

## OnBoarding with CalyxPod

CalyxPod is a platform which helps students to understand about the placement events taking place in their respective colleges for both On Campus as well as Off Campus events wherein the Placement Department is involved.

Below are the steps to onboard with CalyxPod once your college has signed up for the same.

### Step 1 : Activate your Profile

- An invite shall be sent via CalyxPod to the student in the email which has been given by the student to the Placement Department. If you have not received any invite please connect with your Placement Department to cross the email ID.
- The subject of the Invite email shall be **“Invitation to Join {Your College Name} on CalyxPOD”**
- Based on your internet settings the invitation email may seldom go to “Promotional” or “Spam” email buckets.
- Once the email is opened, the user shall see a blue colour Activation Button **“Activate my Profile”**
- Post clicking on **“Activate my Profile”** the platform shall ask you to reset the password. Kindly reset your password in alphanumeric format with the length being minimum 8 characters. The platform shall prompt you of the password norms as well.
- Post resetting your password, the platform shall again ask you to login using your User ID and the password which you have created. **Your user ID shall be the email id which has been provided by the college to be uploaded in the system. It is the same email ID in which you have received the invitation email.**
- Next time when you want to use the platform, please go to the “College Calyxpod URL” or **“www.calyxpod.com”**. Use the user name and password to enter your OWN profile.

***Note: To activate your profile, please use your Laptop or Desktop and not your mobile or tablets. Activating the profile via Mobile or Tablet browser will not be functional. Also, always click on the latest email which you have received to activate your profile. Any old emails will be overwritten by the latest email. The platform will also inform you on the same. If you have not received the invitation from CalyxPod you may connect with the Placement department to cross check the email ID which you have submitted to the Placement department.***

## **Step 2 : Generating your Resume**

It is mandatory to **“Generate”** your resume in order to actively participate in recruitment drive taking place in the campus.

- Once the profile has been activated, please go to the **“Profile”** in the CalyxPOD home page. **“Profile”** is the last icon from the right side of your screen.
- Click on profile to see all the information the college has shared to be uploaded with regards to your profile.
- There are few mandatory sections where in you shall not be able to edit. If there would be any error in the mandatory sections then please visit your Placement Department and get it rectified.
- Any section wherein you have edit option available, one is free to edit or add the information.
- The Resume consist of the following Sections – Basic Details, Contact Details, Academics, Family Details, Professional Experience, Internships, Projects, Research /White Papers , Seminars / Trainings, Assessments / Certifications, Other Details, References
- **AT EACH SECTION PLEASE SAVE THE PAGE BEFORE MOVING TO THE NEXT SECTIONS. IF YOU MISS ON CLICKING ON THE SAVE BUTTON THE INFORMTAION WILL NOT BE SAVED AND IT HAS TO BE FILLED IN AGAIN. THE PLATFORM SHALL PROMPT THE USER ON THE SAME.**
- Please fill in all the details which are applicable to be generated in the resume. Post filling all the details and saving it, at the top right corner, you shall see the option to **“Generate Resume”**. Click on the same and the preview shall appear of the Resume. If all the details mentioned by you are correct and no edits are required then click on the **“SAVE PDF”** and name the Resume.
- You will also have an option to mark your resume as default. Hence the resume you have marked as Default shall be automatically submitted whenever you register/solicit your interest for any opportunity coming in the future.
- One may generate multiple resumes however the resume which has been marked as default shall be the one which shall be considered whenever you register for an opportunity. Hence be sure to mark your resume as default whenever you make any changes in your profile while registering for an opportunity. If you have to make any changes in the profile, then please Generate a new resume, save the profile as mentioned above by giving it a new name and mark it is as Default.
- **Once again, to generate the resume, please use your Laptop or Desktop and not the mobile handset or tablets.**

### **Step 3 : Moving to Mobile Application**

Once the profile is activated, you may also use Mobile App to receive quick notifications without being dependant to use your Laptop or Desktop. There are no charges by CalyxPOD to use the Mobile App.

- Please go to play store and search for “CalyxPOD – Student”. You can download and install the app.
- The credentials to use the Mobile App shall be same as the Desktop/Laptop Credentials of the Platform.
- You can also click on [Android](#) for android handsets and [I-Phone](#) for I-Phones handset users to download the Mobile App.
- The Mobile app gives you Quick access to upcoming and ongoing placement events as it has notifications features which instantly lets you know of placement events taking place in the college.

### **Step 4 : Password Reset or Change**

If you want to change or reset the password, it can be done as follows.

1. Forgot password - Go to your College CalyxPOD URL and click on forgot password. An encrypted password will be sent to your email ID.
2. Change Password – Post login, an option is given at the top left corner next to your name. Click on the same and change the password.

If you still face difficulties, then please visit the placement department to help you on the same.

## Student Dashboard

The student platform Dashboard consist of the following Tabs

1. Opportunities
2. Applications
3. Offers
4. Profile
5. Notifications

### Opportunity Tab (First Icon)

This section informs the students on all the upcoming and ongoing events taking place in the College. The students shall be able to view all the placement events which they are Eligible and can register if shortlisted by the Placement department on multiple short listing norms.

Once you click on the “**Opportunities**” section in the dashboard, you will see the placement event. In the last part, extreme right side, there will be an action button which consist of 3 options

1. **View Opportunity** – All the information with regarding to the opportunity shall be mentioned there.
2. **Register** – You can directly register using the Mobile App or Desktop
3. **Not Interested** – If you do not want to register and participate in the event, then click on “Not Interested”

### Application Tab (Second Icon)

Once the user register’s for the event in the Opportunities section, the event moves to the Applications section. This section informs the students on all the status of the opportunity they have registered for the upcoming or ongoing event. Below are the statuses

1. **Registered** – You have applied to participate in the event however the Placement department is yet to give an approval for you on the same.
2. **Approved** – If the registration request has been approved by the Placement department however not by the company/client.
3. **Not Approved** – If the registration request has not been approved by the Placement department
4. **Shortlisted** – If you have been shortlisted to participate in the event by the Company/Client who shall be visiting to conduct the drive.

5. **Not Shortlisted** – If you have not been shortlisted to participate in the event by the Company/Client who shall be visiting to conduct the drive.
6. **Offered** – If you have been offered in the placement drive.
7. **Not Offered** – If you have not been offered in the placement drive.
8. **No Offer** – This means none of the students who participated in the drive got an offer.
9. **Results Awaited** – If the results are yet to be declared by the respective Company
10. **Event Suspended** – If the event is not taking place or has been suspended temporarily for an indefinite time.

### **Offers Tab (Third Icon)**

This section helps you know the companies in which all companies you have got offers. You may see all the details regarding the offer by clicking on the “**view**” option mentioned right at the last.

### **Notifications (Extreme Right panel)**

Any new information or updates shall be seen in the Notifications section. Once you click on the notifications, it shall show a summary of notifications with regards to each event.

On the Top Right corner the page, next to the Date, the notifications shall also be shown as a “**Red Bell**” with the numeric value of new notifications.

On clicking on the same, it shall redirect to the notification dashboard. The dashboard shall consist of the following buckets.

1. Notes – Any notes sent by the Placement department.
2. Unread – list of all unread notifications
3. Starred – the notifications which you want to mention as important and would definitely want to revisit later.
4. Archived – Set of notifications which you have archived and may not want to visit again.
5. All – It shows all the notifications mentioned above.

If you click on any notifications in the dashboard page then it redirects to the event for which the notification has been sent, be it in Opportunities, Applications or Offers section.