

## 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 (\*).

Home  
Employer Profile  
Jobs  
Job Postings  
Student Resumes  
Job Shadow  
Archived Jobs  
CF Jobs  
Publication Requests  
OCR  
Events  
Calendar  
My Account

Submit Save And Finish Later Cancel

\* indicates a required field

Position Information

Remote  
Is this a remote position  
 Yes  No

Copy or Repost Position  
Pick a position from which you'd like to copy data  
Please review and edit your job title when copying a job

▼ Show Archived

Position Type \*  
 On Campus Student Employment  
 Full-Time  
 Co-op/Internship  
 Research (REU)  
 Fellowship  
 Contract/Freelance  
 Part-Time  
 Volunteer

Job Title \*  
0/60

Co-op Semesters  
 Fall  
 Spring  
 Spring-Summer  
 Summer  
 Summer-Fall

Desired Start Date \*  
(Expected starting date for new hire)

Select Clear

### 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

### Resume Submission Method \*

How would you like to receive students' application materials?

**E-mail:** Each time a student applies to a position, an email will be sent to this address with the application materials attached.

**Accumulate Online:** Students' application materials will be collected online and contacts may log in to review them.

**Other:** Once selected, enter instructions in the "How to Apply" field. If "Other" is the only method selected, students will not have the option to apply through this system.

Please note: You may select more than one "Resume Submission Method" option.

Email  Accumulate Online  Other (enter below)

### Automatic Application Packet Generation

Would you like to receive an application packet PDF (includes all documents submitted by all job applicants) when this job expires?

Yes  No

### Optional Documents

Which additional documents would you like to receive?

Cover Letter  Unofficial Transcript  Writing Sample

Other Documents

### Requested Document Notes

Special instructions regarding requested documents.

## Qualifications

### Desired Skills

Type in and choose from suggested skills or press enter to create a new skill. You can add a total of 10 skills.

### Desired Major(s) \*

Use the menu below to select major(s).

### Class Level(s)

Please enter the desired class level(s).

### CPT/OPT Eligibility \*

Are you willing to consider candidates that are temporarily authorized to work for a defined period in their field of study? (e.g. for a job/co-op/internship under OPT/CPT)

Yes  No

### RIT Recruiting Policies \*

I understand and agree

Please type your initials to indicate agreement with the following disclaimer: \*

**DISCLAIMER: IT IS OUR POLICY THAT NO CITIZEN OF THE UNITED STATES OR ANY OTHER PERSON WITHIN THE JURISDICTION THEREOF SHALL, ON THE GROUNDS OF RACE, COLOR, SEX (INCLUDING SEXUAL HARASSMENT), AGE, DISABILITY, VETERAN STATUS, RELIGION, NATIONAL ORIGIN OR SEXUAL ORIENTATION, BE EXCLUDED FROM PARTICIPATION IN, BE DENIED THE BENEFITS OF, OR BE SUBJECT TO DISCRIMINATION IN EMPLOYMENT OR UNDER ANY EDUCATIONAL PROGRAM OR ACTIVITY OF THE UNIVERSITY.**

## 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**.

The screenshot displays the 'Job Postings' interface in Career Connect. The left sidebar contains navigation links: Home, Employer Profile, Jobs, Job Postings, Student Resumes, Job Shadow, Archived Jobs, CF Jobs, Publication Requests, OCR, Events, Calendar, and My Account. The main content area shows the 'Job Postings' page for a specific job, with a breadcrumb trail: Home / Jobs / Student Resumes (non-OCR). The 'Student Resumes (non-OCR)' section is active, showing a 'Preview' link. A blue information banner indicates that Adobe Acrobat Reader is needed for PDF files and Excel Viewer 2003 for Excel files. Below this is a 'Resume Text Search' input field. The 'Major' section has a 'Choose...' dropdown and 'Search' and 'Clear' buttons. An orange arrow points to the 'Clear' button. Below the search section is a 'Batch Options' dropdown menu with a checkmark and '23 selected'. Below that is a list of resumes, each with a checkmark, a redacted name, and a submission date (e.g., 'Submitted on Sep 20, 2021'). Each resume entry also has a 'Rank' dropdown menu and a 'Resume' link.

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**