

# CAREER CONNECTIONS EMPLOYER GUIDE

## HOW TO REQUEST A COMPANIES ON CAMPUS DATE

Thank you for your interest in Grand Canyon University's Companies on Campus event! This event is an opportunity for your company and up to three other organizations to directly engage with GCU students during their lunch hour. This event is typically held in our Student Union from 11 am – 1 pm.

As a registered employer on GCU's digital job board, Career Connections, you are able to request an opportunity to come to our campus from your employer interface. Instructions to walk you through this request can be found below.

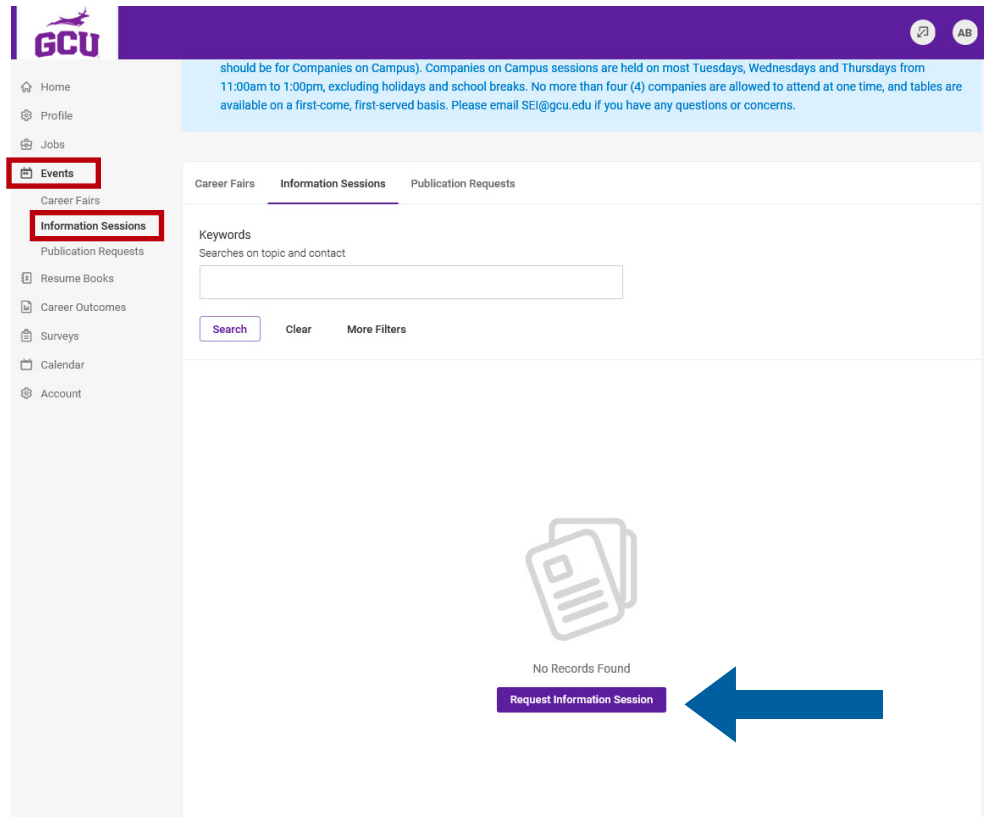
If, for any reason, you have questions regarding the process, please email [SEI@gcu.edu](mailto:SEI@gcu.edu) and someone will reach out to you directly to schedule a phone conversation to assist you further.

**STEP 1:** Visit [gcu-csm.symplicity.com](http://gcu-csm.symplicity.com) and select the 'Employer' option. Use your established credentials to sign in.

The screenshot shows the GCU Career Connections Employer Guide website. The header features the GCU logo and navigation icons. A left sidebar contains a menu with items: Home, Profile, Jobs, Events, Career Fairs, Information Sessions, Publication Requests, Resume Books, Career Outcomes, Surveys, Calendar, and Account. The main content area is titled 'Announcements' and features a large announcement card for 'Companies On Campus' for the 2019/2020 Academic Year. The card includes a photo of a person in a suit and text detailing the event's schedule (11am-1pm on Tuesdays, Wednesdays, and Thursdays) and registration requirements. A right sidebar titled 'Shortcuts' lists actions like 'Create Job Posting', 'View Job Postings', and 'Request New Information Session'. Below that, an 'Attend Events' section lists several active events such as 'CHSS Senior Showcase' and 'COFAP Film Festival'.

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**STEP 2:** Once you're on the home screen, expand "Events" and select "Information Sessions." Then choose the "Request Information Session" tab.



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**STEP 3:** Complete all of the required fields and click “Submit.”

**GCU**

- Home
- Profile
- Jobs
- Events
  - Career Fairs
  - Information Sessions**
  - Publication Requests
- Resume Books
- Career Outcomes
- Surveys
- Calendar
- Account

### Information Session

Information Session Type \*  
Companies on Campus - Information Tables

Allow RSVP  
 Yes  No

Session Start \*  
2020-02-14 [Select] [Clear]  
02 [v] 30 [v] pm [v] [Clear]

Session End \*  
2020-02-14 [Select] [Clear]  
02 [v] 30 [v] pm [v] [Clear]

# of Students Expected \*  
1

Description of Event \*  
Test

Attachment  
A maximum of three attachments are allowed for this event.  
[Add Item]

Location

**ALWAYS SELECT COMPANIES ON CAMPUS - INFORMATION TABLES FROM THE FIELD DROP-DOWN OPTIONS.**

**PLEASE NOTE THAT THE “SESSION START” AND “SESSION END” DATE ARE THE SAME. ONLY REQUEST ONE C.O.C. DATE AT A TIME (COMPANIES ARE ALLOWED UP TO 3 DATES PER SEMESTER).**

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**NOTE:** Your request will be routed to the Strategic Employer Initiatives and Internships team for review. You can continue to check the status of your request within the “Information Sessions” page after it’s been submitted. Once your dates are approved, you will receive an email from [SEI@gcu.edu](mailto:SEI@gcu.edu) with further information and the confirmed date.

Request Information Session

1 result

Feb 14, 2020 **PENDING**

🕒 2:28 PM - 2:28 PM

📍 to be determined

📅 Add To Calendar