Employer Career Connect Guide

Getting Started
Logging In

Welcome to RIT Career Connect!

Logging In:
Go to https://rit-csm.symplicity.com/employers
An account may have already been created for you. To check, click on Forgot Password and enter your username (email address) to have a reset password link sent to you. If you do not have an account set up, click on Sign Up to create one.

Quick Notes:
• Ensure your Ad Blocker allows pop-ups for our site
• If you use Symplicity Recruit, make sure you log in to RIT Career Connect to view our specific campus events
Navigating Career Connect

Once you are logged into your account, you will see a menu of options on the left side. This is where you can review your Employer Profile, job posting activity, and request on campus recruiting and events. You can also update your password and profile preferences under My Account.

There are also some “quick action” links along the right menu to direct you to specific areas of the system.

**Employer Profile:** Update your employer information. This information is available for students to learn about your company. Note- updates you make here will impact the employer account for all associated contacts.

**Jobs:** Post new jobs and review current and archived postings and applicants.

**OCR:** Manage your On Campus Recruiting activities, including requesting schedules, reviewing applicants, and managing your interview schedules.

**Events:** Search and register for upcoming Fairs or request information sessions.

**My Account:** Update your password, email preferences, and contact account information.
Posting Jobs
Posting Jobs

To post a new position, go to the Jobs > Job Postings menu, and scroll down until you see Post a Job.

You are able to copy a previously posted position, or you can complete the form to add a new posting.

Once you submit a job posting, it will be reviewed by the Office of Career Services and Cooperative Education for approval.
Managing Postings

You can view the status of your job, or make edits to your posting by returning to the Job Postings menu.

Click on the Applicant number to review and take action. This can also be done through the Student Resumes tab within the Jobs menu.
Managing Applicants

In the “Student Resumes” menu, you can review the current applications on your position.

Reviewing Options:

• Click on the student name to email them or review student documents
• Complete batch options on multiple students – email, update application status, and generate an application packet
On Campus Recruiting (OCR)
Virtual On Campus Recruiting is a way to engage with RIT students and find great talent for your organization! We can still manage scheduling your interviews online, even if you are interviewing virtually.

Visit the OCR menu in your RIT Career Connect account to manage all of your On Campus Recruiting activities.

- Request and manage schedules
- Manage Jobs associated with OCR
- Review and Select Candidates
- Schedule and Manage Interviews and Waitlists
Requesting a Schedule

1. Under OCR > Schedules, select Request A Schedule

2. Complete the request form
   - Pick up to 3 date preferences
   - Select “Yes” for Virtual Interviews. All Fall semester interviews will be conducted virtually.
   - Number of Rooms = Number of Schedules
   - Positions Recruited > Add Item: Attach previously posted jobs using Copy Position or Select Existing job. Otherwise, you can add new jobs directly in this form.

3. Once you click Submit, your request will be sent to the RIT Career Services Office for approval.

4. You will receive email confirmation when your schedule has been created.
Managing your Interview Schedule

Return to the Schedules menu, and click on the date of the interview you would like to Edit/Manage.

From here, you can edit details for your interview including:

• Review associated positions
• Review Applicants
  • Download application packages
  • Assign “Invited” or “Not Invited” status to applicants
• View and download finalized schedules
Resume Books
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Review resumes of RIT students/alumni who are currently seeking opportunities. Candidates have opted to participate in resume books, so are actively looking for new opportunities!

1. Click on Resume Books
2. Click on the Resume Book that best meets your recruiting needs.
3. Easily search using advanced filters such as Major, Skill (by keyword), and/or class level
4. Review resumes, generate books, and send candidates communications.