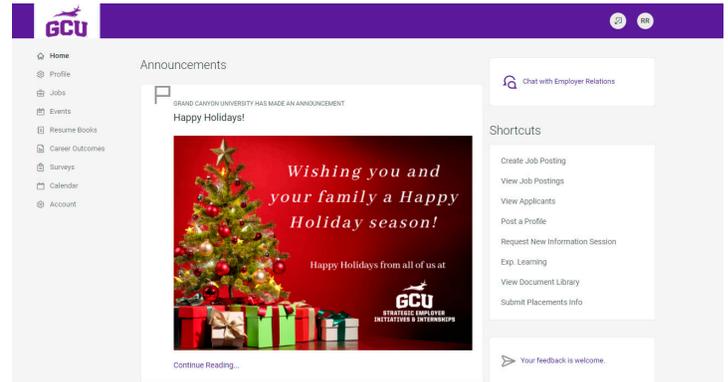
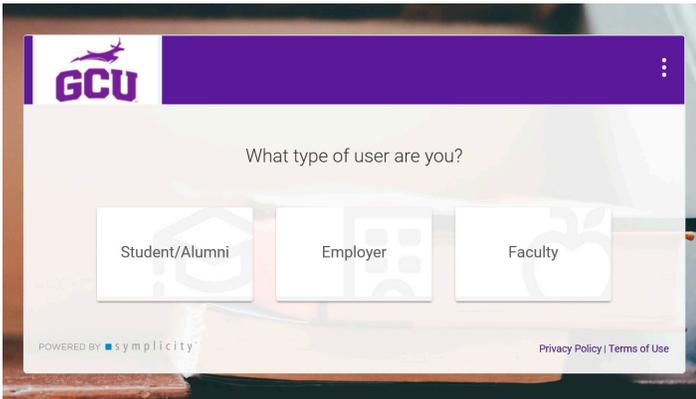


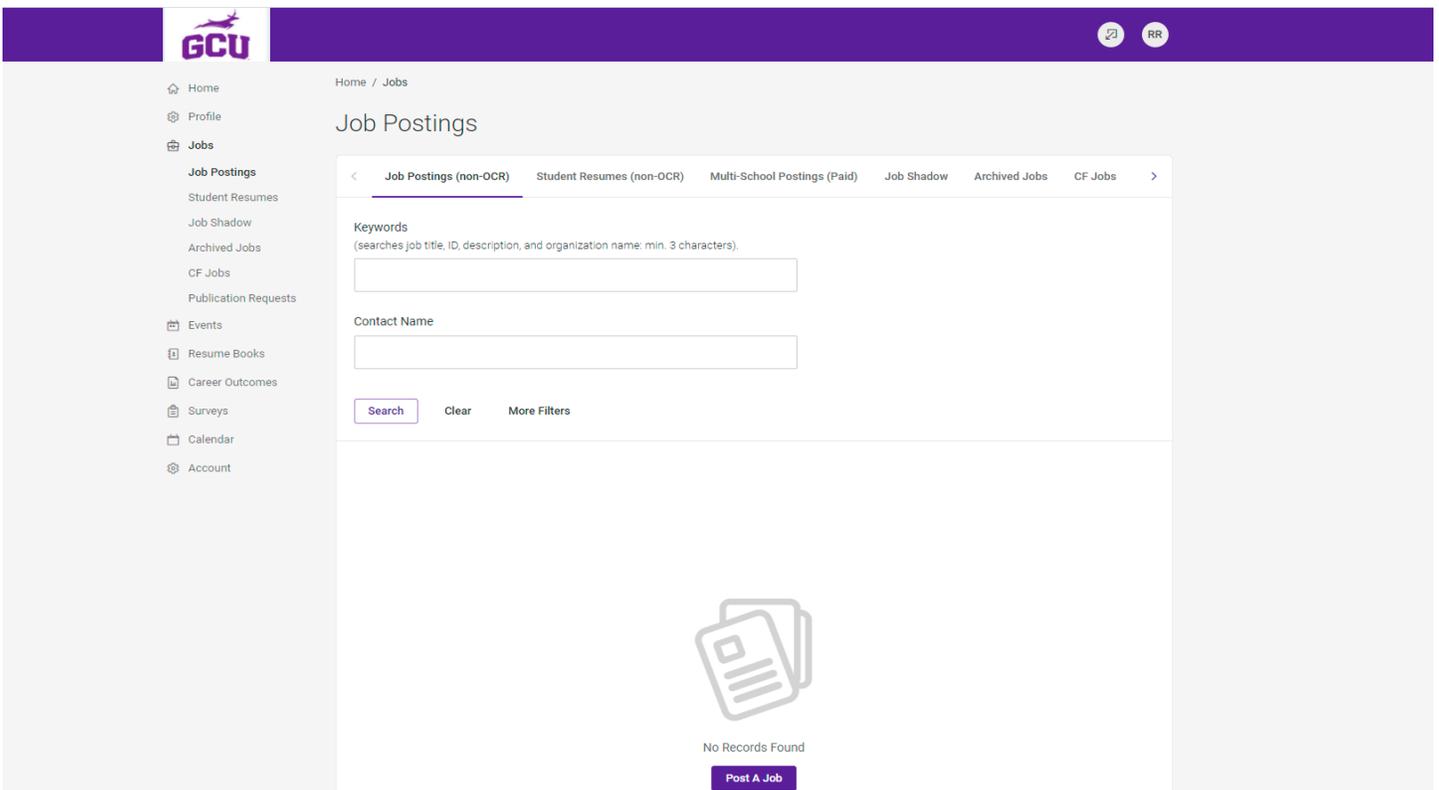
CAREER CONNECTIONS EMPLOYER GUIDE

HOW TO POST A JOB IN CAREER CONNECTIONS

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.



CAREER CONNECTIONS EMPLOYER GUIDE

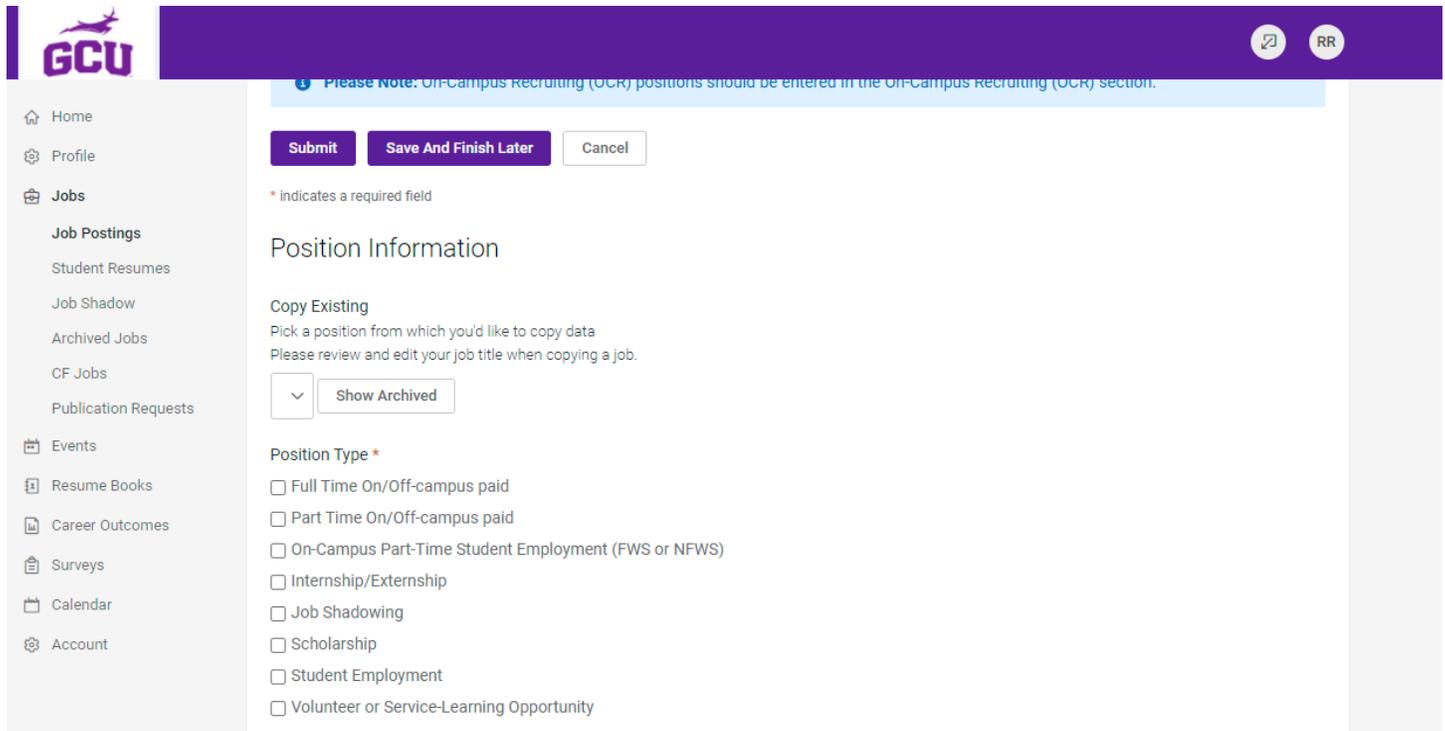
STEP 3: Select where you would like to post your job. If you are only posting on Grand Canyon University's site, choose "This School Only." This option is free. If you would like your posting to be visible by multiple schools, select "Symplicity Network Schools."

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

The screenshot shows the Grand Canyon University (GCU) website's "Job Postings" page. The page has a purple header with the GCU logo and navigation icons. A sidebar on the left contains a menu with items like Home, Profile, Jobs, Job Postings, Student Resumes, Job Shadow, Archived Jobs, CF Jobs, Publication Requests, Events, Resume Books, Career Outcomes, Surveys, Calendar, and Account. The main content area is titled "Job Postings" and includes tabs for "Job Postings (non-OCR)", "Student Resumes (non-OCR)", "Multi-School Postings (Paid)", "Job Shadow", "Archived Jobs", and "CF Jobs". A "Keywords" search field is visible with a note: "(searches job title, ID, description, and organization name: min. 3 characters)". A "Contact" field is also present. A modal dialog box is overlaid on the page, titled "Where would you like to post your job?". It contains two options: "This School Only" and "Symplicity Network Schools". The "This School Only" option includes the text "Post your job and reach qualified candidates from this school only." and a link "Post to This School Only". The "Symplicity Network Schools" option includes the text "Post your job and collect applicants across multiple Schools on Symplicity Recruit. Fees apply. This school is included at no cost." and a link "Post to Multiple Schools".

CAREER CONNECTIONS EMPLOYER GUIDE

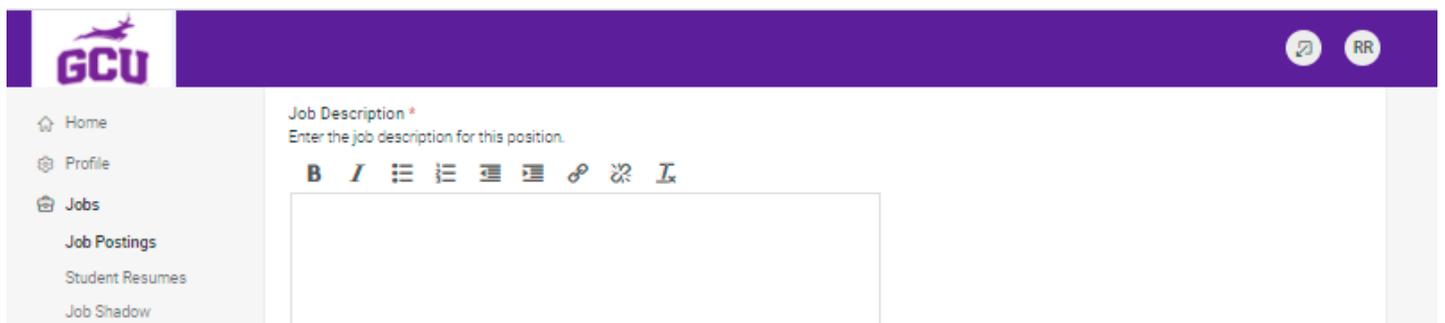
STEP 4: To fill out a job posting application, select the type of position your organization is offering (i.e. internship, full-time/part-time, etc.). Please also select if you would like to restrict job applications so that only students who meet the screening criteria may apply.



The screenshot shows the GCU Career Connections Employer Guide interface. The top navigation bar is purple with the GCU logo on the left and two circular icons on the right. A blue banner at the top contains a note: "Please Note: On-Campus Recruiting (OCR) positions should be entered in the On-Campus Recruiting (OCR) section." Below this, there are three buttons: "Submit", "Save And Finish Later", and "Cancel". A red asterisk indicates a required field. The main section is titled "Position Information" and includes a "Copy Existing" section with a dropdown menu and a "Show Archived" button. Below this is the "Position Type" section with a list of checkboxes for various job types: Full Time On/Off-campus paid, Part Time On/Off-campus paid, On-Campus Part-Time Student Employment (FWS or NFWs), Internship/Externship, Job Shadowing, Scholarship, Student Employment, and Volunteer or Service-Learning Opportunity. A left sidebar contains navigation links for Home, Profile, Jobs, Job Postings, Student Resumes, Job Shadow, Archived Jobs, CF Jobs, Publication Requests, Events, Resume Books, Career Outcomes, Surveys, Calendar, and Account.

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.



The screenshot shows the GCU Career Connections Employer Guide interface. The top navigation bar is purple with the GCU logo on the left and two circular icons on the right. The main section is titled "Job Description" and includes a text area for entering the job description. Above the text area is a rich text editor toolbar with icons for bold, italic, bulleted list, numbered list, link, unlink, and other formatting options. A left sidebar contains navigation links for Home, Profile, Jobs, Job Postings, Student Resumes, and Job Shadow.

CAREER CONNECTIONS EMPLOYER GUIDE

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

Expiration Date *

(Job announcement will be removed on this date.)

2021-01-24

GPA

Please enter the minimum grade point average desired.

Work Authorization *

Please enter the desired work authorization.

H-1 Visa
Other

CAREER CONNECTIONS EMPLOYER GUIDE

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.

The screenshot shows the GCU Career Connections Employer Guide interface. On the left is a navigation menu with options: Home, Profile, Jobs (Job Postings, Student Resumes, Job Shadow, Archived Jobs, CF Jobs, Publication Requests), Events, Resume Books, Career Outcomes, Surveys, Calendar, and Account. The main content area is a form for configuring a job posting. It includes fields for Duration, Approximate Hours Per Week, Degree Level (with a dropdown menu showing Bachelors, Masters, Doctorate, and Certificate), Class Level (with a dropdown menu showing Freshman, Sophomore, and Junior), and Desired Skills (with a text input and instructions to type in and choose from suggested skills or press enter to create a new skill, with a total of 10 skills allowed).

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

The screenshot shows the job posting configuration page. It includes a Location field with a search icon and instructions: "Type in the desired location and select from suggestions or hit enter. To add a nationwide location, type in a country name such as 'United States'." Below this is the Automatic Application Packet Generation section, which asks "Would you like to receive an application packet PDF (includes all documents submitted by all job applicants) when this job expires?" with radio buttons for Yes and No. There is also an Attachment(s) section with an Add Item button. At the bottom are three buttons: Submit, Save And Finish Later, and Cancel. The footer of the form area says "POWERED BY ■ s y m p l i c i t y".

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.”