Registration for Recruiters & Employers - Getting Started is as easy as 1 - 2 - 3!

Career Connection is an online career database that allows recruiters and employers to find top graduate business talent. This system allows you to post jobs and internships, schedule on-campus interviews, register for employer information sessions/workshops, career fairs and view student resumes. This resource can help you market your company as well as assist in the hiring process. Lastly, Career Connection gives you a way to interact and communicate with the students.

1. Go to https://hough-ufl-csm.symplicity.com/employers/. If you are a first time user, click on register for a FREE account.

2. Complete your registration profile and click submit. Once your account is approved you will receive an email with your username and temporary password.

3. Once you receive this information, return to the CareerConnection login page and enter your credentials under the login section to begin recruiting UF Graduate Business talent. (Note: Once you have successfully logged in, remember to change your temporary password.)

Announcements
Keep up-to-date on important news, deadlines and the items that may require action will be listed under Alerts.

Quicklinks
Display hyperlinks to common actions (create a schedule request, view OCR applicants, post a profile, etc.).

OCR (On-Campus Recruiting) Generate a list of schedules, resumes and interviews associated with your on-campus listings.

Events View career fairs, workshops and information sessions. If your organization would like to host an information session, you may submit your request or view RSVPs for your session in this area. Also, career fairs currently accepting reservations will be listed here.

If you need additional assistance or help with your CareerConnection Registration, contact Kristy Smith 352-273-3264.
How to Post a Job in CareerConnection

After you are logged in, click ‘Jobs’ in the navigation tool bar. You will automatically default on the Job Postings (non-OCR) tab. Click the ‘+Add New’ button on the default Job Postings (non-OCR) tab. You will be directed to a job posting form that you must fill out. **Please complete all the required fields.**

If you plan on limiting your job posting to specific criteria, (degree level, work authorization, etc.) make sure you select 'yes' in the **Restrict Applications** field. The more information you can provide helps screen potential applicants for those who are most qualified.

**Resume Receipt** is how you would like to receive submissions. Email will send you a notice each time a student applies for this posting. Accumulate online will package all submissions in one document. You will be sent a link with this document after your posting expires. Other is only used if you need special accommodations or need the submissions sent to a different contact.

**Class Levels** can be a bit tricky. There are 4 options to choose from. You can select more than one option if it applies to your job posting. The first option is ‘First Year’. This is for full-time students who are seeking Internships. ‘Second Year’ are students seeking full-time jobs upon graduation. ‘Working Professional’ are part-time students who are currently employed. The last option is ‘Alumni’ which are graduate business alums.

Select the majors that can be considered for this position are listed in the **Desired Concentrations** field. If you would like to consider all majors, please select the ‘ALL MAJORS’ option from the drop down list.

For **Salary Level**, you can enter a number, a range or commensurate with experience. This field will vary depending on your preferences and job listing.

If you would like to add additional **Locations** for a particular job opportunity, please select ‘+Add item’ button to add location fields.

After you submit, your job listing should appear in a chart as the only listing or with other listings if already entered. At anytime, you may click the job title to open your job posting form to make changes or extend consideration date. You will notice on this chart that a red “x” appears in the approved column.

When you submit a new posting, the GBCS office will receive an email with your posting information. A GBCS team member will review your listing and contact you if your posting needs to be corrected. If not, a GBCS team member will approve your posting in the system. This will make the listing visible on the posting date that you selected.

Most postings are reviewed and approved within 24 hours. You will also be contacted if there is a problem with your listing. If your job is approved, the red “x” will turn into a green check mark. At any time, if you need to delete your posting please contact the GBCS office.

If you have any questions or need assistance, call (352) 273 - 3264 or email GBCS-Info@warrington.ufl.edu