CAREER CONNECTIONS EMPLOYER GUIDE
HOW TO POST A JOB IN CAREER CONNECTIONS

20SEII0249

STEP 1: Log onto your employer Career Connections account and select "Create Job Posting" on the right side under the "Shortcuts" tab. You can also access this by clicking on "Jobs" on the left side and selecting "Job Postings" from the drop down. Both options will lead you to the same next step.
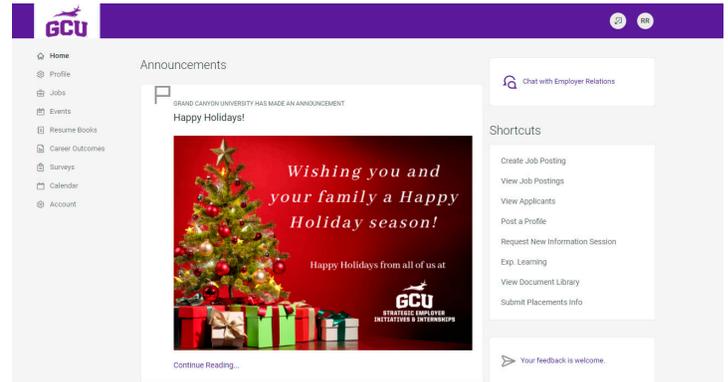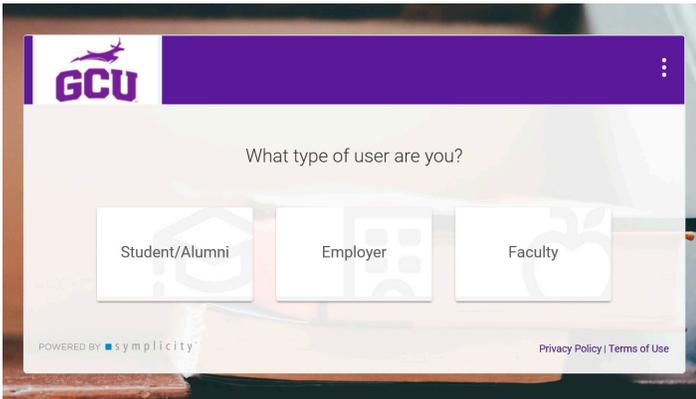
STEP 2: After you click on either "Job Postings" or "Create a Job Posting," you will be led to the screen below. Both options lead to the same location.

STEP 3: Select where you would like to post your job. If you are only posting on Grand Canyon University's site, choose "This School Only." This option is free. If you would like your posting to be visible by multiple schools, select "Symplicity Network Schools."

NOTE: If you select "Symplicity Network Schools," there will be a charge issued by Symplicity.

STEP 4: To fill out a job posting application, select the type of position your organization is offering (i.e. internship, full-time/part-time, etc.). Please also select if you would like to restrict job applications so that only students who meet the screening criteria may apply.

STEP 5: Add a descriptive job title and a brief description of the role/job opportunity that is being provided. You could also copy a previously posted position and update the relevant information.

NOTE: Writing a job description that is an attractive career opportunity for undergraduate students and recent alumni is critical to the success of recruiting GCU students. The bulk of these students' experience will be from classroom projects, part-time positions, internships, research, etc. Students will usually have no more than three years' relevant work experience. The minimum qualifications you require should be with bachelor-level graduates in mind. Many students are curious about the pay, hours and mission of the organization. Expressing these in the job descriptions will attract more viewership and likely more applications.

STEP 6: Select how you would like to receive resumes from applicants and select all required documentation applicants will need to submit prior to applying.

Resume Receipt *
Please select the method you would like to use to receive resumes.

☐ E-mail   ☐ Accumulate Online   ☐ Other (enter below)

Additional Documents
List any additional documents you request for Non-OCR positions.

☐ Cover Letter   ☐ Letters of Recommendation   ☐ Personal Statement
☐ References   ☐ Unofficial Transcript   ☐ Writing Sample

Display Contact Information To Students
If checked, please provide information in 'Contact Information' field.

☐

STEP 7: Select a start date and expiration date for your job posting, as well as the required work authorization for the position.

NOTE: Job postings remain active for 45 days. Be sure to set a reminder at 40 days or so to revisit your posting and see if you need to adjust the start and end date so the position can stay up longer.

Posting Date *
(Job announcement will be posted on this date.)

| 2020-12-10 | Select | Clear |

Expiration Date *
(Job announcement will be removed on this date.)

| 2021-01-24 | Select | Clear |

GPA
Please enter the minimum grade point average desired.

[   ]

Work Authorization *
Please enter the desired work authorization.

US Citizen
H-1 Visa
Other

STEP 8: Select a desired class and degree level as a criterion for your job posting. This is to enhance the amount of student applicants with the most appropriate skill set or certification required.

STEP 9: Add the location where the position will take place and then click "Submit" to finalize your job posting.

STEP 10: You can keep track of your job postings by selecting "View Job Postings," as well as how many student applicants have applied by selecting "View Applicants."