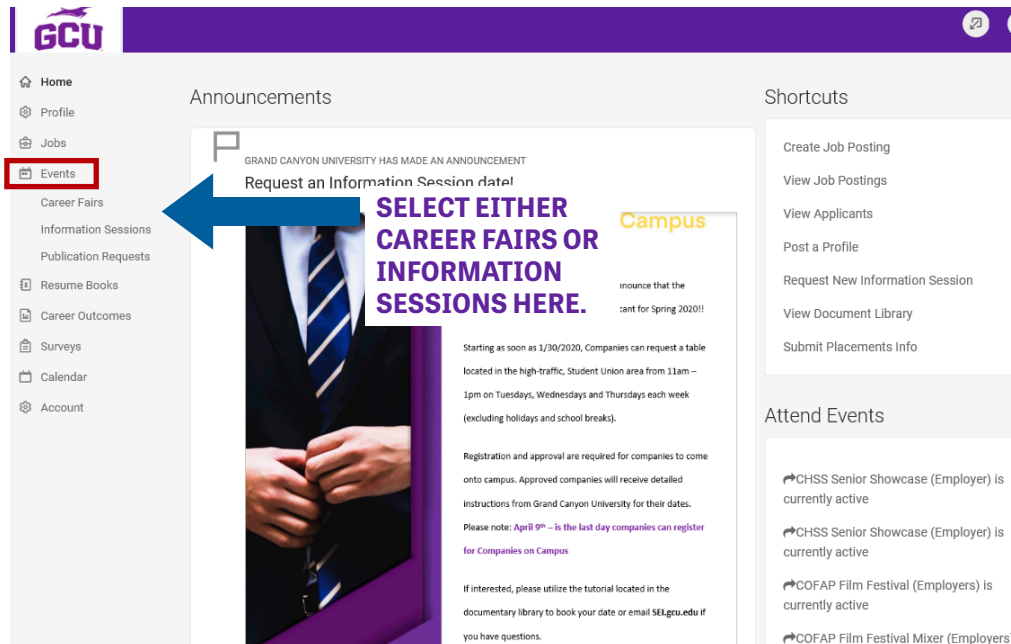


# CAREER CONNECTIONS EMPLOYER GUIDE

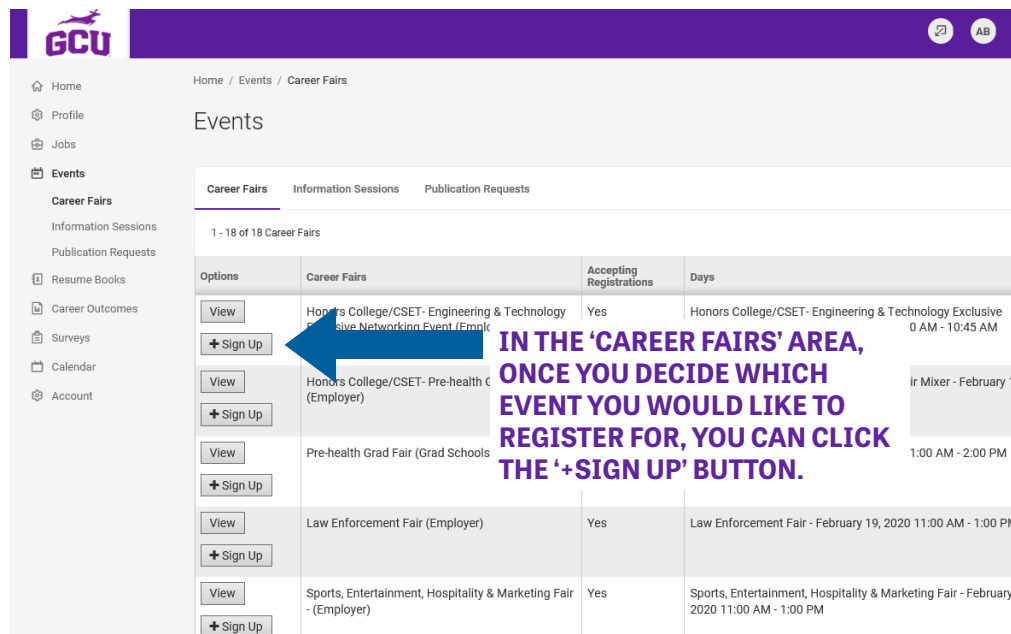
## HOW TO RSVP FOR A CAREER FAIR OR INFORMATION SESSION

### CAREER FAIR INSTRUCTIONS:

**STEP 1:** Log onto your employer account and click on the downward arrow to expand the “Events” tab.

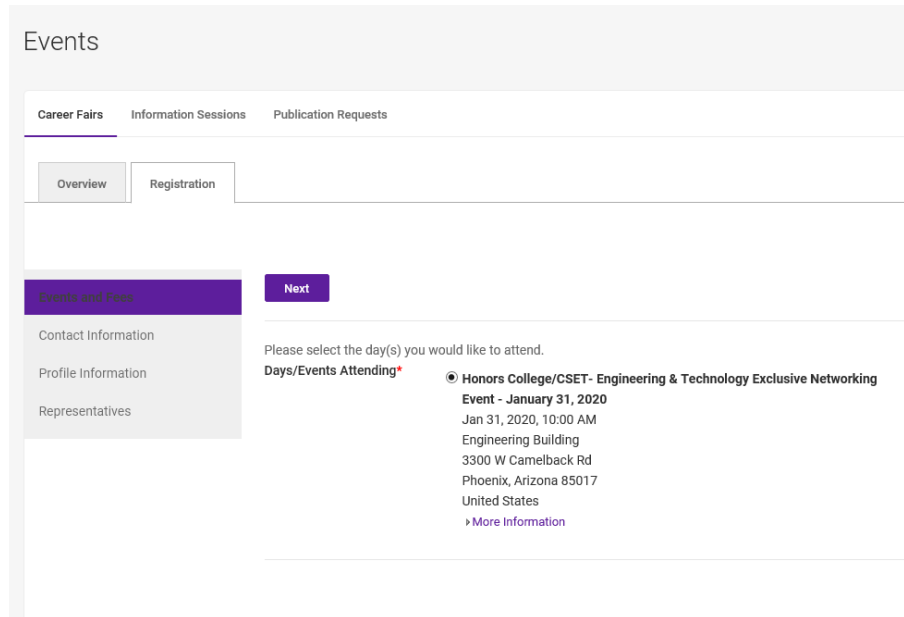


**STEP 2:** Under the “Career Fairs” tab, you can review all of the events available for the semester. Once you have decided upon which event(s) you would like to attend, click on “+ Sign Up.”



# CAREER CONNECTIONS EMPLOYER GUIDE

**STEP 3:** Review and confirm your registration information on the “Events and Fees” page. If there isn't a charge for the employer event, the system will not request payment information. It is necessary to complete all of the required fields.



Events

Career Fairs Information Sessions Publication Requests

Overview Registration

Events and Fees Next

Contact Information

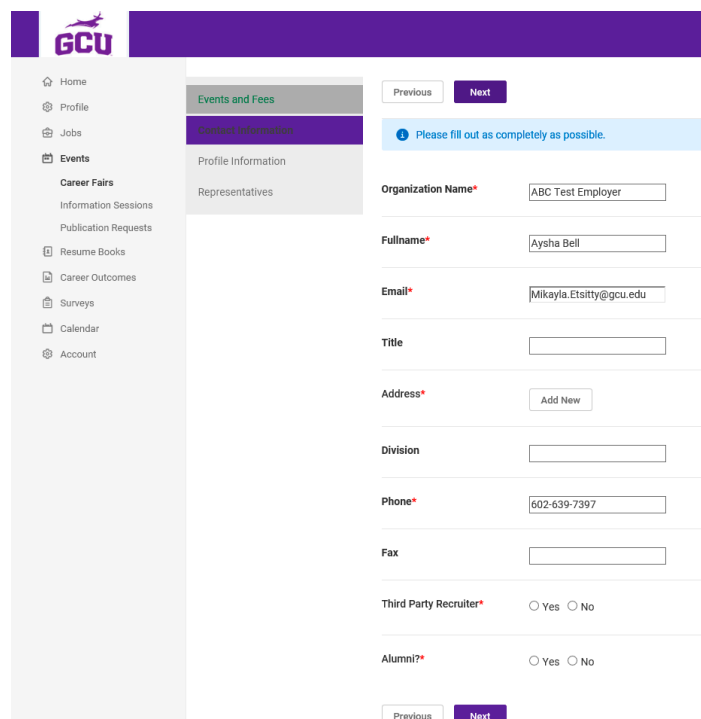
Profile Information

Representatives

Please select the day(s) you would like to attend.

Days/Events Attending\*  Honors College/CSET- Engineering & Technology Exclusive Networking Event - January 31, 2020  
Jan 31, 2020, 10:00 AM  
Engineering Building  
3300 W Camelback Rd  
Phoenix, Arizona 85017  
United States  
[More Information](#)

**STEP 4:** Input the appropriate content into the “Contact Information” tab. Some of this information should auto-populate from your Career Connections account.



GCU

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

Events and Fees Contact Information Profile Information Representatives

Previous Next

Please fill out as completely as possible.

Organization Name\* ABC Test Employer

Fullname\* Aysa Bell

Email\* Mikayla.Etsitty@gcu.edu

Title

Address\* Add New

Division

Phone\* 602-639-7397

Fax

Third Party Recruiter\*  Yes  No

Alumni?\*  Yes  No

Previous Next

# CAREER CONNECTIONS EMPLOYER GUIDE

**STEP 5:** Complete each portion of the “Profile Information” page.  
**PLEASE NOTE:** Your logo is required to complete registration.

The screenshot shows the 'Profile Information' page for an employer. The left sidebar contains navigation links: Home, Profile, Jobs, Events, Career Fairs, Information Sessions, Publication Requests, Resume Books, Career Outcomes, Surveys, Calendar, and Account. The main content area is titled 'Events' and has sub-tabs for 'Career Fairs', 'Information Sessions', and 'Publication Requests'. Under 'Career Fairs', there are sub-tabs for 'Overview' and 'Registration'. A vertical menu on the left lists 'Events and Fees', 'Contact Information', 'Profile Information' (highlighted), and 'Representatives'. The 'Profile Information' section includes a 'Logo' field with a file upload area (showing 'Noah SEI Signature.docx') and an 'Industry' dropdown menu with a search bar and checkboxes for various industries like Advertising/PR, Media/Arts/Design/Entertainment, Nursing/Healthcare, Business/Communications/Marketing, Churches/Ministries, Other, Computer Science/IT, Pharmaceuticals, and Psychology/Counseling/Social. There are 'Previous' and 'Next' buttons at the top of the main content area.

**STEP 6:** On the “Representatives” page, include the number of the individuals attending the event and all of their information.

The screenshot shows the 'Representatives' page. The left sidebar is the same as in the previous screenshot. The main content area has sub-tabs for 'Overview' and 'Registration'. A vertical menu on the left lists 'Events and Fees', 'Contact Information', 'Profile Information', and 'Representatives' (highlighted). The 'Representatives' section includes a 'Number of Representatives Attending\*' field with the value '2'. Below this is a 'Representative Information\*' section with a 'New Record' link and 'Collapse' and 'Remove' buttons. The form fields for 'Representative Information' are: Name\*, Title, Email Address\*, and Work Phone\*. There is also a question 'Is this representative an alumnus?' with radio buttons for 'Yes' and 'No'. At the bottom, there is an 'Add New' button and 'Previous' and 'Review And Confirm' buttons.

# CAREER CONNECTIONS EMPLOYER GUIDE

## STEP 7: Review and confirm your registration.

The screenshot shows the GCU Career Connections Employer Guide interface. The left sidebar contains navigation links: Home, Profile, Jobs, Events, Career Fairs, Information Sessions, Publication Requests, Resume Books, Career Outcomes, Surveys, Calendar, and Account. The main content area has tabs for Overview and Registration. A message reads: "Review your registration information and scroll down to the bottom of the page. Please click the confirm button to verify you click modify to make changes." Below this are "Confirm" and "Modify" buttons. The "Events and Fees" section lists: "Days/Events Attending: Honors College/CSET- Engineering & Technology Exclusive Networking Event - January 31, 2020, Friday, January 31, 2020, 10:00am-10:45am, Engineering Building, Building #1". The "Contact Information" section shows: "Organization Name: ABC Test Employer", "Fullname: Aysha Bell", "Email: Mikayla.Etsitty@gcu.edu", and "Address: 3300 W Camelback Rd, City: Phoenix".

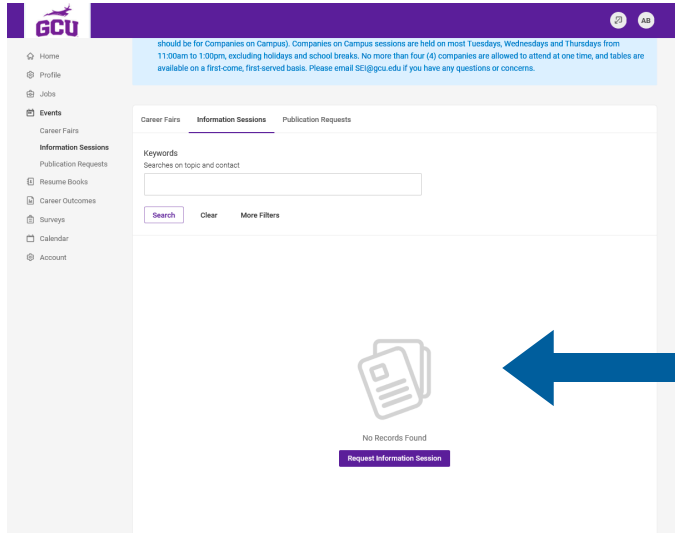
## STEP 8: You've made it to the final screen! You will be notified once your registration is approved.

The screenshot shows the GCU Career Connections Employer Guide interface. The left sidebar contains navigation links: Home, Profile, Jobs, Events, Career Fairs, Information Sessions, Publication Requests, Resume Books, Career Outcomes, Surveys, Calendar, and Account. The main content area has tabs for Career Fairs, Information Sessions, and Publication Requests. Below these are tabs for Overview and Registration. A message reads: "Hello, Thank you so much for registering for the Honors College/CSET - Engineering & Technology Exclusive Networking Event here at Grand Canyon University. Please allow up to 5 business days for a response on a confirmation of your registration for this event. If we are unable to confirm your registration, we will reach out to you by phone to discuss alternative options. Have a wonderful afternoon and we look forward to connecting with you soon!"

# CAREER CONNECTIONS EMPLOYER GUIDE

## INFORMATION SESSION INSTRUCTIONS:

**PLEASE NOTE:** These offerings are not as readily available.



should be for Companies on Campus). Companies on Campus sessions are held on most Tuesdays, Wednesdays and Thursdays from 11:00am to 1:00pm, excluding holidays and school breaks. No more than four (4) companies are allowed to attend at one time, and tables are available on a first-come, first-served basis. Please email SC@gcu.edu if you have any questions or concerns.

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

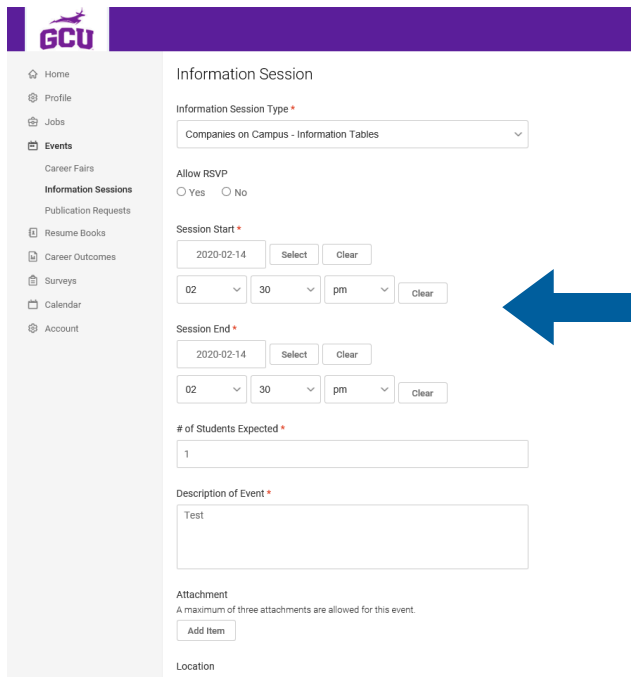
Career Fairs Information Sessions Publication Requests

Keywords  
Searches on topic and contact

Search Clear More Filters

No Records Found  
Request Information Session

**STEP ONE: CLICK ON THE INFORMATION SESSION TAB AND SELECT REQUEST INFORMATION**



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 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

**STEP TWO: INPUT ALL OF THE REQUIRED INFORMATION.**

# CAREER CONNECTIONS EMPLOYER GUIDE

The screenshot shows the GCU Career Connections website interface. At the top left is the GCU logo. A navigation menu on the left includes Home, Profile, Jobs, Events, Career Fairs, Information Sessions, Publication Requests, Resume Books, Career Outcomes, Surveys, Calendar, and Account. The main content area is titled 'Events' and contains a blue informational box with instructions for 'Information Sessions'. Below this is a search bar with a 'Search' button and 'Clear' and 'More Filters' options. A section titled 'Request Information Session' shows '1 result'. The result is for 'Feb 14, 2020' with a 'PENDING' status, a time of '2:28 PM - 2:28 PM', and a note 'to be determined'. An 'Add To Calendar' button is also visible. A blue arrow points from the text on the right to the 'PENDING' status in the screenshot.

**STEP THREE: YOUR REQUEST WILL SHOW UP AS 'PENDING' UNTIL APPROVED.**

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