

EMPLOYER QUICK REFERENCE

New Users:

1. Visit <https://sau-csm.symlicity.com/employers>
2. Click on Register for BeeCAREERS
3. Complete the information
4. Once you submit your registration form, you will be sent an email to verify your information
5. After verifying your email, please allow up to 24 hours to receive an email with your username and password

Returning Users:

1. Visit <https://sau-csm.symlicity.com/employers>
2. Sign in using your username and password

Profile

- *Create company overview
- *Add company website
- *Provide information about:
 - Company culture
 - Products & Services
 - Website information
 - Recruiting information

Jobs and Internships

- * Post full time/part time and internship positions
- * Review applicants' resumes
- * Post positions to Multiple Schools (fee)
- * Review archived postings

Resume Books

Contact the Career Center to request resumes for your hiring needs

Events

Opportunities to schedule Information sessions

Account

- *Complete/edit company contacts
- *Change password

Announcements

Watch the announcements section for important information

Shortcuts

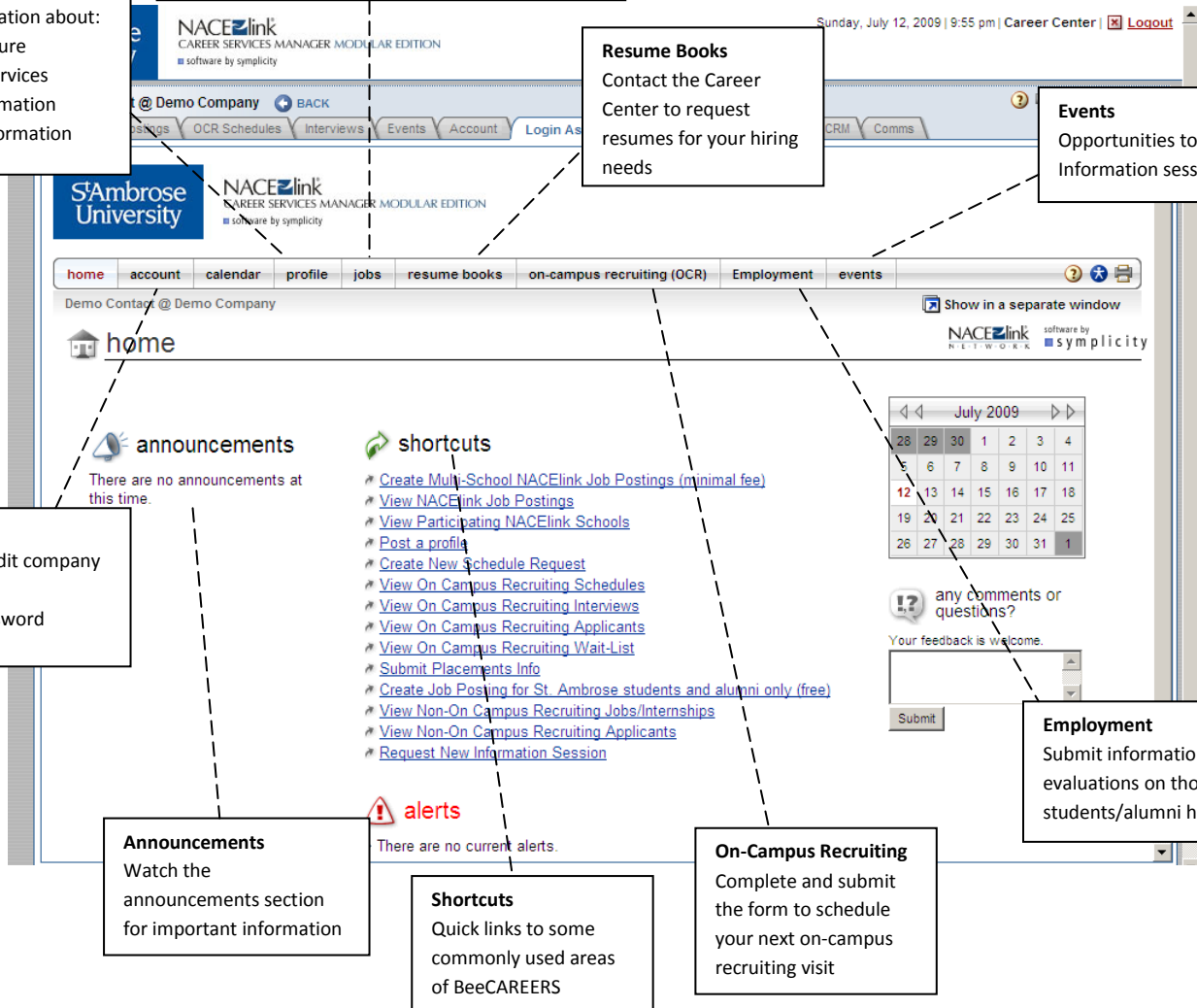
Quick links to some commonly used areas of BeeCAREERS

On-Campus Recruiting

Complete and submit the form to schedule your next on-campus recruiting visit

Employment

Submit information and evaluations on those students/alumni hired



BeeCAREERS provides 24-hour access to employers to:

- post full-time/part-time employment and internships
- sign up for on-campus interviews