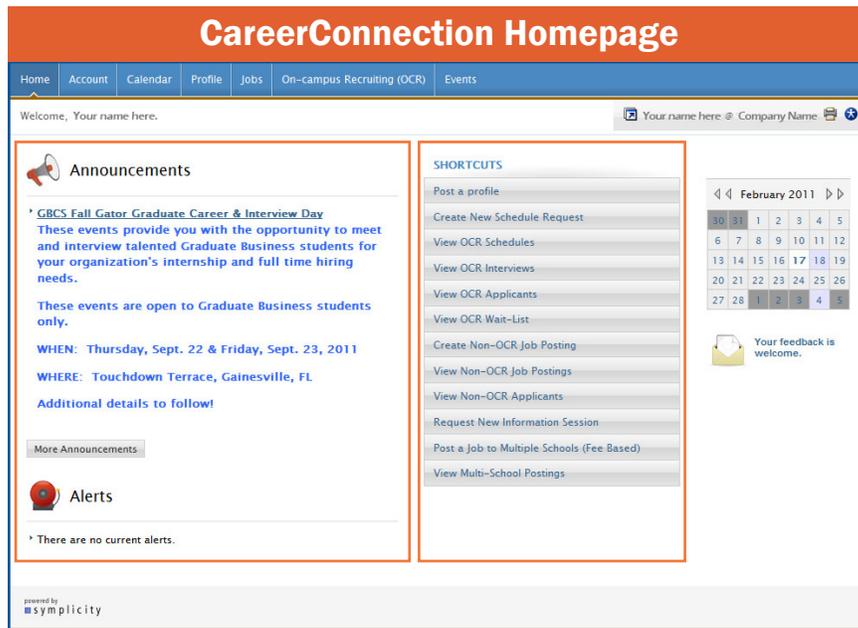
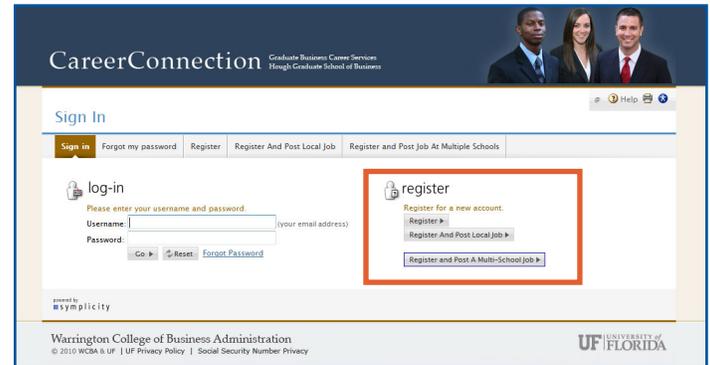


<https://hough-ufl-csm.symplicity.com/employers/>

### 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 log-in section to begin recruiting UF Graduate Business talent. (Note: Once you have successfully logged in, remember to change your temporary password.)



#### Account

Establish a personal profile with general information about yourself that you can edit at anytime. Retrieve important recruiting documents in the document library, change your password or view your activity summary in the system.

#### Calendar

View your scheduled events (workshops, information sessions, scheduled interviews) and also add non-system events to keep you organized.

#### Profile

Enter your organization key statistics (website, # of employees, etc.), logo, basic information and upload documents to your organization's profile page. You can modify your profile information at any time.

#### Jobs

Create job postings to collect resumes and contact students who have applied.

**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.

**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.).

**If you need additional assistance or help with your CareerConnection Registration, contact Kristy Smith 352-273-3264.**

# How to Post a Job in CareerConnection

The screenshot shows the 'job postings' form in CareerConnection. The form is titled 'job postings' and has a 'BACK' button in the top left. At the top right, there is a user profile icon with the text 'Your name here'. Below the title, there are buttons for 'Submit', 'Save And Finish Later', 'Delete', and 'Cancel'. The form is divided into several sections:

- Position Information:** Includes a 'Copy Existing' section with a dropdown menu and a 'Show Archived' button. The 'Position Type' section has radio buttons for 'Full Time', 'Part Time', and 'Internship'. The 'Restrict Applications' section has radio buttons for 'yes' and 'no'. The 'Title' and 'Job Description' fields are text input areas. The 'Resume Receipt' section has radio buttons for 'E-mail', 'Accumulate Online', and 'Other (enter below)'. The 'Additional Documents' section has a checkbox for 'Cover Letter'. The 'Display Contact Information To Students' section has a checkbox. The 'Posting Date' and 'Expiration Date' sections have date pickers. The 'GPA' section has a text input field. The 'Graduation Date - Range Start' and 'Graduation Date - Range End' sections have date pickers. The 'Work Authorization' section has a dropdown menu with options: 'F-1, OPT, CPT, H1-B, J-1', 'US Permanent Resident', and 'US Citizen'. The 'Class Level' section has a dropdown menu with options: 'First Year (Internship Seeking)', 'Second Year (Full-time Seeking)', and 'Working Professional MBA'. The 'Qualifications' section has a text input field. The 'Desired Concentration (s)' section has a dropdown menu. The 'Salary Level' and 'Location' sections have text input fields. The 'Location' section has a dropdown menu for 'Nation Wide' with radio buttons for 'yes' and 'no', and text input fields for 'City', 'State/Province', and 'Country'. The 'Degree Level' section has a dropdown menu with options: 'ISOM (Information Systems)', 'MAIB (International Business Administration)', 'MBA (Business Administration)', 'MSE (Entrepreneurship)', and 'MSF (Finance)'. At the bottom, there are buttons for 'Submit', 'Save And Finish Later', and 'Delete'. A blue note box is overlaid on the bottom right of the form.

**Note:** To help identify the ideal degree levels for your listing, visit <http://warrington.ufl.edu/academics/> for more in-depth descriptions. If you would like to consider all graduate programs, please select the first program, then hold the shift key, and select the last program listed. All programs will then be highlighted and considered.

## Question: How do I know if my job is a non-OCR or OCR?

OCR stands for on-campus recruiting. A Non-OCR job is an opportunity that you would like to post to collect resumes for consideration and schedule interviews on your own behalf. An OCR job is an opportunity that you would like to post to collect resumes for AND schedule on-campus interviews. If your job is an OCR, please navigate to the On-campus Recruiting (OCR) option in the tool bar and post your job in that section. If you have a Non-OCR job, follow the instructions below.

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.**