

Guide for Recruiting CSUMB Students Using OtterJobs

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Career Development Office

career_development@csumb.edu

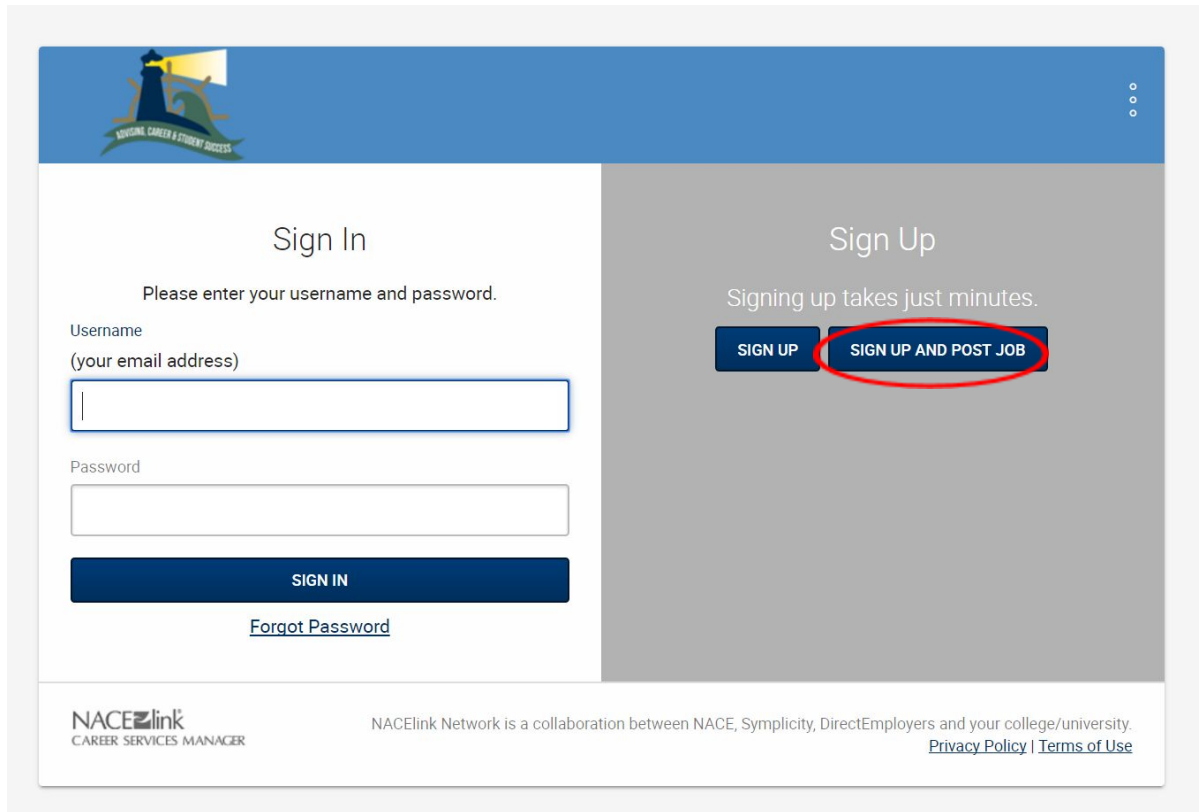
831-582-3845

<https://csumb.edu/career/employers>

OtterJobs is powered by NACELink Symlicity Network


Creating an Account

- 1.) Go to <https://csumb-csm.symplicity.com/employers/> and click “Sign up and Post Job”



The screenshot shows a web interface for NACElink. On the left, there is a 'Sign In' section with the text 'Please enter your username and password.' Below this are two input fields: 'Username (your email address)' and 'Password'. A 'SIGN IN' button is located below the password field, and a link for 'Forgot Password' is positioned below the button. On the right, there is a 'Sign Up' section with the text 'Signing up takes just minutes.' Below this are two buttons: 'SIGN UP' and 'SIGN UP AND POST JOB'. The 'SIGN UP AND POST JOB' button is circled in red. At the bottom of the page, the NACElink logo is on the left, and the text 'NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university.' is in the center, with links for 'Privacy Policy' and 'Terms of Use' on the right.

- 2.) Fill in company contact information, click next at bottom of the screen.
 - a. NOTE: Only the fields with the red asterisk * are required, but we encourage you to be as thorough as possible.
 - b. NOTE: For on-campus offices and departments, career development has already established an OtterJobs account for you. **Please do not create new accounts for CSUMB entities.** If you have any questions about accessing your department’s account, call 831-582-3845.



Sign Up and Post Job

[SIGN IN](#) [FORGOT MY PASSWORD](#) [SIGN UP](#) [SIGN UP AND POST](#)

* indicates a required field

Company Information

Please provide as much information as possible

Industry *

- Accounting
- Advertising
- Aerospace
- Agriculture
- Arts
- Banking
- Biotech & Pharmaceuticals
- Business Services

Organization Name *

Street *

123 Street Rd

City *

Ottervale

State *

California ▼

Zip Code *

00000

Country

United States ▼

NEXT

3.) Fill out job information including description, qualifications, documents required. Be mindful of your chosen start and end dates for the posting because students will not only be able to see the listing during that designated time period. A detailed job description will be better received by students.

STEP 1: ENTER CONTACT INFO STEP 2: ENTER JOB INFO

* indicates a required field

Position Information

Position Type *

- On-Campus/Student Assistant
- Career/Degreed
- Full Time
- Internship
- Other
- Part Time

Blind Posting
Choosing "yes" will hide Employer/Contact name and link from students

yes no

Title *

Otter Handler

Job Function

[select] CLEAR

Education/Teaching

Job Description *

Help out around the office

- 4.) At the next screen, you can post to other schools beside CSUMB, if you so wish.
NACELink charges a fee for this service.

Sign Up and Post Job

SIGN IN FORGOT MY PASSWORD SIGN UP SIGN UP AND POST JOB

STEP 1: ENTER CONTACT INFO STEP 2: ENTER JOB INFO

Thank you for recruiting at CSU Monterey Bay.

Want to recruit at more schools?
Reach candidates from 1,100 schools in the Symplicity OneStop Network.

POST TO MORE SCHOOLS NO THANKS

one stop

Symplicity has access to over 1,100 schools and 5 million active job seekers through the Symplicity OneStop Network.

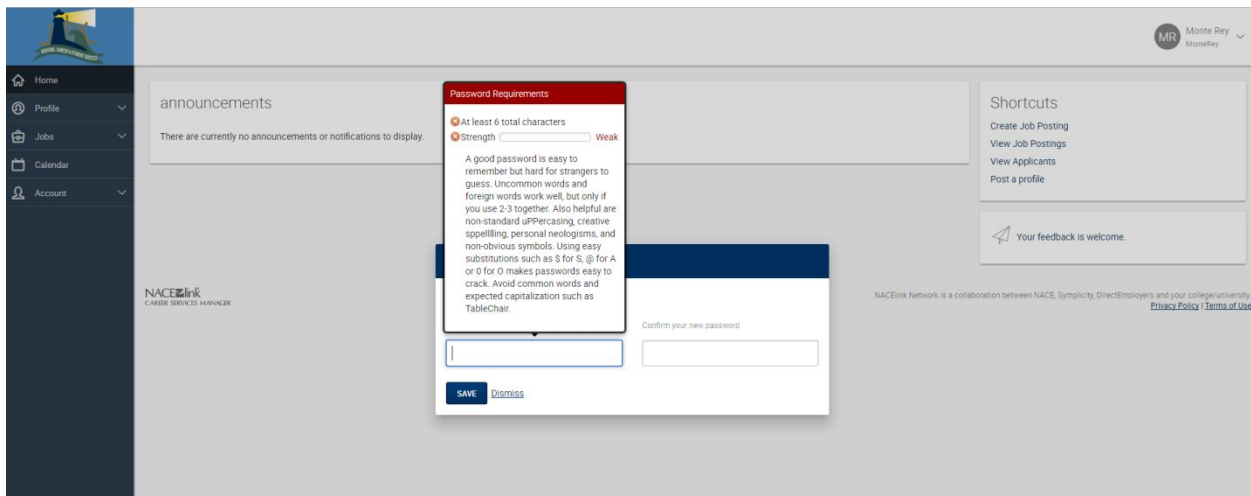
NACELink
CAREER SERVICES MANAGER

NACELink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university.
[Privacy Policy](#) | [Terms of Use](#)

- 5.) After submitting your request, an administrator will look over your company and job posting and approve it. This may take 3-5 business days. Once your company and posting are approved, you will receive a password to the email address you registered.

csumb@csm.symplicity.com 8:26
to me
Jun 26, 2017, 8:26 AM
MonteRey
Dear Monte Rey,
I am pleased to inform you that your registration for CSU Monterey Bay OtterJobs has been processed and your account is now active. Please note that posting jobs and internships is a FREE service!
Please point your web browser to:
<http://csumb-csm.symplicity.com/employers>
Your username and password are as follows:
Username: [REDACTED]
Password: Please set your password using the following URL:
<http://csumb-csm.symplicity.com/employers/index.php?type=password&token=76deb0a0f6adc2b504f85d9062692f6b>
With your account, you can post jobs and internships to our students by following the instructions below:
1-Go to <http://csumb-csm.symplicity.com/employers>
2-Enter your username (email) & password on (Login screen page)
3-You are now on your HOME PAGE
4-Click "jobs" on the top menu bar
5-Click on ADD NEW button on the next screen page
6-Enter your job and or internship and click SUBMIT!
*If you wish to customize your password, log into your account and select the "Account" tab.
If you need assistance, please feel free to contact us at [831-582-3845](tel:831-582-3845) or career_development@csumb.edu.
Sincerely yours,
CSU Monterey Bay Center for Advising, Career & Student Success

6.) Once you receive your approval email, click the link given to set your password and login to Symplicity. First you will be prompted to create your password in accordance with Symplicity's requirements then once you click save, you will see your home screen with the prompt signifying you update your password at the top.



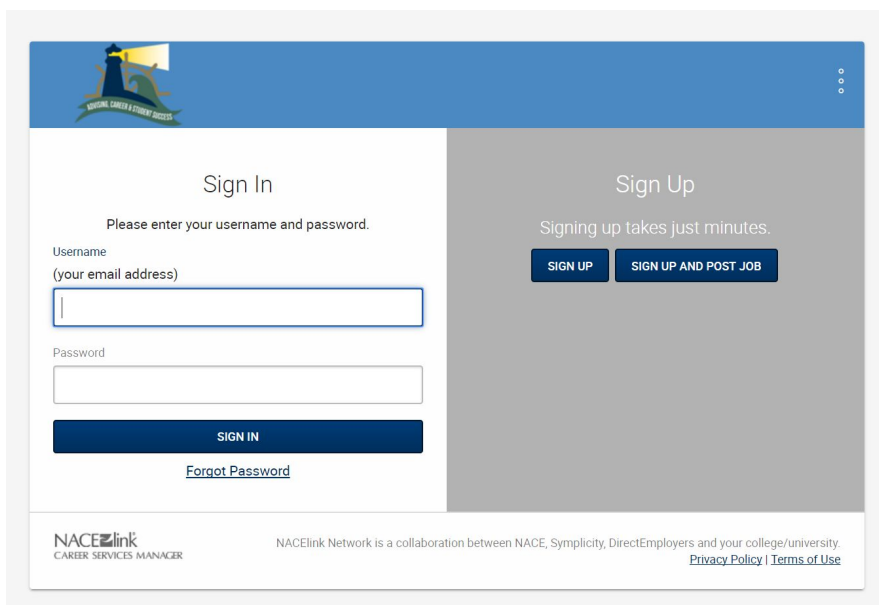
7.) You can now access this page whenever you like by going here: <https://csumb-csm.symplicity.com/employers/> and signing in with your credentials.

The screenshot displays the user interface of the NACElink Career Services Manager. At the top left, there is a navigation menu with icons for home, profile, announcements, calendar, and user. The top right shows the user's name 'Monte Rey' and the tagline 'You Otter Know'. A notification banner at the top states 'Password has been updated'. Below this, the 'announcements' section is empty, displaying the message 'There are currently no announcements or notifications to display.' The 'Shortcuts' section provides quick access to 'Create Job Posting', 'View Job Postings', 'View Applicants', and 'Post a profile'. A feedback message 'Your feedback is welcome.' is shown with a paper airplane icon. The footer contains the NACElink logo and the text: 'NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university. [Privacy Policy](#) | [Terms of Use](#)'.

Viewing Applicants

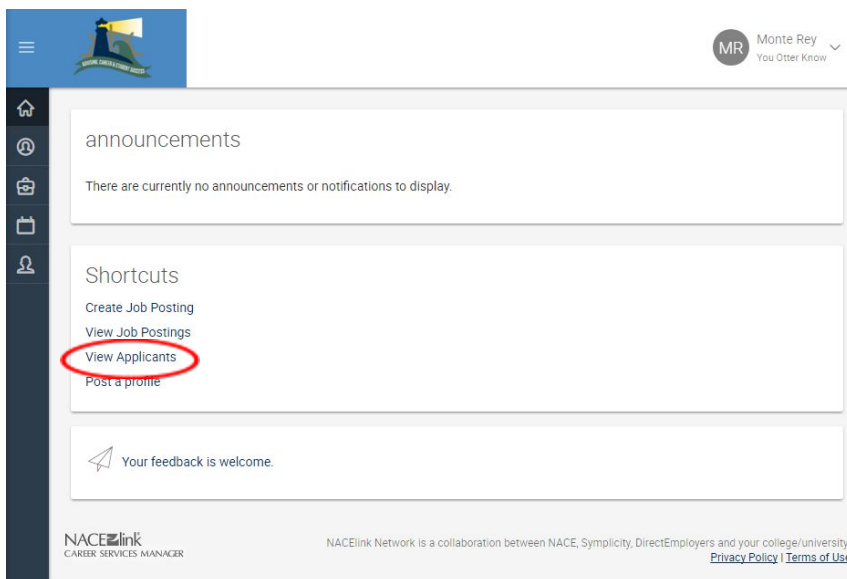
If, when you posted your job listing, you chose “accumulate online” for the application materials, the system will hold resumes and other documents you requested on your account. To view applicants:

- 1.) Go to <https://csumb-csm.symplicity.com/employers/> and log in.



The screenshot shows the NACElink Career Services Manager login page. It is split into two main sections: 'Sign In' on the left and 'Sign Up' on the right. The 'Sign In' section prompts the user to enter their username (email address) and password, with a 'SIGN IN' button and a 'Forgot Password' link. The 'Sign Up' section states 'Signing up takes just minutes.' and offers two buttons: 'SIGN UP' and 'SIGN UP AND POST JOB'. The footer includes the NACElink logo and text: 'NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university. Privacy Policy | Terms of Use'.

- 2.) On the home page click on “View Applicants”



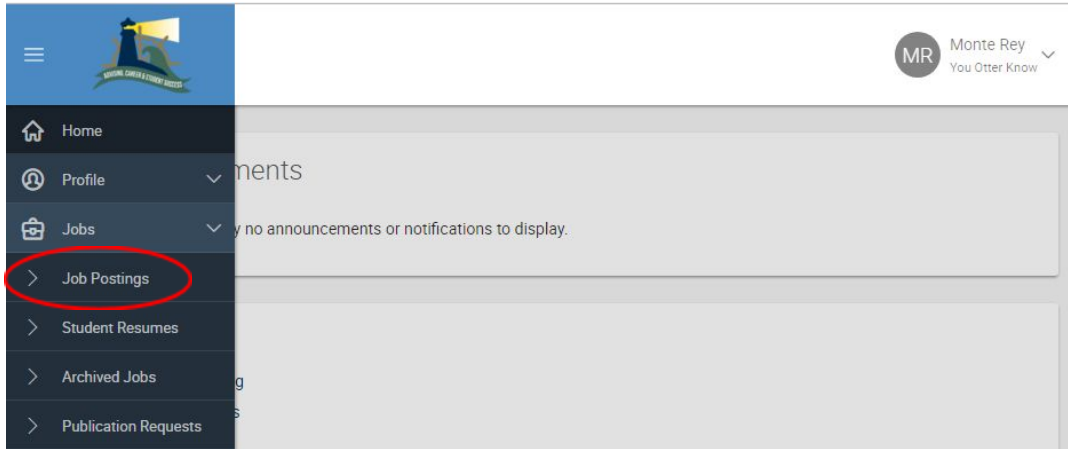
The screenshot shows the NACElink home page dashboard. At the top right, there is a user profile for 'Monte Rey' with the tagline 'You Otter Know'. Below this is a section for 'announcements' which is currently empty. A 'Shortcuts' section is visible, containing links for 'Create Job Posting', 'View Job Postings', 'View Applicants' (which is circled in red), and 'Post a profile'. At the bottom, there is a feedback message: 'Your feedback is welcome.' The footer contains the NACElink logo and the same collaboration text as the previous screenshot.

- 3.) You will see the names of all students who have applied for your job and can review their resume and any other materials. If you have a lot of postings or applicants you can sort them in various ways including:
- a. Selecting a job title from the drop down menu
 - b. Sending mass email to multiple applicants
 - c. To the right of each applicant there is a box in which you can flag them for various things

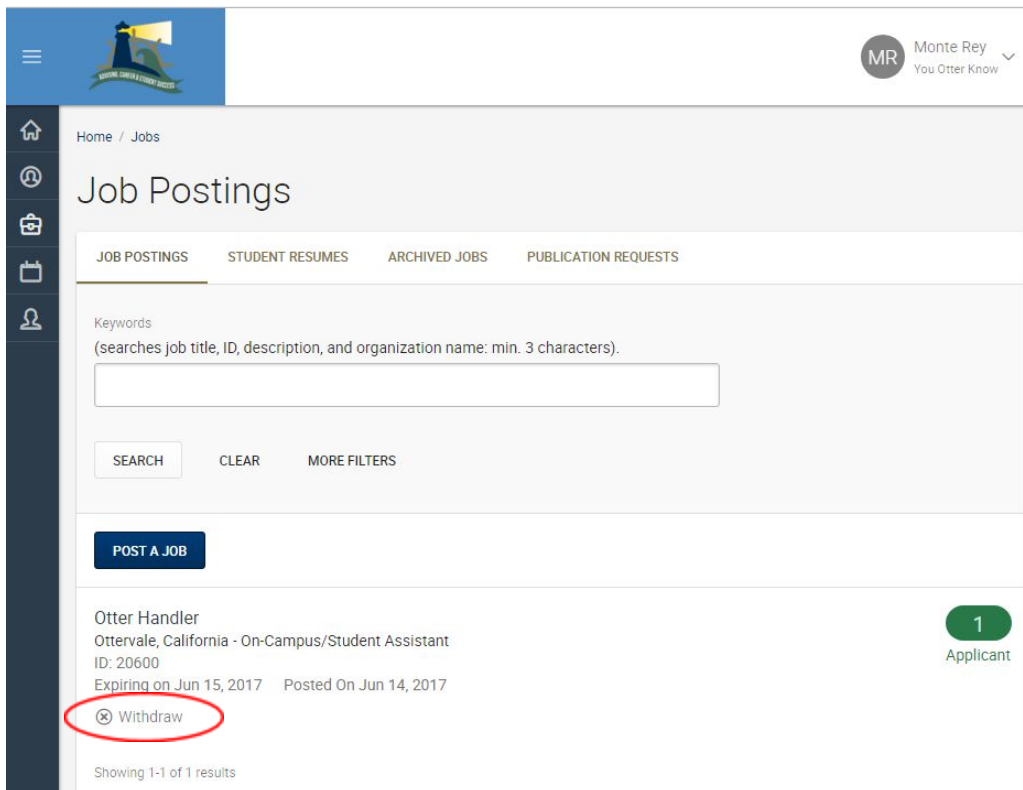
The screenshot shows a web application interface for 'Job Postings'. The top navigation bar includes a home icon, a logo for 'SCHOOL COUNSEL & CAREER SERVICES', and a user profile icon. The main content area has a breadcrumb trail 'Home / Jobs / Student Resumes' and a title 'Job Postings'. Below the title are tabs for 'SERVER', 'STUDENT RESUMES', and 'PREVIEW'. A blue information banner states: 'To view PDF files, you may need [Adobe Acrobat Reader](#). To view Excel files, you may need [Excel Viewer 2003](#).' Below this is a 'Status' dropdown menu and 'SEARCH' and 'CLEAR' buttons. A 'BATCH OPTIONS' dropdown menu is circled in red. To the right, a 'SORT BY: Rank' dropdown menu is also visible. The main list shows two applicant entries. The first entry is for a student whose name is redacted, submitted on May 02, 2017, with a 'Rank: select' dropdown. To the right of this entry is a red oval highlighting a flagging dropdown menu. Below the entry are links for 'Resume', 'Other Document', and 'Delete Application'. The second entry is for a student submitted on May 20, 2017, with a 'Rank: select' dropdown and a flagging dropdown to the right.

Removing a Job

- 1.) From the home screen, clicking on the briefcase icon will pull up a sidebar menu, click on job postings and you will see all of your job postings.

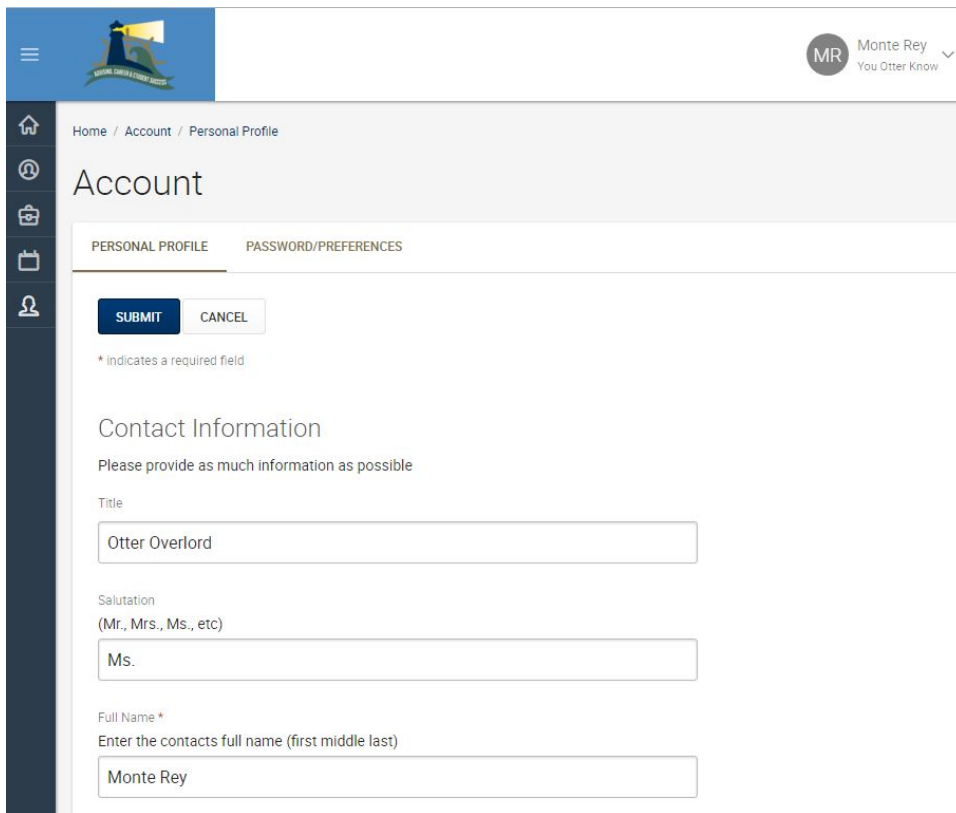
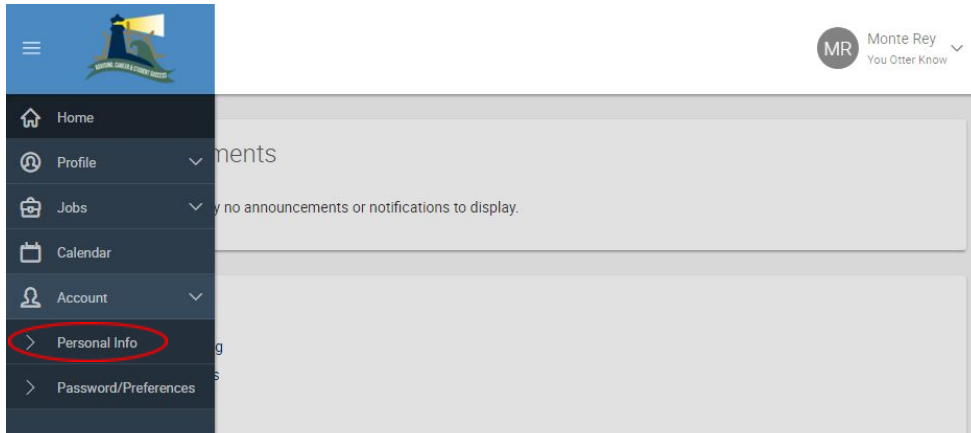


- 2.) From this menu, you can see applicants and click withdraw to remove the job listing if needed.



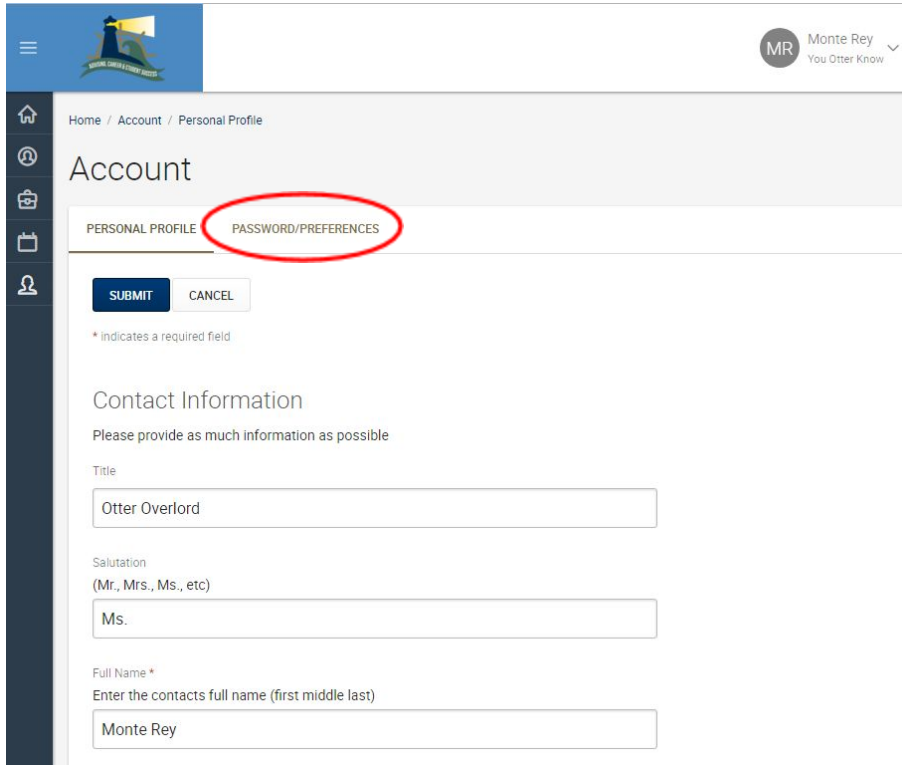
View and Update your Company/Personal Profile

- 1.) From the home screen, if you click on the outline of a person, a side bar will show up for your account options. From here you can click on personal info to update your company's profile.



View and Update your Password

1.) If you are at the personal profile screen:



2.) From the home page:

