Posting Job Positions

How to Post a Job Position in Career Connect

Posting job positions in Career Connect is easy! Follow the steps below:

Log into Career Connect. **Click Jobs > Job Postings > Post a Job** (or click on **Create Job Posting** along the right-hand side menu).

A window will appear asking, "**Where would you like to post your job?**" Employers have two options:

1. When posting the job directly to RIT's Career Connect/Symplicity system, there is no fee. To do so, click on **Post to This School Only**. The job posting will only be viewable to RIT students and alumni.
2. There **is a fee** when posting to the Symplicity Networks of Schools. This option will post the position to all schools listed in the Symplicity network.

Complete all required fields on the form. Required fields are noted with a red asterisk (*).

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**Position Information**

If you have posted this position in the past, you will have the option to “Copy or Repost Position”. Please remember, to review all data when copying a previously posted position before submitting.

**Required Fields:**
- Choose the **Position Type**
- Enter a **Job Title**
- Select a **Desired Start Date**
- Add a **Job Description**
- List the **Qualifications**
- Enter the **Location of the job**
- Choose a **Posting Date**
- Choose an **Expiration Date**

If you are posting a Co-op Position, it is advised that you select a Co-op Semester. You may choose multiple semesters if the position is intended to be a double or triple block.
Application Instructions

Decide how you would like to receive student application materials. Employers can choose more than one of the options below:

**Email:** If an employer selects email as their choice of receiving application materials, they will receive an email *every time* a new applicant submits their materials.

**Accumulate Online:** All applicant materials are collected and saved online as opposed to being emailed every time an applicant applies. This method of resume collection is needed if you plan to create an OCR schedule at a later date.

**Other:** When an employer chooses “Other” as their submission method, a new field will appear above in the Position Submission area entitled, How to Apply. Employers should leave clear application instructions in the text box. This is useful if the employer wishes to have applicants apply directly to the company website.

RIT has our system set to automatically send employers an application packet. If you wish to receive an application packet when the job posting expires, leave the setting to Yes. Otherwise change to No.

Qualifications

**Required Fields:**

- Select the **Desired Major(s)** from the picklist. The picklist will give the option to select an entire college, or employers can choose specific majors by clicking the [>] box on the right of the college.
- **CPT/OPT Eligibility.** CPT/OPT are temporary authorizations offered to students on F-1 visas to work in their related field for a period of total 12 months. Employers are required to specify if their company hires CPT/OPT applicants.
- Agree to the **RIT Recruiting Policies.**
- Read the **Disclaimer** and initial with your agreement.
Complete your job posting by clicking Submit when finalized. Please note that all job position postings are reviewed by Career Coordinators and staff in the Office of Career Services and Cooperative Education. We will outreach to the employer contact regarding your job posting if we have questions or see any errors. We encourage our employer partners to reach out to us with questions regarding posting positions. Our office is always willing to answer questions and work with our employer partners to achieve the best recruitment outcomes.

Creating an Applicant Packet

OCR Applicant Packets are publications of all resumes submitted to a job position. Employer contacts may generate a Non-OCR applicant packet at any time.

Employer contacts can publish an Applicant Packet by logging into Career Connect, Jobs > Job Postings (select job posting) > Student Resumes. Select the students added to the publication and click Batch Option > Generate Book.

When publishing the packets, employer contacts will choose a publication name, whether to combine rooms into one packet (if more than 1 room was requested), the document to be included in the packet, select Table of Contents options, and the maximum number of pages for the book. Click Submit Request when done.

Questions? Please don't hesitate to call us at 585-475-2301