

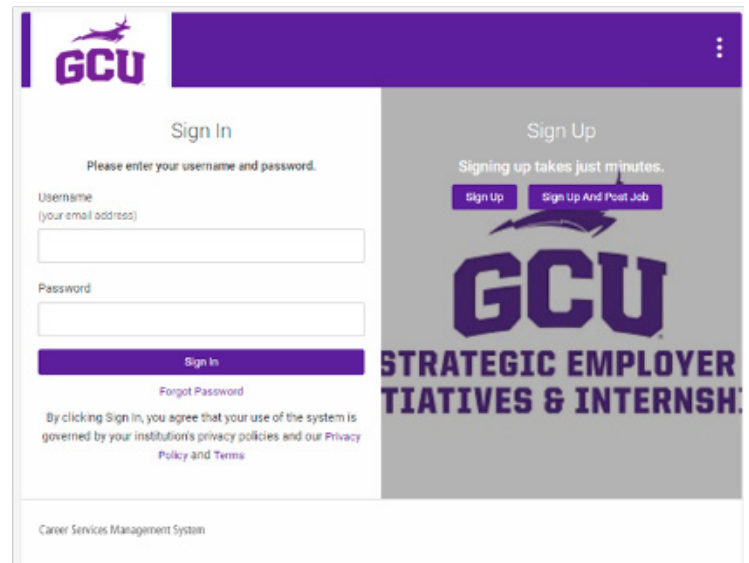
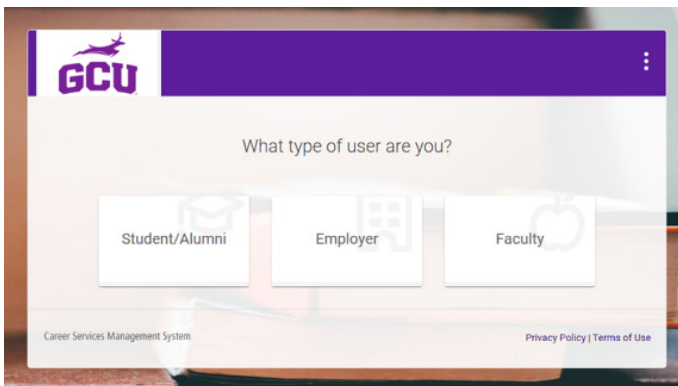
# CAREER CONNECTIONS EMPLOYER GUIDE

## HOW TO REQUEST COMPANIES ON CAREER CONNECTIONS SPOTLIGHT

Thank you for your interest in having a Companies on Career Connections Spotlight! As a registered employer on Grand Canyon University's digital job board, Career Connections, you are able to request the opportunity to have your organization's name listed on students' Career Connections homepage.

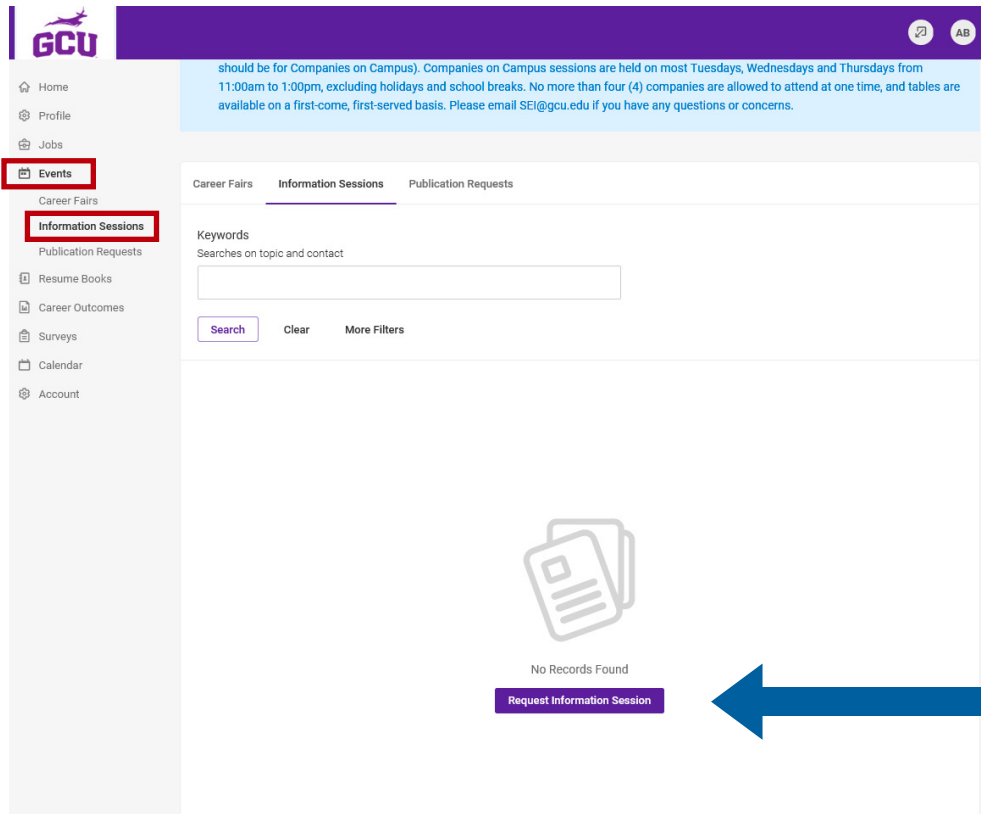
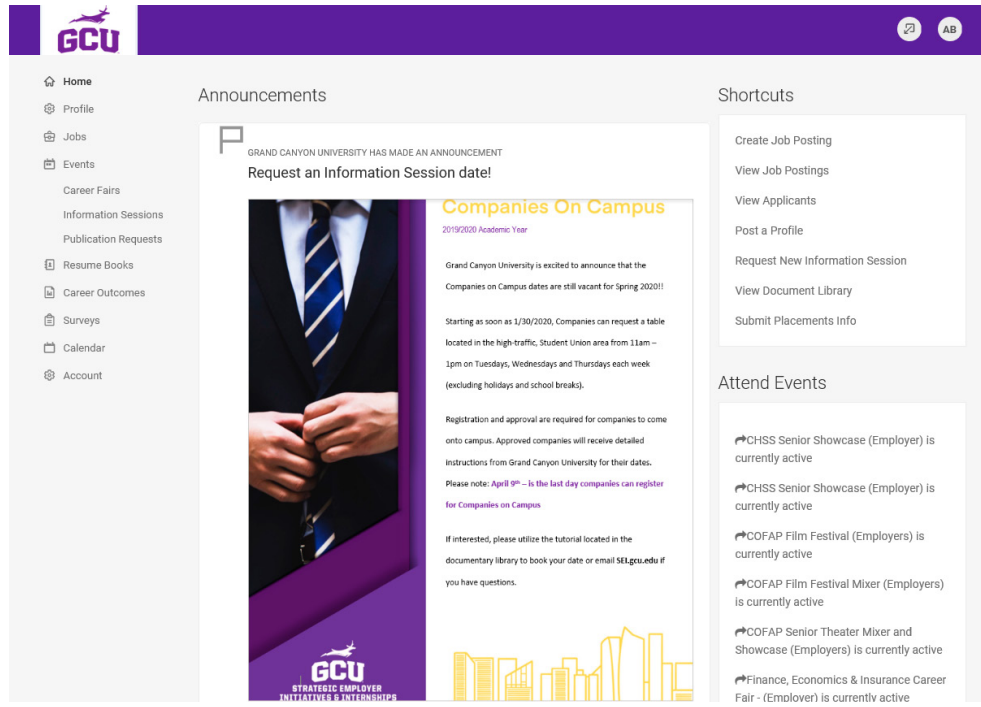
Instructions to walk you through this request can be found below. If you have questions regarding this process, please email [SEI@gcu.edu](mailto:SEI@gcu.edu) and someone will reach out to you directly to schedule a phone conversation to assist you further.

**STEP ONE:** Click on the following link (or copy and paste it into your browser): [gcu-csm.symplicity.com](http://gcu-csm.symplicity.com). You will be directed to below screenshot. Select the 'Employer' option and use your established credentials to sign in.



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**STEP TWO:** Once on the homepage, expand 'Events' and select 'Information Sessions.' Then, choose the 'Request Information Session' tab.



**CLICK HERE TO REQUEST A C.O.C.C. DATE**

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**STEP THREE:** Once in the 'Request Information Session' section, go through and complete all of the required fields. Click 'Submit' once all of this information has been filled out completely.

**Information Session**

Information Session Type \*

Allow RSVP  
 Yes  No

Session Start \*

2020-02-14 Select Clear

02 30 pm Clear

Session End \*

2020-02-14 Select Clear

02 30 pm 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 CAREER CONNECTIONS' FROM THE FIELD DROP-DOWN OPTIONS**

**PLEASE NOTE: THE 'SESSION START' AND 'SESSION END' DATE ARE THE SAME. ONLY REQUEST ONE C.O.C.C. DATE AT A TIME (COMPANIES ARE ALLOWED UP TO THREE DATES PER MONTH). DO NOT WORRY ABOUT SELECTING THE RIGHT TIME. SEI WILL ADJUST.**

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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 within the 'Information Sessions' page after it's been inputted. 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

2 results

Start Date/Time

May 06, 2020 **APPROVED**

12:00 AM - 12:00 AM

Virtual Platform

Add To Calendar

May 07, 2020 **APPROVED**

12:00 AM - 12:00 AM

Virtual Platform

Add To Calendar