

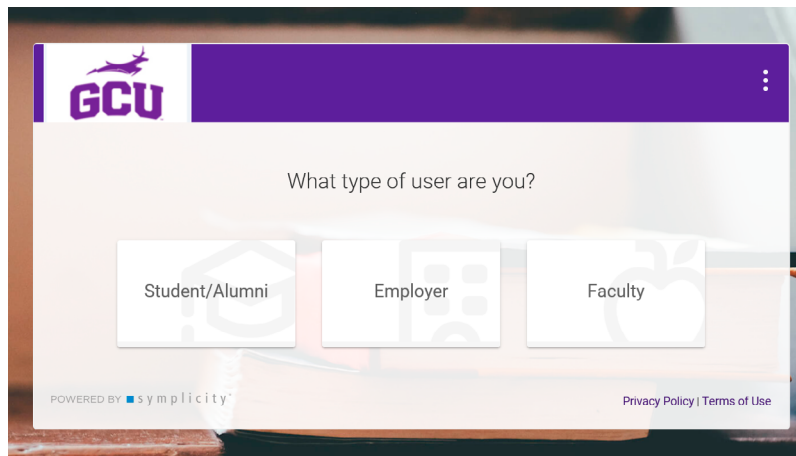
# CAREER CONNECTIONS EMPLOYER GUIDE

## HOW TO DOCUMENT HIRING A GCU STUDENT OR ALUMNI

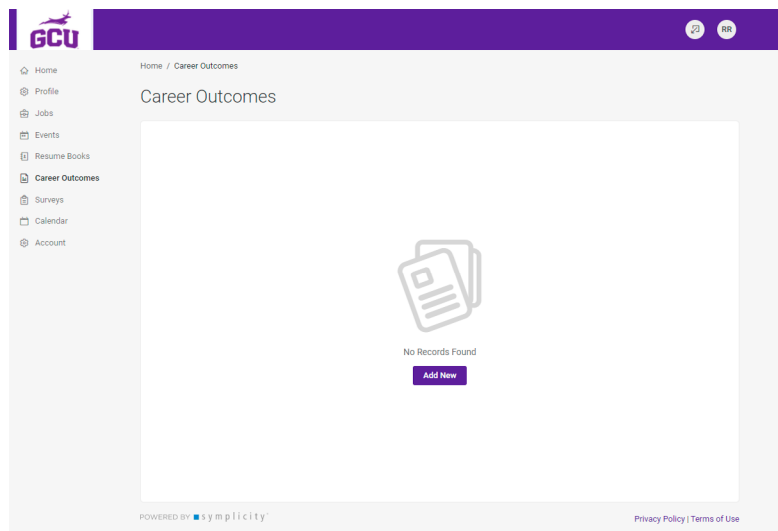
Thank you for your interest in our talented students! We appreciate you choosing to utilize GCU for your talent acquisition purposes. It is our goal as a university to gain a comprehensive understanding of the types of positions our students are obtaining (i.e. internships, part-time, full-time/career, strategic volunteer, project work, etc.). Therefore, we ask that you update GCU on the students you hire.

The process for updating GCU on the candidates you hire and/or work with is extremely easy and can be completed in less than five minutes. Instructions to walk you through this request can be found below. If, for any reason, you have questions, feel free to 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. We look forward to learning more about the GCU students and alumni you hire!

**STEP 1:** Visit [gcu-csm.symplcity.com](http://gcu-csm.symplcity.com) and select “Employer.” Use your established credentials to sign in.



**STEP 2:** Once you're on the home screen, select “Career Outcomes.” Then click on “Add New.”



# CAREER CONNECTIONS EMPLOYER GUIDE

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

Optional

Country

City

State

Compensation Type \*

Required Field

Wage/Pay/Rate

Optional

How would you rate the student's overall performance for your organization?

★ ★ ★ ★ ★

How did you meet this student? \*

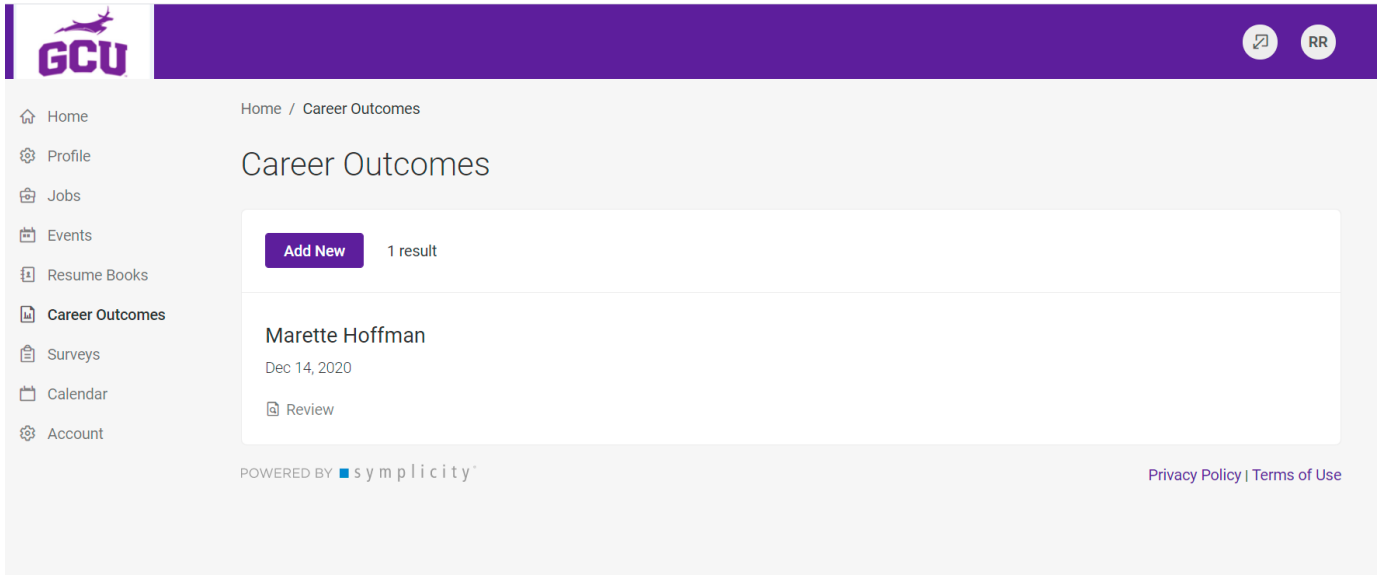
Required Field

**PLEASE NOTE:** When you input the student's name, please allow the system a moment to update. If you run into any issues with the student's name populating, simply email the career outcome information to [SEI@gcu.edu](mailto:SEI@gcu.edu). A member of the Strategic Employer Initiatives & Internships team will input the information on your behalf. The system will only allow you to input one student at a time.

You must fill out as much information here as possible. The data provided in this system helps GCU gain an accurate account of student and alumni career outcomes. All of this information is confidential and will only be shared with GCU staff and leadership.

# CAREER CONNECTIONS EMPLOYER GUIDE

**COMPLETION:** Once you click “Submit,” the student’s information will remain viewable in your employer interface. If, for any reason, the student is no longer employed by your company, organization, agency or ministry, please email [SEI@gcu.edu](mailto:SEI@gcu.edu) and the Strategic Employer Initiatives and Internships team will update the student’s information.



The screenshot shows the 'Career Outcomes' page in a web application. At the top left is the GCU logo. The navigation menu on the left includes: Home, Profile, Jobs, Events, Resume Books, Career Outcomes (highlighted), Surveys, Calendar, and Account. The main content area shows 'Home / Career Outcomes' and 'Career Outcomes'. There is an 'Add New' button and '1 result'. The result is for 'Marette Hoffman' with a date of 'Dec 14, 2020' and a 'Review' link. At the bottom, it says 'POWERED BY ■ simplicity' and 'Privacy Policy | Terms of Use'.

Want to share more information about a phenomenal GCU student or alumni? GCU wants to celebrate the amazing work our students are doing in their respective industries.

[<Share Your Story>](#)