

## EMPLOYER QUICK REFERENCE (JOB AND INTERNSHIP POSTINGS)

### Posting a position:

Log into BeeCAREERS at <https://sau-csm.symlicity.com/employers>

There are 2 ways to get to the job and internship posting form:

#### From Shortcuts Menu

1. Under shortcuts on the homepage click on **“Create Job/Internship Posting for St. Ambrose Students and Alumni only”**(free)
2. Fill out form and submit (all areas marked with a **red \*** are required)
3. Please allow 1-2 business days for your position to appear online

OR

#### From Tabs Along The Top Of Screen

1. Select **Jobs and Internships** tab
2. Fill out form and submit (all areas marked with a **red \*** are required)
3. Please allow 1-2 business days for your position to appear online

The screenshot shows the BeeCAREERS employer interface. At the top, there are navigation tabs: Edit, Job Postings, OCR Schedules, Interviews, Events, Account, Login As, Sent Emails, Notes, Activities, CRM, Comms. Below these are secondary tabs: home, account, calendar, profile, jobs, resume books, on-campus recruiting (OCR), Employment, events. A callout box titled "Jobs and Internships" points to the "jobs" tab and lists: "Post full time/part time and internship positions", "Review applicants' resumes", "Post positions to Multiple Schools (fee)", and "Review archived postings". Another callout box titled "Shortcuts" points to the "shortcuts" menu item, which contains a list of links. One link, "Create Job Posting for St. Ambrose students and alumni only (free)", is highlighted with a red box. A third callout box titled "Employment" points to the "Employment" tab and says: "Submit information and evaluations on those students/alumni hired". The interface also includes a calendar for July 2009, a feedback form, and an alerts section.

BeeCAREERS provides 24-hour access to employers to:

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