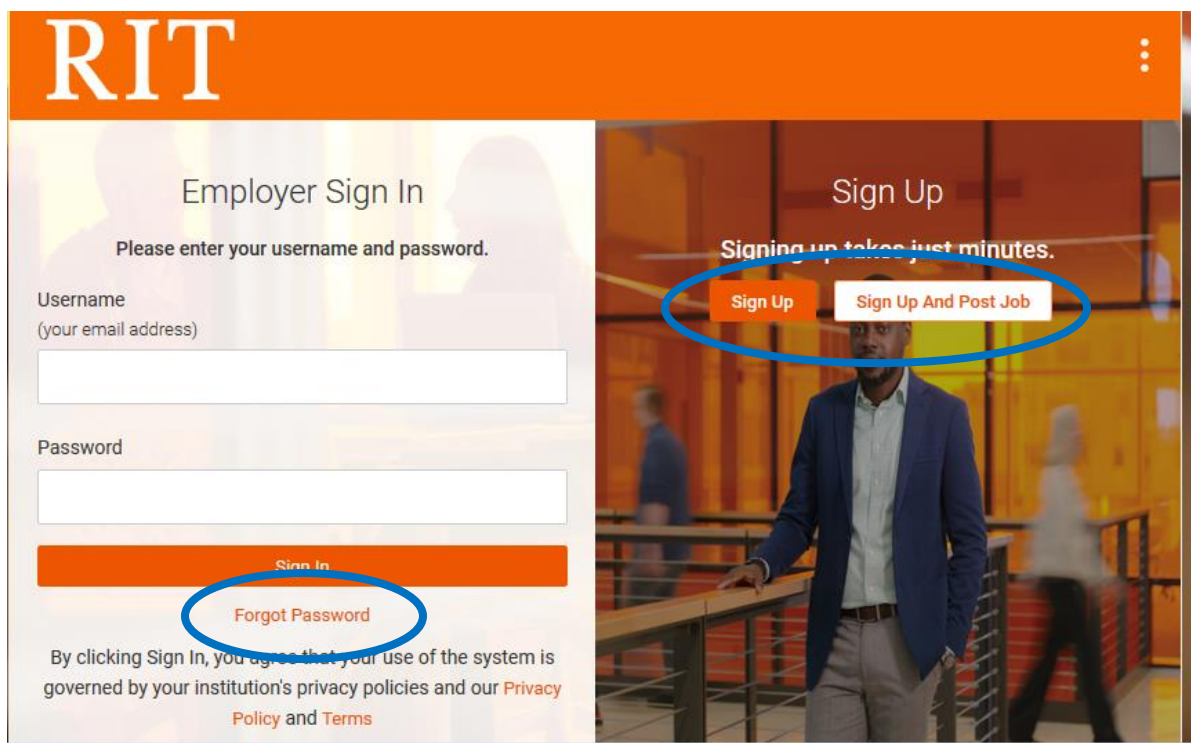


## RIT Career Connect Employer Manual

**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:

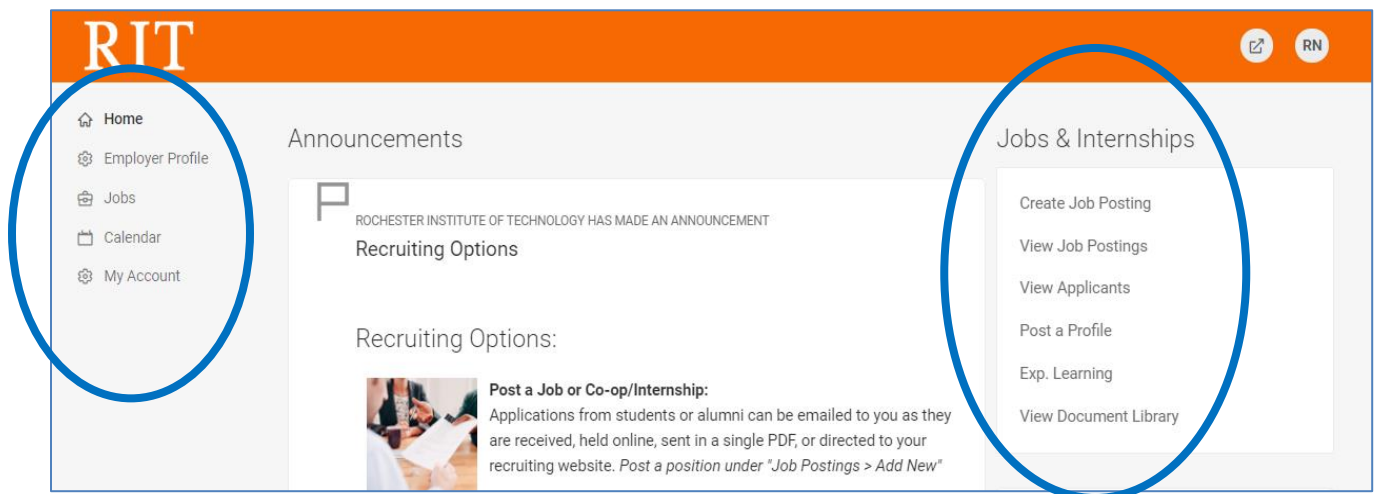


## RIT Career Connect Overview

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 and Job Posting activity. You can also update your password and profile preferences under My Account.

- Similar to the set up in Handshake, departments and/or divisions have been set up as companies in RIT Career Connect. You will automatically be assigned to the same company that you belonged to in Handshake. If you need assistance changing or combining companies, please contact the Student Employment Office.

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 (department). Note- updates you make here will impact the employer account for all associated contacts.

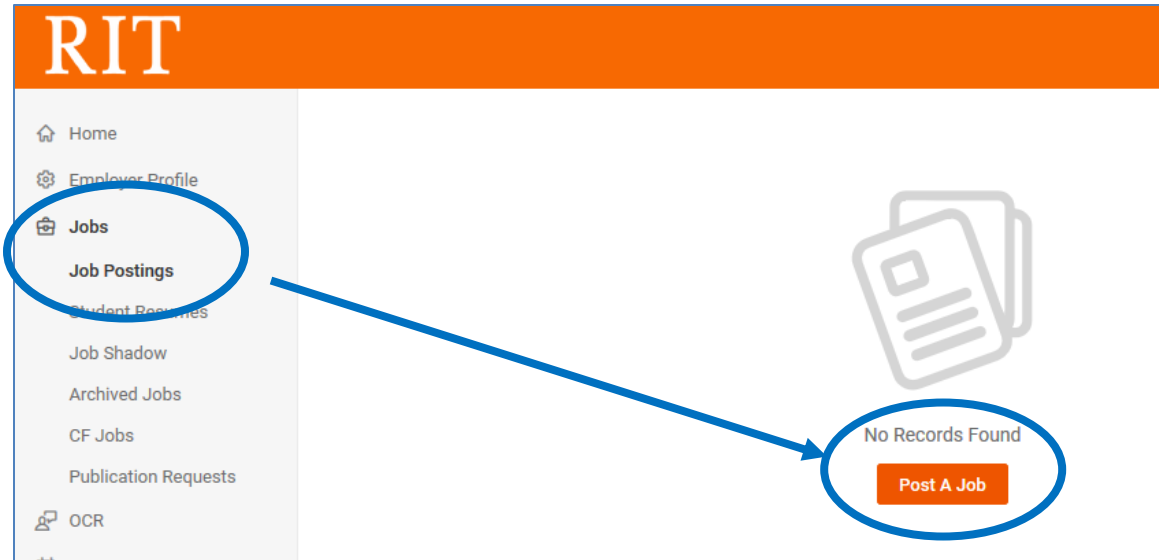
**Jobs:** Post new jobs and review current and archived postings and applicants.

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

# Job Postings

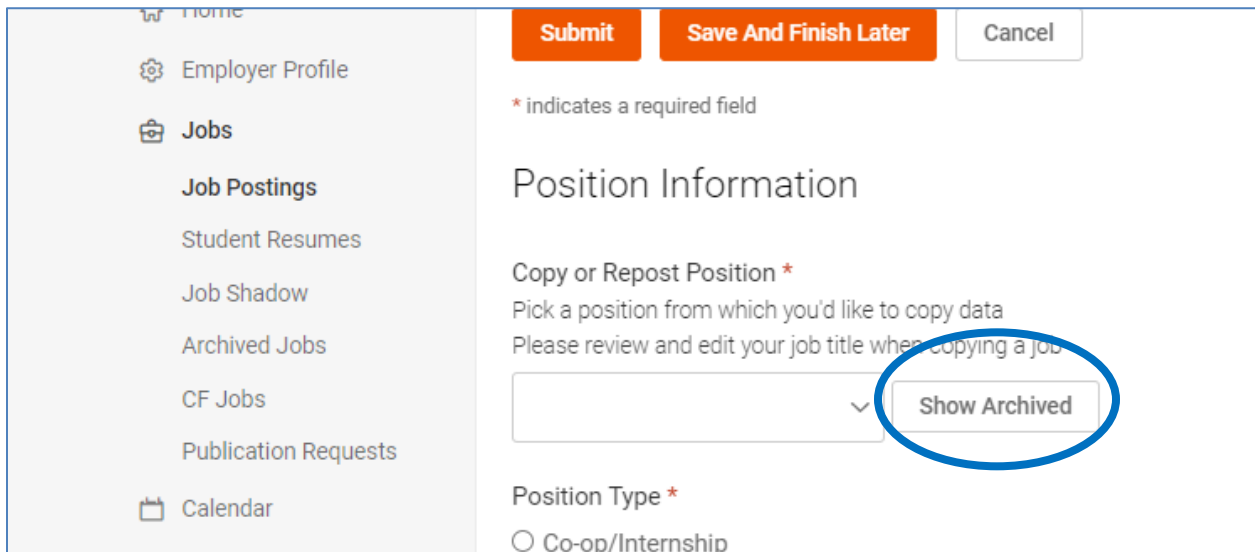
## Posting Jobs:

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



Using the Post A Job link, you are able to copy a previously posted position, or you can complete the form to add a new posting.

To copy an old position, click Show Archived, and then use the drop down list to view old jobs listed by position title.



**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

- Front Desk Assistant 1499 (archived)
- Front Desk Assistant 1502 (archived)
- Front Desk Assistant 1503 (archived)
- Front Desk Assistant 1504 (archived)
- Front Desk Assistant 9245 (archived)
- Office Assistant - Spring, Summer, and Fall 2019 1501 (archived)
- Office Assistant - Tues/Thurs 1-4:30pm ONLY 1500 (archived)

On Campus Student Employment

Once you have selected an archived position, it will provide the former Handshake ID number on the post. Employers will have the choice of using the RIT Career Connect Number (ex. 1502) or the Handshake ID number:

### Position Information

**HS\_Job\_ID**  
only for past reference- SEO specifically  
2649622

**Position Type \***

- Co-op/Internship
- Full-Time
- Part-Time
- On Campus Student Employment

\*NOTICE – Please make sure you select On Campus Student Employment as the Position Type. Only On Campus Student Employment positions are sent to the Student Employment Office for review. All other types will be sent to Career Services.

As you go through the posting form, it will likely seem very familiar to the previous system. One major change is the way that the Job Description and Qualifications are set up. Your archived positions will have that information all in the Job Description box, and you will need to copy and paste the Qualifications into their own box. We strongly suggest that you review other formatting and spacing options to optimize your job posting.


Job Description \*

**B** *I* ☰ ☷ ⏪ ⏩ 🔗 ✖ U

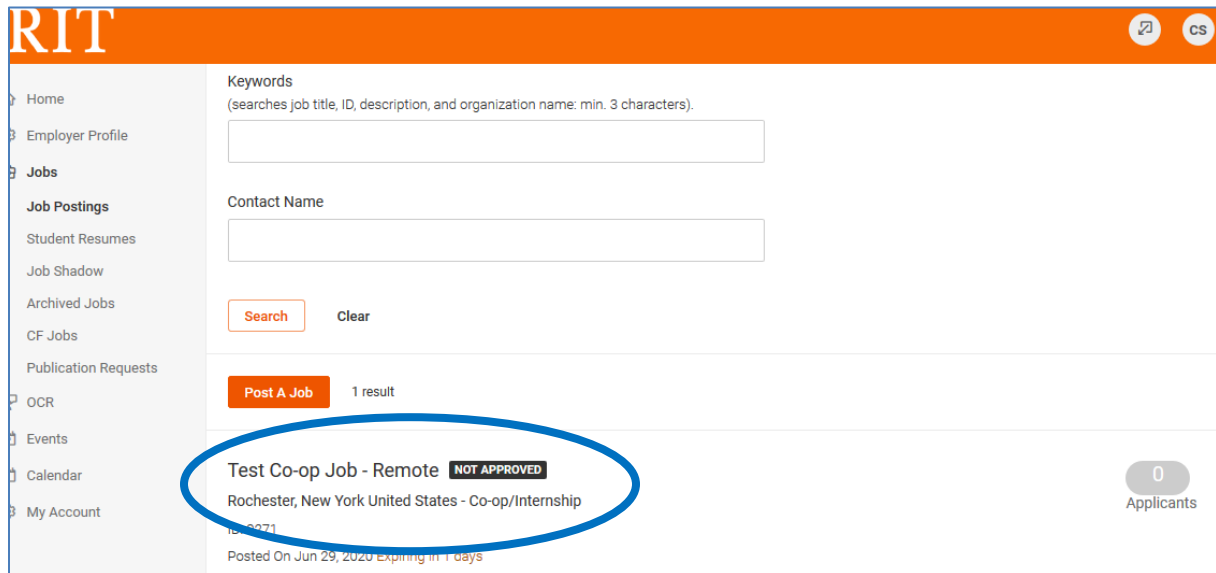
\*\* TO BE CONSIDERED, APPLICANTS MUST BE AVAILABLE SUMMER AND FALL 2019, AND FOLLOW THE APPLICATION INSTRUCTIONS IN POSITION SUMMARY\*\*Position Summary: The Student Employment Office is seeking a professional, detail oriented Office Assistant to assist in management of the front desk and office processes. The ideal candidate will be an undergraduate student with 2-3 years of school left to complete. To be considered, applicants must submit a short cover letter detailing their summer and fall availability. Applicants who are not available to work during Summer 2019 will not be considered. Essential Tasks:Organize and check incoming paperwork before distributing paperwork to office staff.Complete I-9 documents for new student workers, adhering to all legal standards.Issue and reverify SEO cards to eligible studentsScan processed documents through OnBase and index them properly.Answer incoming phone calls, provide basic information or escalate the call based on type of call.Follow office procedures to ensure documents are processed and students are eligible to work.Provide front desk coverage.Assist Student Employment Staff with projects and assignments as assigned.Qualifications/Special Skills Required:Must be motivated and detail oriented.Must be flexible, able to take directions, and able to multi-task.Must be reliable, punctual, and uphold confidentiality at all times.Must be able to answer incoming phone calls and verbally answer questions over the phone and in person.Must have a strong understanding of the English language. Qualifications/Special Skills Preferred:Available to work each semester (summer included)ASL or fluency in another language helpfulExperience with OnBase, Talx, or Orade preferred.

p

Qualifications \*

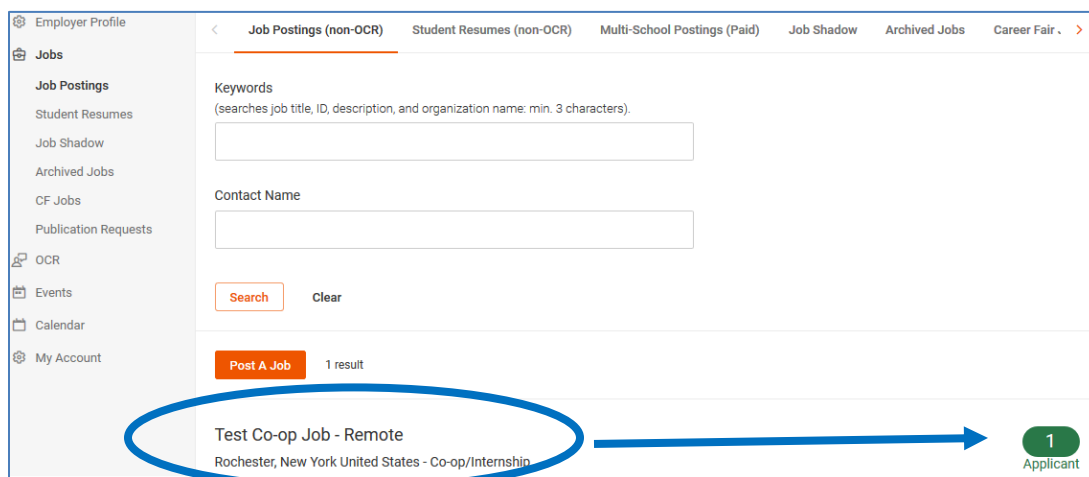


Once you submit a job posting, it will be reviewed by the Student Employment Office for approval. You can view the status of your job by returning to the Job Postings menu:



### Reviewing Applicants:

Return to the Job Postings menu to see your active jobs, as well as the applicants on those jobs.



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

You can click on the student name to email them, review student documents, or complete batch options on multiple students.

The screenshot shows a web interface with tabs for 'Job Postings (non-OCR)', 'Student Resumes (non-OCR)', 'Job Shadow', and 'Archived Jo'. The 'Student Resumes (non-OCR)' tab is circled in blue. Below the tabs is a notification: 'To view PDF files, you may need Adobe Acrobat Reader. To view Excel files, you m'. There are search filters for 'Resume Text Search' (a text input field) and 'Position' (a dropdown menu set to 'Test Co-op Job - Remote'). Below these are 'Search' and 'Clear' buttons. A 'Batch Options' button with a dropdown arrow is shown with '1 selected' next to it. A blue arrow points from this button to a detailed view of the 'Batch Options' menu. The menu includes 'Mail to Checked', 'Save As Excel', 'Generate Book', and 'Set Status...'. A second blue arrow points from 'Set Status...' to a sub-menu containing 'Sent Email', 'Review', and 'Interested'.

**Reviewing Archived Jobs:**

To reference positions from the Handshake system, you can view them through the Archived Jobs tab. To edit or repost the positions, please follow the process above.

The screenshot shows the RIT Handshake system navigation menu. The 'RIT' logo is at the top in white on an orange background. The navigation menu on the left includes: Home, Employer Profile, Jobs, Job Postings, Student Resumes, Job Shadow, Archived Jobs, CE Jobs, Publication Requests, and OCR. The 'Archived Jobs' item is circled in blue. The main content area on the right shows a stack of document icons, the text 'No Records Found', and a 'Post A Job' button.