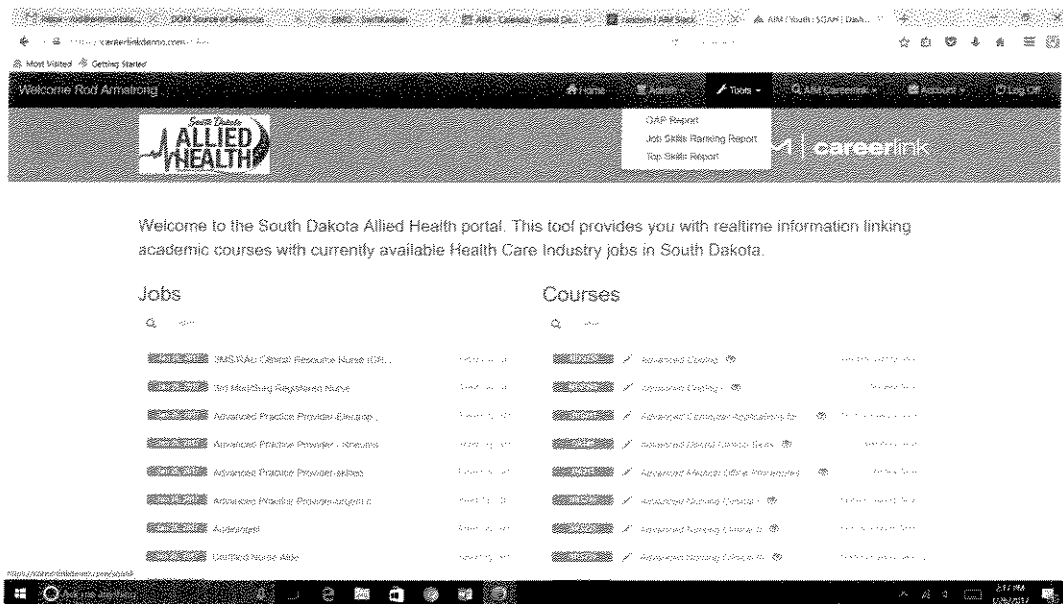




Tools Menu

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.



Course No.	School Name	Location
HC117	Southeast Tech	Sioux Falls, SD
HC118	Southeast Tech	Sioux Falls, SD
HC118L	Southeast Tech	Sioux Falls, SD
LPN101	Southeast Tech	Sioux Falls, SD
LPN101L	Southeast Tech	Sioux Falls, SD
LPN101B	Southeast Tech	Sioux Falls, SD

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.

Rank	Skill	Category	Jobs
1	Nursing Care	Healthcare - Industry	126
2	Nursing	Healthcare - Industry	95
3	Licensed Medical Assistant (LMA)	Healthcare - Industry	86
4	Licensed Practical Nurse (LPN)	Healthcare - Industry	80
5	Nursing Assistant	Healthcare - Industry	43
6	Medical Office Administrators	Healthcare - Industry	39



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.



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.





For additional information, please contact:

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