Using the Suitable Platform – https://app.suitable.co/#/login

The Pitt Business OCC uses Suitable, a software solution from a Pitt Business alumnus, to track your career-related activity and achievement, as well as share these achievements as they develop.

Creating Your Suitable Account
1. Complete the basic registration form at https://app.suitable.co/#/register, then hit “Finish”

Tracking Your Progress
1. To get started click on “Activities” on the left-side toolbar.
2. To track your activities, click the check box on the left hand side. Your participation will be recorded and points will be added to your account.

3. Use the top toolbar to sort the activities and events. The activities can be sorted from the categories of “all, upcoming, recommended, new and completed” activities. Activities can also be searched based on keywords and competency by using the search bar.
4. In addition, activities can also be separated based on the competency which the activity fulfills. Switch from “activity list view” to “competency view” under the search bar to explore the different competencies.

5. Each activity is associated with a larger career “competency”. These competencies are your career development keys. As you progress through
competencies, you can track your progress by clicking on your name on the left-hand toolbar and clicking “Scorecard” on drop down menu.

**Update Your Information**

1. To begin updating your information, click your name on the left then click “settings” in the dropdown menu.

2. On the first page of settings you can edit your name, email, change your password and update email notifications.
3. To continue editing your account, click on “scorecard information” on the top bar. Here you can update your scorecard background and the profile image that will be seen on the leaderboard and scorecard. If you scroll down you will be able edit more information and write a description about yourself. Lastly, on the bottom of this page is the “Public Scorecard Link.” This is a public direct link you can copy and paste to an area of your choosing. Here, recruiters and other individuals will be able to access your co-curricular transcript and view your progress.
Scorecard Image
Customize your school icon.

Select a file to upload

Scorecard Background
Customize your scorecard with a background image.

Select a file to upload

Do you want your scorecard to be factored into the Pitt Business OCC's leaderboard?

Yes

Describe yourself and your objectives

*140 Character left

Tell everyone that views your scorecard page a little about yourself, your goals, and objectives

Your location

Pittsburgh, PA

Your GPA

Enter your current GPA

Your expected graduation date

2019

Your School year

Sophomore

Your unique scorecard link

http://app.suitable.co/#/public/student/profile/2546/16
4. Click on “School Information” to finish updating your account. Here you can edit school information such as year, advisor, organizations, and current residence hall.

Special Features

1. Adding an Activity
   a. To add an activity that is not listed in the Pitt Business OCC, but you felt was meaningful to your career development, or to add a future activity that you would like to invite your peers to complete, click the “Add Activity” button on the top right of the Activities Page.
b. Designate the “Activity Type.” Tell us whether it is an “event” or “task.”

c. You will need to fill in the activity details for this activity. Note: when picking a “level” for an activity you are basically rating its difficulty. In addition, you can customize the event and add organization or company affiliation with event. Requirements for completion such as writing a reflection on activity or a portfolio submission can also be added.
d. Here, you will need to choose which **Competencies** you would like your activity to fulfill. These competencies describe which areas of learning you think this activity will aid in. Points will be multiplied when more competencies are chosen. Make sure to add as many competencies you think this activity fulfills.
e. Next, choose the date which the activity took place and preview your activity to see how it would look like once added to the site.
Lastly, click “Approve preview and send for approval”. This will send your activity to an administrator who will review the activity and approve or deny the activity. You will receive notice about the activities several days following submission.

2. **Leaderboard**
   a. The “leaderboard” gives you a look at what activities your peers are completing. Click on their name to see their scorecard, goals, achievements and portfolio items.

3. **Explore**
   a. The “Explore” feature allows you to browse through employers that are partnered with the University of Pittsburgh.
b. Use the “search bar” to find a specific company

c. By clicking on a company’s logo, you can view past and upcoming events sponsored by the company
   i. Here we will view the page for Dick’s Sporting Goods
d. Some companies have specific “Goals” available that students can track. A goal might be an internship the specific company may have available. Each goal has a certain competency requirement. By completing tasks with specific competencies, students can “match” with these goals.
   i. To track and match this goal click on the check mark to the right of the goal.
The “match” feature gives a percentage match to a goal and a breakdown of the competencies the student has to complete in order to complete the goal. The more activities which the student completes, the higher percentage the match may be.

1. To access this goal and see your progress, go to your “scorecard” and click on “goals” on the top bar.
4. Portfolio
a. The “Portfolio” feature allows you to upload documents which you believe are a good showcase of your work. These items can range from a case study to a personal resume.

b. The “Portfolio” is a great resource for recruiters. They will be able to access your portfolio and view your accomplishments.
i. To upload a document click “Add portfolio item.”

ii. Choose whether your item is “Independent work”, a “task”, or an “event”.

What kind of portfolio item do you want to add?

Select one type of portfolio item to create.

- **Independent work**
  Do you have work not associated with a task or event? This is where you show your drive.

- **Task**
  You're a go getter! You have completed an activity and want to show employers what you have achieved.

- **Event**
  You're dedicated! Add an image and attach it to the events you have attended.
iii. Next, upload your document from your computer and add it to your profile.

If you have any questions or problems, feel free to email us: teamsuitable@suitable.co