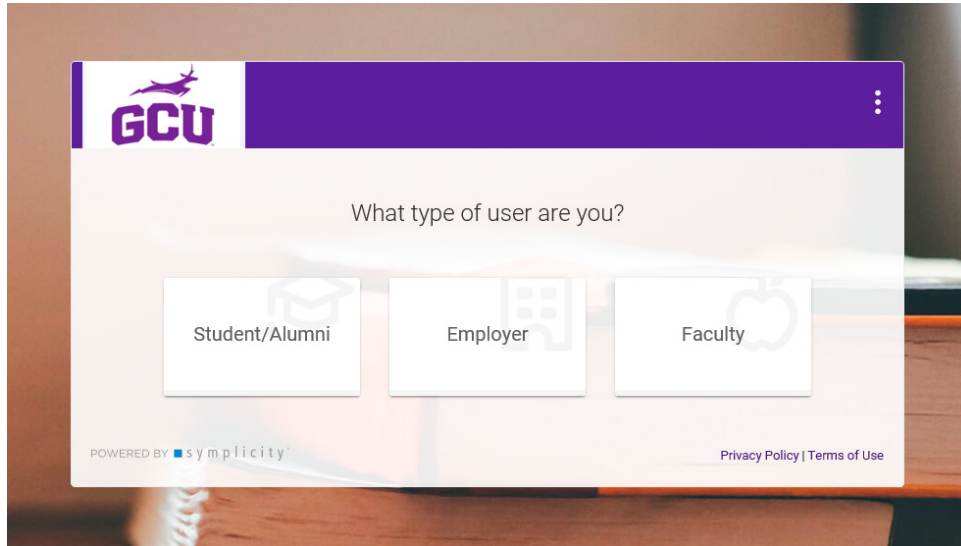


CAREER CONNECTIONS EMPLOYER GUIDE

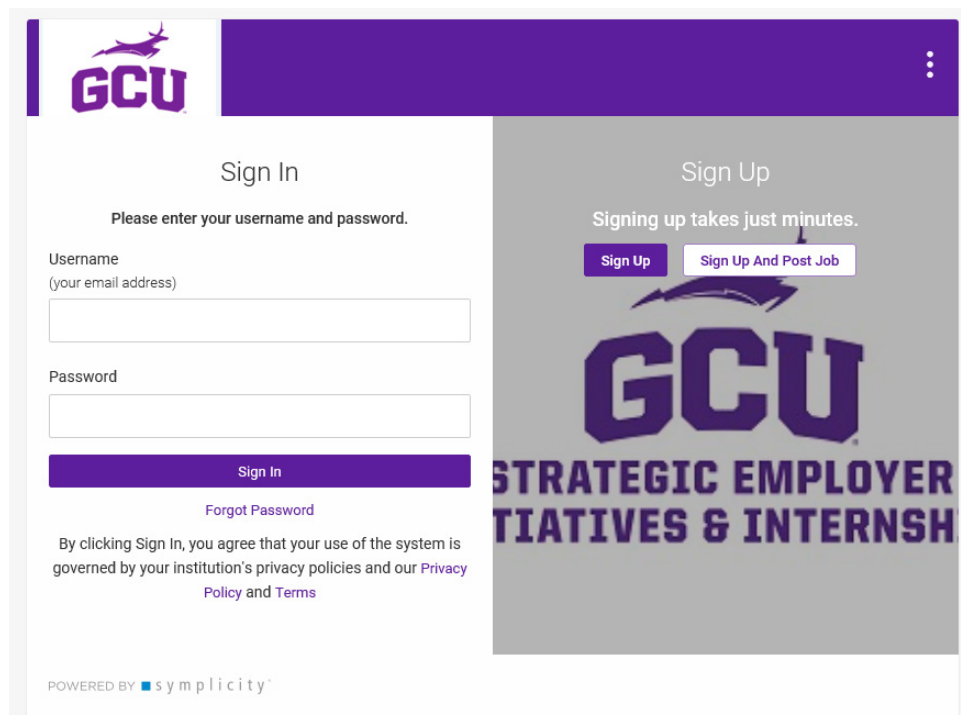
HOW TO REGISTER FOR THE CAREER CONNECTIONS DIGITAL JOB BOARD

Thank you for your interest in Career Connections, Grand Canyon University's online job board! GCU is pleased to offer you access to this online system so you can reach our students with employment, ministry or internship opportunities and conveniently maximize your recruitment efforts. This is a great way to connect with our students!

STEP 1: Visit gcu-csm.symplicity.com and select the “Employer” option.

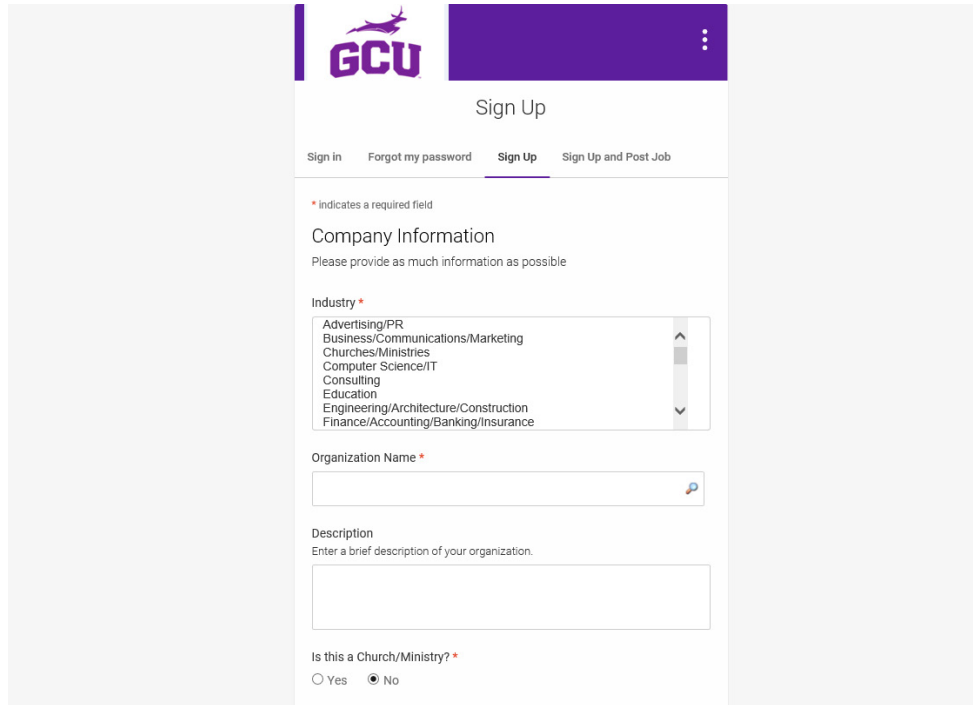


STEP 2: If you are looking to post a position, you can either select “Sign Up” or “Sign Up and Post Job.”



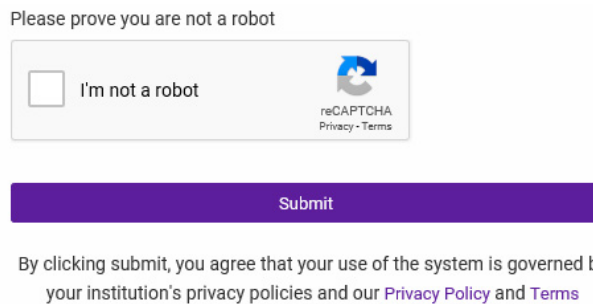
CAREER CONNECTIONS EMPLOYER GUIDE

STEP 3: Complete all areas with red asterisks.



The screenshot shows the 'Sign Up' page for an employer on the GCU Career Connections system. The page is titled 'Sign Up' and has navigation links for 'Sign in', 'Forgot my password', 'Sign Up', and 'Sign Up and Post Job'. A note indicates that red asterisks denote required fields. The 'Company Information' section asks the user to provide as much information as possible. It includes a dropdown menu for 'Industry' with options: Advertising/PR, Business/Communications/Marketing, Churches/Ministries, Computer Science/IT, Consulting, Education, Engineering/Architecture/Construction, and Finance/Accounting/Banking/Insurance. Below this is a text input field for 'Organization Name' and a larger text area for 'Description' with the prompt 'Enter a brief description of your organization.' At the bottom, there is a question 'Is this a Church/Ministry?' with radio buttons for 'Yes' and 'No' (which is selected).

STEP 4: If you are posting a position, you will see the menu option “Next” rather than “Submit” at the bottom of the screen.



This screenshot shows a reCAPTCHA verification step. It begins with the text 'Please prove you are not a robot'. Below this is a checkbox labeled 'I'm not a robot' and the reCAPTCHA logo with links for 'Privacy - Terms'. A large purple 'Submit' button is positioned below the checkbox. At the bottom, a disclaimer states: 'By clicking submit, you agree that your use of the system is governed by your institution's privacy policies and our [Privacy Policy](#) and [Terms](#)'.

*Approval on this system is required to receive invitations for future events including internship and career fairs, information sessions and more. GCU, while reserving its lawful rights in light of its Christian mission, is committed to maintaining an academic environment that is free from unlawful discrimination. Further detail on GCU's Non-Discrimination policies can be found at gcu.edu/titleIX. ©2020 Grand Canyon University 19SEII0209