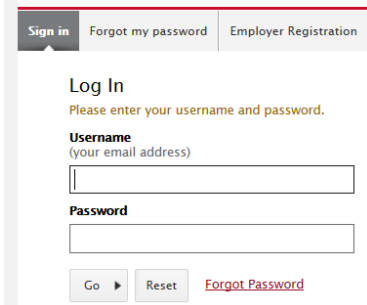


## HOW TO CREATE A JOB POSTING

**Step 1:** Direct your internet browser to: <https://bauer-uh-csm.symlicity.com/employers/index.php>

**Step 2:** Type in your username (email) and password, and click on “**Login.**”

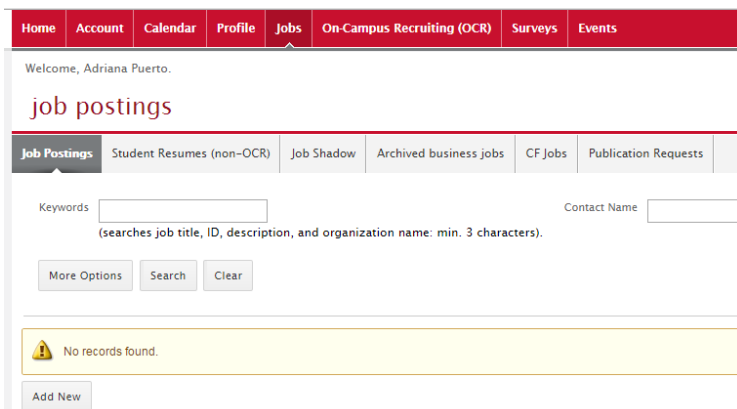


The screenshot shows the login interface. At the top, there are three links: "Sign in", "Forgot my password", and "Employer Registration". Below these is the "Log In" section with the instruction "Please enter your username and password." There are two input fields: "Username (your email address)" and "Password". At the bottom of the form are three buttons: "Go" with a right-pointing arrow, "Reset", and "Forgot Password".

**Step 3:** From the home screen, mouse over the “**Jobs**” tab and click on it.

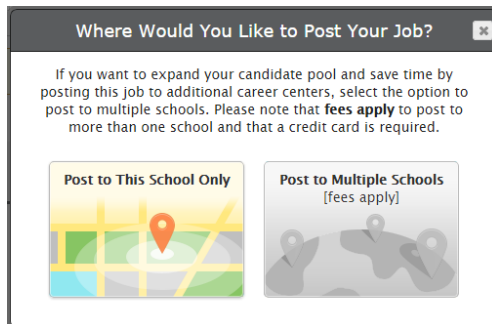


**Step 4:** From here you have a couple of options. Most often, you will simply click on “**Add New**” to create a new job posting. If you are re-posting a job that has been archived, you can click on the “**Archived business jobs**” tab to save time. You would want to be sure and revise the description and screening criteria to ensure it is still applicable.



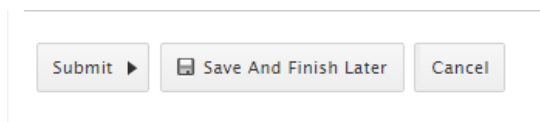
The screenshot shows the "job postings" management page. At the top is a navigation menu with tabs: "Home", "Account", "Calendar", "Profile", "Jobs", "On-Campus Recruiting (OCR)", "Surveys", and "Events". Below the menu, it says "Welcome, Adriana Puerto." The main heading is "job postings". There is a sub-menu with tabs: "Job Postings", "Student Resumes (non-OCR)", "Job Shadow", "Archived business jobs", "CF Jobs", and "Publication Requests". Below this is a search area with "Keywords" and "Contact Name" input fields. A note says "(searches job title, ID, description, and organization name: min. 3 characters)". There are "More Options", "Search", and "Clear" buttons. At the bottom, there is a yellow warning box that says "No records found." and an "Add New" button.

Step 5: After clicking on the “**Add New**” button, the following box will pop up prompting you to make a selection. The most common selection is “**Post to This School Only**” as it will be advertised to Bauer students at UH only. **There is no fee when posting at our college.** If you select “**Post to Multiple Schools**” your posting will go live to schools that are on the same Symplicity based recruiting software, and you will have the ability to select which schools to post to. It saves you time, but again, it is very rare that this feature is used as it includes a fee for the service.



Step 6: Create/Revise the job posting by filling out the web form to completion. All fields designated by the red asterisk are required.

Step 7: Click on “**Submit.**” If you click on “**Save And Finish Later**” your job posting will be saved as a draft. Please note that if you do not click on “**Submit**” the job is NOT in our system as a job to be approved.



### ***What happens to my job posting once it is submitted?***

A member of the Rockwell Career Center’s Employer Services Team will review your job posting. If we have any questions or need more information, you will be contacted. Upon approval of your job posting by an administrator, you will be notified via email. Job posting approvals could take up to 24 hours to be approved. Please be advised that in the event more information is needed regarding your job posting, the approval process could exceed 24 hours.

Not all job postings are suitable for the Bauer College of Business. Information for additional UH college career centers can be found at the following site: <http://www.bauer.uh.edu/career-center/employers/ros/non-business.php>.