



Managing your KU Career Connections (Symplicity) Account

KU Career Services leverages a shared recruiting management system, powered by Symplicity. This document will assist you in navigating through our recruiting management system.

Logging In To Your Account

1. Go to <https://ku-csm.symplicity.com/employers/>
2. **If you are a new employer**, click on the “Register” tab to create a new registration. Your Username is your e-mail address. You will receive an email containing your Password for future logins.
3. **If you are a returning employer**, enter your e-mail address as you Username. If you have forgotten your password, please select the “Forgot my Password” tab at the top. Within a few minutes, you will be sent an email with your new password.

Once you login, you will be directed to the employer “home” page. This page offers “quicklinks” to several recruiting activities and an “alert” section which notifies you of interview schedule statuses and applicants. We recommend using this page as the starting point for all of your needs. You may also click on any of the options (account, calendar, on-campus recruiting (OCR), etc.) in the top navigation bar to direct you to the appropriate recruiting activities.

Posting a Job

To post a position in Career Connections:

1. From “home”, click on “Create Non-OCR Job Posting” quicklink.
2. You will be directed to the job postings page.
3. Enter the job details (title, description, etc.)
 - a. **For multiple pick select menus** (work authorization, majors, etc.) **hold the control key to make multiple selections.**
4. Select the Submit button.
5. The job will be forwarded to Business Career Services for approval.
6. When the position is approved you will receive notification via email.

Requesting Interview Schedules and Information Sessions

Although employers can request interview schedules and information sessions through the KU Career Connections system, we recommend contacting our office at (785)864-5591 regarding your on-campus recruiting needs, as the master recruiting calendar is maintained through our office. This will also enable us to provide you with the best quality of service. For any requests initiated through KU Career Connections, our office will receive notification and will contact you directly to confirm your reservation.

To request an Interview Schedule(s) and Attach positions

1. From “home”, select “Create New Schedule Request” to request an on campus interviewing schedule.
2. Complete the fields as prompted.
Please note - “OCR model” refers to the way in which you prefer to manage your interview schedule. For example, most schedules are “Preselect” or “Preselect to Alternate.” If you

need assistance determining the appropriate model, please contact your Business Career Services.

3. Select the "Submit" button.
4. Your request is sent to Business Career Services where it is reviewed and approved by a staff member. You will receive a confirmation email notifying you when the schedule is approved.
5. After you receive email confirmation that your schedule is approved, the next step is to re-enter the system and attach the positions to the schedule.
 - a. From "home", select the "on campus recruiting (ocr)" tab from the menu bar.
 - b. Click on the "Schedules" tab
 - c. Select the "Create/Attach Positions" button
 - d. You are asked if you would like to link an existing position or copy/create a new position to this schedule.
 - i. If copying or creating a new position, select "Copy/Create a New Position" Enter the position information into the appropriate fields. Select "Save & Finish" or "Save & Attach Another"
 - ii. If you want to link positions, select the button marked "Link a Position From Another Schedule" . *Note – Linked positions share applicants and any changes made to linked position information will be reflected across all related schedules.* At the next screen, select "Create & Attach a New Position". Enter the position information into the appropriate fields.

* **Important note:** The system prohibits students from applying to your positions unless ALL elements of their profile are consistent with ALL requirements for your role. In order to maximize your candidate pool, we suggest consider this when establishing your screening criteria. Business Career Services will not conduct screening overrides for students without the direct permission of the recruiting organization.

To request an Information Session

1. From "home" select "Request New Information Session"
2. Complete the fields.
3. Click the "Submit" button.
4. Your request is sent to Business Career Services where it is reviewed and approved by a staff member.
5. A staff member from Business Career Services will email you an "Information Session/Evening Presentation" form to complete. Catering items and audio visual equipment can be requested on this form.
6. After you return the "Information Session/Evening Presentation" form, a staff member will make the arrangements for your session. You will receive an email confirming your room location, catering items, and audio/visual equipment.

Displaying Interview Schedules

For a quick look at your interview schedule:

1. Click "View OCR Schedules" from the home page.
2. Click on the date of the interview to display the schedule's details, interviews scheduled (shows a list of who has signed up and when), and applicants.
3. Note - If you need to make changes to your schedule (i.e. changing the resume submission deadline date, the times for interviews, or the model) please contact Business Career Services. Unfortunately, the system does not allow you to make significant changes to your interview schedule once it is entered.

Viewing and Printing Applicant Documents & Managing Applicants for Interviews

When students apply for jobs that employers have posted on KU Career Connections, the resumes of the applicants are made available for viewing, printing, and for making decisions regarding their interview status.

To view and print an applicant document:

1. From "home" click on "View OCR Applicants" quicklink to view students that applied for OCR jobs.
2. View resumes in PDF format by clicking the document icon in the Resume column.

Managing applicants:

3. To assign an applicant an interviewing status, click on the dropdown menu in the Status column to designate which students are "invited", "not invited", or "pending".
 - a. Students marked as Pending will be automatically marked as "Not Invited" at the end of the Select Period.
 - b. The Details column displays the number of available interview slots.
 - c. To mark a batch of students as "not invited", checkmark multiple students and click on the "Change Status To" dropdown
4. To email students, place a checkmark next to their names and select "Mail to Checked". Next, enter the details of your email.
5. The applicant list disappears after the Select End date. Business Career Services recommends you save the information as an Excel file. To do this, checkmark the names of the students on the list and select "Save as Excel".
6. To generate a resume packet, select "Generate Book"
7. Once a student signs up for an interview, the interview details appear under the Interviews tab.

Requesting and Viewing a Web Resume Book

You can choose search criteria and view the resumes of students that meet your specified criteria.

To search and view a Web Resume Book:

1. From "home" click on "Resume Books" quicklink
2. Click "All active KU"
3. Choose your search criteria or click on the "Advanced Search" tab to be more specific
4. Click "Apply Search"
 - a. You can view resumes individually or
 - b. Generate a Book of multiple students
5. To generate a Book of multiple resumes, click the box next to the student or use the "+" button to choose all of the students
6. You can choose "Mail to Checked", "Save to Excel" or "Generate Book"
7. Click "Generate Book" and you will be taken to a new screen
8. Click "Submit Request"
9. The system will e-mail you when your Resume Book is ready
10. Your Resume Book will located in "Resume Books" under the "Publication Requests" tab

Questions about KU Career Connections?

We are here to help!

Contact KU Business Career Services

bcsc@ku.edu

785-864-5591