Quick Start Guide

Employers

Questions? Please contact orangelink@syr.edu for assistance.

Employer site url: http://syr-csm.symplicity.com/employers/

To create an account please select Sign Up and follow the steps. Your account must be approved by our Employer Relations team. Once approved you will receive a welcome email with instructions.

ORGANIZATION PROFILE > create a comprehensive organizational profile

- Who We Are collects general information about your company/organization.
- Logo allows employers to upload a logo file (EPS images offer the best quality).
- Company Culture shares with students/alumni information such as working environment, dress code, diversity, and training.
- Key Statistics include website, number of employees, stock symbol, locations, etc.
- Photos and Videos can also be added to a profile (Flickr, Picasa and YouTube)
- If you have created a profile on other Symplicity powered systems, you may copy your profile data by selecting the Auto-Fill tab.
- As you complete sections, the Completion Status box on the right side of the screen will track your progress.

POST A JOB/INTERNSHIP > create new postings, review current postings and view applicant resumes

- To create a new job, select post a job/internship, job postings, POST A JOB.
- Input the position description, screening criteria, and the method by which you would like to receive applications. **Note if you have posted before you can copy an old position. If your last posting was a while ago click SHOW ARCHIVED.*
- Select Submit or Save for Later (Save for Later does not complete a posting, Submit does).

Manage Job Postings & Applicants

- Click Applicant Resumes menu to view a list of students who have applied for your available positions.
- Click Resume and/or Cover Letter under the applicant's name to view specific applicant resumes.
- To create an applicant resume packet, place a check by the names of the target individuals and click BATCH OPTIONS > Publications > Generate Book.
- Use the box to the far right to track the status of each applicant (i.e. Interested, Sent Email).
- To access a list of students based on a previously assigned status, select from the status drop-down box and click Search.
- If you have multiple postings, you may filter by position from the drop-down box and click Search.

ON CAMPUS INTERVIEWING > Request Interview Dates, Review Schedules, and Create Resume/Interview Packets

Request a Schedule

- Click OCR > Schedules > REQUEST A SCHEDULE.
- Complete the form and click SUBMIT.
- Once your request has been approved, you will receive an email with assigned date(s).

Positions

- Lists positions associated with schedule(s).
- Positions can be edited here as well.
- The number of interviews scheduled/slots available can be viewed on the far right.

ON CAMPUS INTERVIEWING > Request Interview Dates, Review Schedules, and Create Resume/Interview Packets (Continued)

Applicants

- Once students begin applying, you will be able to review resume and applications.
- Click Applicants and select the appropriate position name from the Position drop-down menu and click SEARCH.
- To review documents select Application Packet (which would include all requested documents), resume and/or cover letter listed under the student and position name.
- After the student resume submission deadline has passed, use the drop-down box on the right to indicate each student's status. Your options will include invited, not invited or alternate (if set up to accept alternates). Choose "pre-select" for the students you would like to interview.

Interview

- Click Interview to view your interview schedule.
- This can be filtered by position and sorted by schedule, position, time and room.

Create a Resume/Interview Packet

- Select Applicants to create a packet containing the resumes and related documents.
- Select Interview to create a packet containing an interview schedule.
- In both cases you place a check by the names of the target individuals select BATCH OPTIONS > Publications > Generate Book. **Selecting the check box next to BATCH OPTIONS will select all**
- Name the resume/interview packet and click SUBMIT REQUEST.
- Select Publication Requests select the packet and View PDF.

CAREER FAIR & INFORMATION SESSIONS > View and Register

Information Sessions

- Request an information session: click Carer Fairs & Information Sessions > Information Session > REQUEST INFORMATION SESSION. You will receive an email once the request is approved.
- To view an existing information session, click the date, view information session details.
- If student RSVP is enabled, view students who have RSVP'd for the event.

Career Fairs

- Register for a career fair by clicking Carer Fairs & Information Sessions > Career Fair > Register.
- Click the view button for specific fair details.

CALENDAR > View events, deadlines and enter personal events

- Calendars include job/internship submission deadlines, On-Campus Interviewing key dates, Information Sessions you requested, Career Fairs, Syracuse University breaks and key academic dates.
- View in Day, Week, Month, or Year.
- Non-System Events creates personal events. Non-System Events are viewable only on your calendar. If you would like to publish events to other users, please contact Career Services at 315.443.3616.

CONTACT PROFILE > Manage personal information, passwords, and view previous account activity

- Create your Profile: click Contact Profile > Personal Info and complete the form.
- Select the Password/Preferences tab to change your password.
- The Activity Summary provides a detailed list of your activity.